



General Ledger

OneOffice 3000 General Ledger provides the perfect solution for organisations worldwide with highly individual management accounting requirements. That's because OneOffice 3000 ledgers can be configured easily and quickly to suit each user company's particular needs.

Key Features at a Glance

- Multi-company
- Multi-currency
- Multi-year
- Drill down/across
- Statistical accounting
- Inbuilt Report Generator
- Controlled interface to spreadsheets for preparation and input of budgets

Benefits

- Multi-year system enables year-on-year-on-year comparisons for reporting
- Budgets can be created on spreadsheets and imported avoiding re-keying
- Drill across from any level to source transaction

OneOffice 3000 General Ledger supports multiple companies, each with unlimited profit centres. It is also a true multi-year system, with full transaction history for as many previous years as you like retained on disk. To enhance annual comparisons, you can even reprocess previous years' data to reflect changes in accounting treatment.

The same flexibility extends to posting facilities. In addition to the usual posting types, which include an effective system for accepting postings from other modules, OneOffice 3000 General Ledger features rapid handling of recurring template batches and can automatically generate inter-company balancing journals if required. Units as well as

amounts can be entered on transactions, so the ledger can be used for cost-management and statistical accounting. There is even the facility to set up posting profiles so journals can be allocated across several profit centres.

Enquiry facilities are of the quality you would expect from a system designed as an online management information tool. Profit centre managers can get up-to-the-minute actual, budget, forecast and comparative figures for any account or individual account, with details down to individual transaction level. Similar figures are available at company level for senior managers.

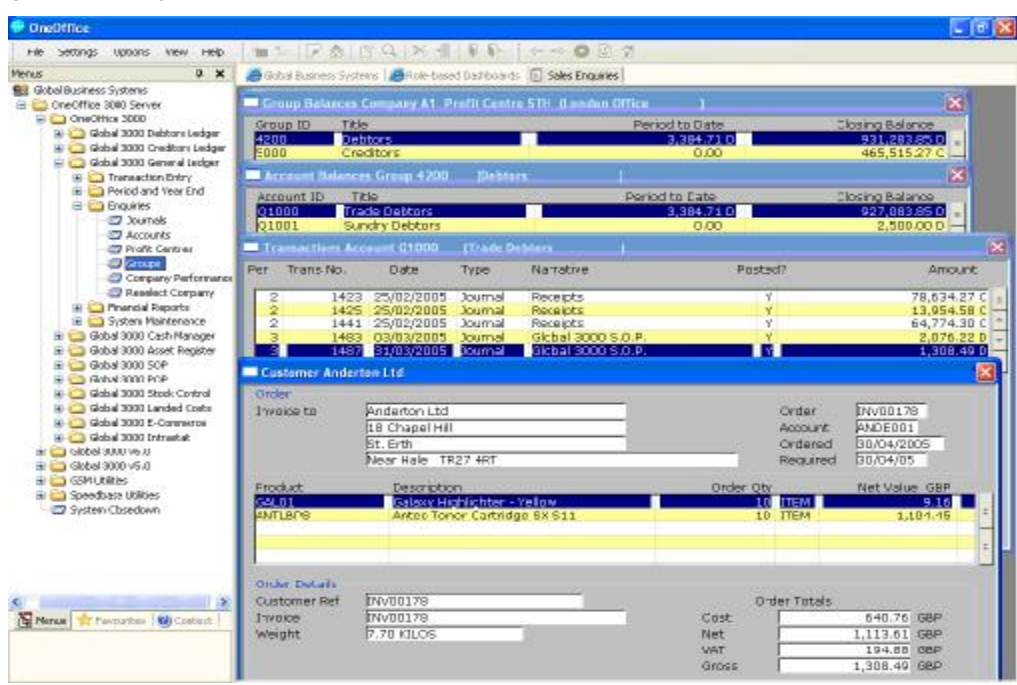


Figure 1. Account Group Enquiry – This example shows the ability to select an Account Group (Debtors) within the General Ledger and drill down and across to the item in the source ledger (in this case the Sales Order System) that was responsible for creating the transaction.



