



Down To Earth

Software Solutions for Today's Business

General Ledger

One solution, part of the Accounting application suite

Reports/Inquiry

- Account activity Inquiry
- Divisions/departments
- Financial statement formats
- Budgets
- Allocations
- Journal source
- General Ledger (detail)
- Sub-ledgers
- Trial Balance
- Financial statements
- Transaction audit
- Reference audit
- Custom reports
- Queued reports

Other processes

- Interface from applications
- Reverse accruals
- Close/open period
- Close/open year
- Purge YTD transactions
- Maintain financial formats
- Reconcile control total
- Copy chart of accounts
- Copy accounts by div/dept
- Create accounts
- Create budgets
- Export financial data



Seq	Acct	Div	Dept	Amount
1	5001			5,768.89
2	5010			
3	5020			
4				
5				
6				
7				
8				
9				
10				
				22,299.89 DR

Distribution	
Account	5020 ... Salary Expense - Office
Division	...
Department	...
Description	Accrued Salary Ex Office
Amount	13,657.44
Units	.00
Cost Center ID	
Cost Category	

Vital to the fiscal health of your business, General Ledger provides you with a quick and reliable picture of your company's finances. *Down To Earth* General Ledger is reliable, flexible, and has many advanced features to securely maintain detailed and summarized information, as well as quickly produce the most complex reports you may require

General Ledger works together with the other DTE applications to provide complete information for financial reporting. As transactions are posted within Payroll or Accounts Payable, for example, General Ledger distribution is automatically created waiting to interface when necessary.

Multiple DTE companies are kept completely separate or you can consolidate financial data only for reporting. Each company has the option for the same or a unique chart of accounts. Cross company journals are also an option, all from the same entry window.

Budgets are always important both in the efficiency of creation, manipulation and revisions, and reporting with comparison. *Down To Earth* provides all of that and more with the many features offered for each step.

Year end procedure incorporates accrual processing and creating new accounts. To help accommodate a busy year end schedule, two years can be open at the same time. Keeping good accounting records has its challenges, year end shouldn't be one of them.

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Features

<ul style="list-style-type: none"> ▪ Chart of Accounts 	<p>The chart of accounts basic design is to describe the type of account it is. The six character account with an associated four character each, division and department code total to 14 characters.</p>
<ul style="list-style-type: none"> ▪ Budgets 	<p>Create budgets one at a time, period by period, or allocate an annual amount. From that base budget, create a revision or next years budgets from actual amounts, inflate or not, percentage or flat dollars, from and to any year, any revision number.</p>
<ul style="list-style-type: none"> ▪ Financial statements and formats 	<p>There are too many different formats and options available to mention but suffice it to say, flexibility is yours. Formats for the basic Income, Cash Flow, Balance Sheet, and Supporting schedules are created to achieve exactly the detail or summarized reporting necessary. Companies, divisions, or departments are separated or consolidated in any combination and including budgets and variances.</p>
<ul style="list-style-type: none"> ▪ Allocations 	<p>Allocations are an inspired method of easily spreading costs among multiple entities within your company. Common utilities and shared costs are easily allocated by a percentage or flat amount to the other divisions or departments within. The amounts are automatically posted as journals as if you had entered them yourself.</p>
<ul style="list-style-type: none"> ▪ Accounting Periods 	<p>Standard 12 calendar months or 13, 28-day periods make up the standard fiscal year. In addition, Alternate accounting periods allow financial reporting for up to 53 user defined breakdowns, most. Multiple periods and/or fiscal years open at the same time permit you to design your own closing schedules.</p>
<ul style="list-style-type: none"> ▪ Interface with other applications 	<p>Invoices and checks from Accounts Payable, Accounts Receivable/Water Billing, and Payroll all join together at month end. Interface each application for up to 36,000 different distributions, by the day or one for the period. Choose to see a 'net entry' or both the debit and credit that make up the net amount.</p>
<ul style="list-style-type: none"> ▪ Inter company transactions 	<p>Inter-company journal transactions allow you to distribute to a different DTE company within the same transaction window. This feature is a life saver when managing closely related but separate companies. (Not available with Water Management application suite.)</p>
<ul style="list-style-type: none"> ▪ Check Reconciliation 	<p>Checks from Accounts Payable and Payroll as well as deposits from Accounts Receivable are automatically posted into a common reconciliation file. Checks are then cleared by a range of check numbers or a single check using the many reconciliation reports to establish both the 'Book' and 'Statement' balance.</p>
<ul style="list-style-type: none"> ▪ Journals – manual, accrual, or recurring 	<p>Although most journal transactions are interfaced from the other DTE applications, Accrual and Recurring journal transactions allow a more efficient method to get the complete financial picture with very little data entry.</p>
<ul style="list-style-type: none"> ▪ Cost Center coding 	<p>Each transaction interfaced or journal entered optionally includes a Cost Center ID and Category reference. The costing distinction is then posted directly to the Cost Center application with the journal transaction.</p>
<ul style="list-style-type: none"> ▪ Export financial data 	<p>Trial balance values for each accounting period and account as an exported file enable easy import into third party software for manipulation and analysis.</p>