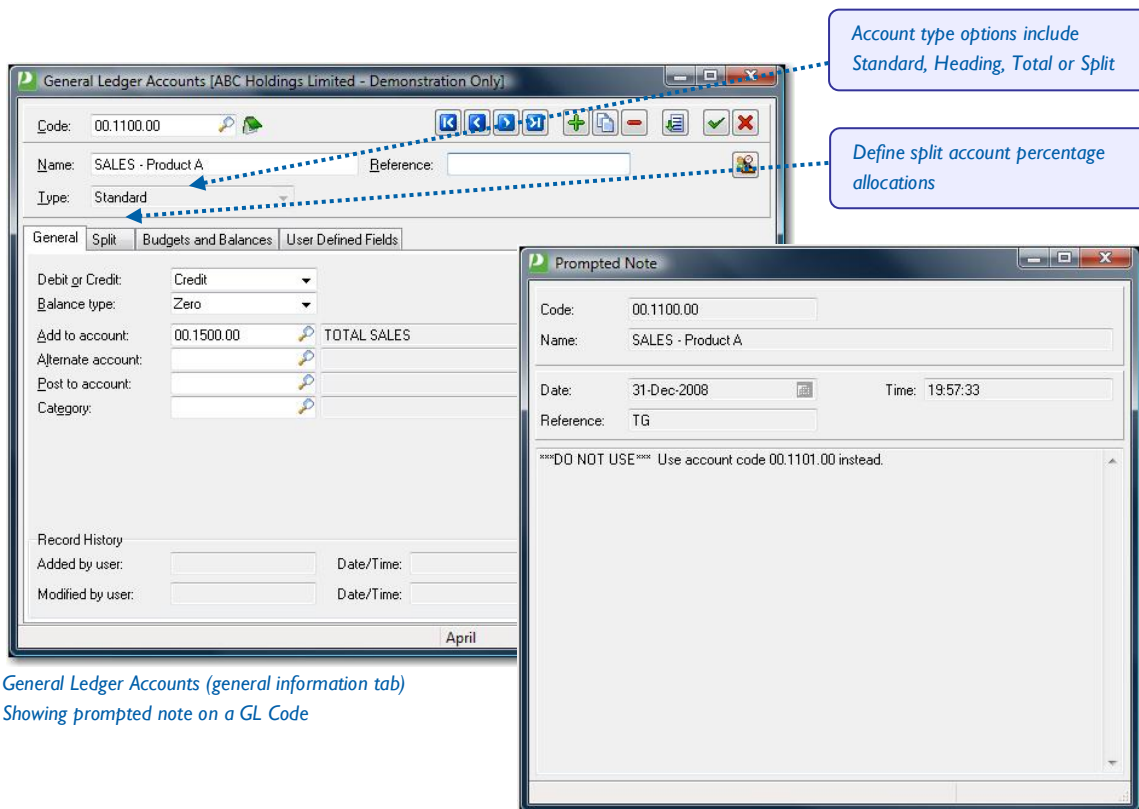


# General Ledger

The Attaché PRO General Ledger module is the hub of your business, the centre from which all financial reports are generated. It ultimately measures the performance of every aspect of your business into readily interpretable information.

Without an effective General Ledger, the key business indicators will be viewed in isolation. You may know what's on your shelves and how much is in the bank, but what does it really mean? What are your tax liabilities? The Attaché PRO General Ledger puts all this information together and gives it meaning.

The unique drill-down feature within General Ledger from the accounts allows you to view the corresponding transactions within the originating module. The prompted notes facility allows notes to be entered on any General Ledger account that will pop up whenever the account is used.



