DTE General Ledger

The *Down To Earth General Ledger* enables you to bring together and *Interface* records from your Down To Earth Accounts Payable, Accounts Receivable, Payroll, Fixed Asset, and Bill of Materials applications to create a complete accounting overview of your company's finances. You can choose to transfer the data in complete detail or summarize the debits and credits for each day or the complete period.

The reporting of the month's activity is shown on *Financial Statements* custom tailored to your exact needs. You create as many financial statement formats as needed and print them for any combination of companies, divisions, and/or departments. There is also an option to create an *Alternate set of accounting periods* for financial statement reporting. You can even produce a consolidated statement combining all Companies defined in Down To Earth on a single financial statement.

The *General Ledger* and *Trial Balance* reports enable you to quickly glance at account totals or access detail transactions that create those totals. In addition, you can sort and report activity by a two-character *Source* code assigned when interfaced or designated by the user for every type of journal transaction.

Budgets are defined for each period with a specific amount by period or enter an annual amount and let Down To Earth divide it up equally. Up to 9 revisions can easily be calculated using the budgeted amounts or actual dollars, adjusting by a percent or dollar amount, and for different combinations of divisions or departments and accounts.

Allocations from a single account by percentage, dollar, or ratio can be automatically divided up and allocated to a series of different accounts. This is very convenient for such expenses as telephone or utilities. Accounts Payable enters the expenses to a single expense account then at the end of the period, the total is divided among the different divisions or departments.

Journal entries are defined as accrual or general journals and can be manual, recurring, or allocation transactions. Recurring journal transactions can be posted as often as needed. Accrual (manual, recurring, or allocation) journal transactions are entered during the current period then reversed back out for the next period as a step in the end of period process.

Each *General Ledger account number* is optionally associated with a (three character) Cost Center Category code, usually distinguishing a type of cost. For example, you could define cost categories of **Labor** for all the G/L salary expense codes, **Administrative** for the general office expenses, and **Field** for the expenses incurred for your field service calls.

The *DTE accounting applications* record the Cost Center ID and Cost category within the individual transaction entry. Accounts Payable invoice, Accounts Receivable transaction, Payroll time sheet, windows prompt for the appropriate Cost Center codes for the individual activity. Then, the values are written to the distribution file when transactions are posted and interfaced to G/L.

Maintain your *Checking account(s) Reconciliation* entries with automatic entries for checks written in Payroll and Accounts Payable and deposits from Accounts Receivable. Mark the checks that clear each month, enter any adjustments, reconcile with the bank statement, then purge the cleared checks.

And, when the *Fiscal Year Ends*, you can easily create the necessary records to proceed to the "new" year while still accessing data from the "old" year. Timing is everything and with Down To Earth General Ledger, you have the tools for flexibility and adaptation to your company's timing.