Specification

Analysis By Transaction

Each account may optionally have up to two analysis categories assigned to it, the categories and valid entries being defined at systems level and prompted for during transaction entry, for use in reports and enquiries.

Batch Types

- Journals - optional batch total and default company may be entered
- Accruals - an accrual batch is automatically copied into the next period in reverse
- Standing journals - this batch type is automatically copied into the next period until the specified end-period
- Reversal batch - generated automatically in the processing of an accrual batch

Transactions

- Transactions are posted to a profit centre/account combination which has previously been enabled
- Transactions may be entered for any companies and profit centres in a single batch
- Inter-company balance transactions may be generated automatically
- Transactions may be copied from any previously-entered undeleted batch
- Transaction amount may be spread across any number of companies and profit centres according to a previously entered profile
- Invalid profit centre/accounts in the profile automatically posted to suspense
- Red ink transactions (negative debts and credits) allow corrections to be posted keeping the total of debits and credits against the account correct
- All codes required for data entry may be selected via pop-up windows

Reports

- Reports spooled or printed directly
- Chart of accounts listing
- Company and profit-centre listing
- Batch proof listing - a print of the details of a selection of the batches in a selected period
- Trial balance - a listing of all accounts for the selected period for all or selected companies with balances for profit centre/account combinations and zero-suppression as options
- General ledger - a listing of all transactions for the series of periods selected, for all or selected accounts, for all or selected companies or all or selected profit-centres
- Additional reports may be developed using Global Reporter

Accounting Periods

- Keeps General Ledger data for any number of financial years
- Up to thirteen periods per year
- Flexible period end-dates
- Transactions may be entered for any period in current year
- Any period may be re-opened to post further journal batches
- Any period may be locked to prevent further postings

Budgets And Forecasts

- A budget and a forecast figure can be maintained against each account and/or account group within a profit centre, for each accounting period of each year stored
- Budget figures may be entered directly for each period
- Budget figures may be entered for the year and spread across periods and profit centres by profile



- Budgets may be copied from existing actuals or budgets of the same or a different profit centre
- Budgets may be increased by a percentage when copied
- Forecasts may be copied from the corresponding budget
- Forecasts may be amended for each account group/profit centre combination in each period

Financial Statements

- Printed by a special-purpose report generator
- May be printed for any period in any financial year
- Any number of P&L, balance sheet and general format financial statements may be defined
- P&L statements are verified to ensure they refer to every income and expenditure account
- Balance sheet statements are verified to ensure they refer to every asset and liability account
- May report results for any period in any year for which data is available
- Periods, such as quarters, may cross financial year boundaries in financial statement prints
- Accumulate data in six registers to give flexible calculations and totalling
- May be printed for a single profit centre or a group of profit centres or consolidated for a company or a group of companies

Companies

- Single or multi-company operation
- Any number of companies
- Each company may have an unlimited number of profit centres

Chart Of Accounts

- Common across all years, companies and profit-centres

- All accounts are members of groups
- Budgets and financial reports at account group level
- Ten character account/group codes
- Transactions and balances stored up to 999,999,999,999,999.99
- Accounts may also record units

Multi-Currency

- Each company may operate its accounts in its own base currency
- Multi-currency reporting
- Euro-compliant triangulation, rounding etc.
- Consolidation in key reports across different base currencies
- Transactions may be posted in any currency - account totals maintained by currency

Enquiries

- Journal batch enquiry - batch details and transactions for any batch in currently selected year
- Account enquiry - transactions by date, profit centre/account, transactions by date, period and period balances
- Profit centre - for a selected account group shows a budget comparison by period with forecast figures for future periods, prior-year comparison with % variances, opening balance, period movements and closing balance, and account transactions by batch and date
- Company performance - for selected company shows the account group period transaction movements, units and period balance, actuals against budget by period, prior-year comparison, dissection by profit centre with budgets, account detail and transaction detail, dissection by account with period analysis, balances, profit centre analysis, transactions and transactions by date and profit centre



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