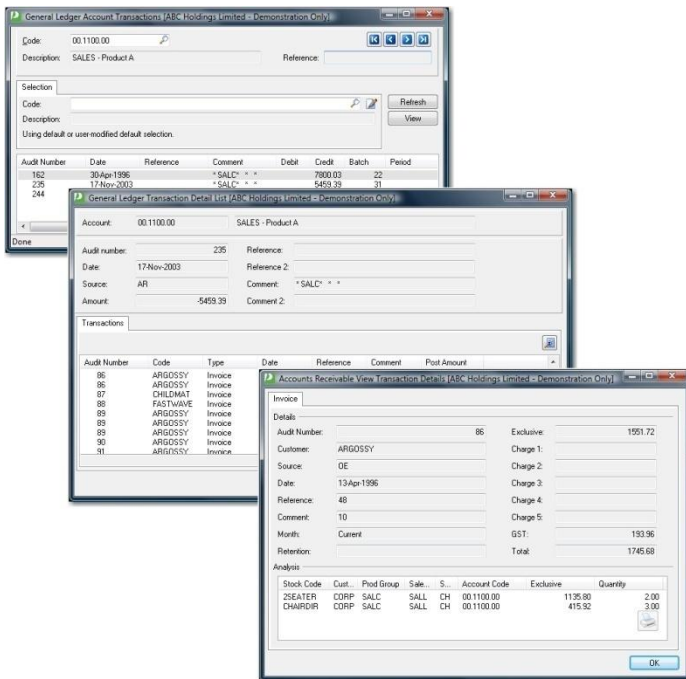
General Ledger Accounts (general information tab)  
Showing prompted note on a GL Code

## General Ledger Accounts

Setting up your chart of accounts is straight forward and adaptable to your reporting requirements. The module includes a facility to import an existing chart of accounts, (a standard chart is supplied with the module), or you can set up each account under the accounts option. Branches or departments and sub accounts may be set up at any stage, using a segmented account code. If your business grows or changes in direction, helpful copy and change code functions allow you to replicate or alter the sections of your chart, avoiding tedious re-keying and the associated costly errors.

## Drill-down

The drill-down feature within the General Ledger allows you to double click on an audit number from the transaction detail list of a GL account code and view the original transaction relating to that audit number.



Drill-down from General Ledger Account to Transaction detail listing to view transaction details

## Entering and Posting Batches

The General Ledger Batches screen acts as a 'manager' and shows all the batches of transaction posted through from other modules. Multiple batches can remain open against each module until you are ready to post. Transactions can simply be entered via the batch entry tool which provide for a variety of journal types, including standard, reversing and prior period. Incomplete batches can be left open and edited as information becomes available.

## Features

- Flexible account codes (up to 3 sections and 14 digits)
- Budget allocation for each account
- Split posting
- Alternative debit/credit accounts
- On screen enquires
- Drill-down to originating transaction
- Prior period posting
- Batch processing
- Standing journals
- Automatic reversing journals
- Ledger validation
- Month-by-month comparisons with previous year
- Account categories
- Prompted notes
- Unlimited number of branches

## Module Integration

The General Ledger module integrates to the Accounts Receivable, Accounts Payable, Cashbook, Bill of Materials and Payroll interface.

General Ledger  
Cashbook  
Accounts Receivable  
Accounts Payable  
Inventory Control  
Special Pricing  
Fixed Assets  
Bill of Materials  
Sales Order Entry  
Sales Analysis  
Purchase Ordering  
Purchase Analysis  
Foreign Currency  
Payroll  
Alex  
Report Designer  
Data Transfer  
FlexiData  
ODBC  
OLE DB  
Archiver  
Scheduling



**Attaché Software New Zealand Pty. Limited**  
Level 5, 93 Grafton Road, Parnell, Auckland  
PO Box 37-623, Parnell, Auckland  
Tel + 64 9 302 9390  
Fax + 64 9 302 9391

**Attaché Software Australia Pty. Limited**  
18 Berry Street, North Sydney NSW 2060  
PO Box 1070, North Sydney NSW 2059  
Tel + 61 2 9929 8700  
Fax + 61 2 9925 0481

Email [sales@attache.co.nz](mailto:sales@attache.co.nz)  
Website [www.attachepro.com](http://www.attachepro.com)