

# Sage 100 ERP

## General Ledger

### Flexible and Easy to Implement

The adaptable design of the Sage 100 ERP (formerly Sage ERP MAS 90 and 200) General Ledger module allows you to use your current chart of accounts or create a new chart of account structure from over a dozen industry-specific selections, making implementation quick and easy. General Ledger uses our exclusive dual grid entry for quick, efficient, and accurate data entry. The grid entry format allows you to easily customize the data entry screens. Once you have created a transaction, it's easy to delete a row, move a row up or down, or change a value. You can also use the built-in calculator to easily modify it, or even reset a row or all rows by using the reset feature.

### Valuable Business Insights

Ease of use combined with the powerful attributes of the General Ledger module streamlines all bookkeeping and accounting transactions, and the resulting reports provide important business insights. Sage 100 ERP General Ledger offers virtually unlimited financial reporting capabilities. In addition to the standard General Ledger reports, Sage 100 ERP provides the ability to create financial statements such as Income Statements, Cash Flow Statement, Balance Sheet, and Trend reports. All financial reports are created and modified through an easy-to-use wizard so you can simply select formatting options to create a report specific to your business needs. Gaining quick and accurate insight into your business is critical to maintain your competitive edge. Sage 100 ERP General Ledger provides a key method for you to stay on top of your financial information.



## REPORTS

Many robust General Ledger reports are included with your Sage 100 ERP system, and settings can be saved by user. General Ledger reports include:

- General Ledger Worksheet
- General Ledger Trial Balance
- General Ledger Detail Report
- General Ledger Detail by Source Report
- Exception Report
- Reprint Journals
- Source Journal History Report
- General Ledger Graphics
- Budget and History Report
- Account Audit Report
- Account Memo Printing

In addition to the Standard General Ledger, Sage 100 ERP includes a powerful Financial Report Wizard enabling you to create additional reports such as:

- Trend Reports
- Income Statements
- Balance Sheets
- Statement of Cash Flow Reports

Establish Report Groups to easily identify your specific report settings.

Per	Date	Journal	Posting Remark	Debit	Credit	
01	1/17/2010	PR-00008	P/R PAYROLL JOURNAL PE.01...		15,141.11	
01	1/17/2010	PR-00009	P/RREV/Payroll Reversal	15,141.11		
01	1/31/2010	PR-00011	PAYROL/Monthly Payrol		115,168.15	
01	1/31/2010	PR-00011	PAYROL/Monthly Payrol	115,168.15		
02	2/28/2010	PR-00025	PAYROL/Monthly Payrol		117,472.53	
02	2/28/2010	PR-00025	PAYROL/Monthly Payrol	117,472.53		
03	3/31/2010	PR-00038	PAYROL/Monthly Payrol		118,647.26	
03	3/31/2010	PR-00038	PAYROL/Monthly Payrol	118,647.26		
04	4/7/2010	PR-00049	P/R PAYROLL JOURNAL PE.04...		12,500.73	
04	4/14/2010	PR-00050	P/R PAYROLL JOURNAL PE.04...		15,368.62	
04	4/21/2010	PR-00051	P/R PAYROLL JOURNAL PE.04...		15,871.51	
04	4/28/2010	PR-00052	P/R PAYROLL JOURNAL PE.04...		15,871.54	
04	4/30/2010	PR-00053	P/R PAYROLL JOURNAL PE.04...		8,453.93	
04	4/30/2010	PR-00055	SAVING/Monthly Payroll Transfer	68,686.53		
05	5/1/2010	CR-00007	Cash Receipts	30,000.00		
05	5/31/2010	JE-00013		1,000.00		
		Beginning		Debit	Credit	
				503,501.24	487,346.27	
				Net Change	16,154.97	
					Ending Balance	16,154.97

- Using General Ledger, you can quickly access information in a dual grid format—this example shows information for a payroll account, under the transactions tab, displaying details in the top grid and subtotals in the lower grid.



## Features

<b>Flexible Chart of Accounts Structure</b>	Create an account structure to fit your business needs with up to 32 characters and ten segments. Or choose from over a dozen industry-specific charts of accounts.
<b>Account Status</b>	Each general ledger account can be assigned a status—active, inactive, or deleted. Accounts that have an inactive or deleted status prevent you from inadvertently posting to them.
<b>Start/End Dates</b>	Assign starting and ending dates to main or subaccounts to maintain additional control over your chart of accounts structure.
<b>Roll-Up Codes</b>	Create up to four roll-up types and unlimited roll-up codes for additional reporting flexibility outside your chart of accounts.
<b>Budgets</b>	Maintain an unlimited number of budgets. Edit multiple budgets and accounts simultaneously.
<b>Batch Entry</b>	Create public or private batches in General Journal Entry and Transaction Journal Entry for more control over to your general ledger.
<b>Flexible Accounting Periods</b>	Provides up to 13 user-defined accounting periods in each fiscal year. You can specify ending dates for each period.
<b>Transaction Detail Drill Down</b>	Display detailed transactions for an account at any time, and search for transactions by period, source journal inquiry, or comment.
<b>Multiyear History Retention</b>	Retain up to 99 years of transaction history and period summary history. Post to an unlimited number of future fiscal years, or reopen a past year and specify the fiscal year to be used for printing general ledger reports.
<b>Nonfinancial Accounts</b>	Maintain nonfinancial information such as head count, square footage, unit sales, and inventory quantity. Include nonfinancial information on financial reports and in allocation calculations.
<b>Allocation Entries</b>	Automatically post an amount from a single-source account to multiple destination accounts. Calculate the amount to be posted to each of the destination accounts based on a percentage allocation, a quantity (such as headcount or square footage), or based on a value from another destination account.
<b>Financial Statements</b>	Income Statements, Balance Sheet Statements, Cash Flow Statements, and Trend reports can be produced automatically with the easy-to-use Financial Reporting wizard. Include actual budget, budget variance, and prior-year information on standard period-to-date and year-to-date income statements. Select the type of data to be printed for each column. Round dollar amounts, print dollar signs, add, delete, or copy footnotes are just a few of the options for formatting financial statements. Supports values up to \$99,999,999,999.99.
<b>Business Intelligence</b>	Business Intelligence empowers you to quickly and easily use the familiar look of Microsoft Excel® to analyze and interpret Sage 100 ERP data. Effortlessly create real-time, automated, and preformatted reports with up-to-date, accurate, and meaningful information.
<b>Account Masterfile Audit</b>	Audit changes, deletions, or additions to the account masterfile using the Account Masterfile Audit report.
<b>Delete Accounts/Change Accounts</b>	Easily delete or change account numbers without having to manually renumber each entry.
<b>One-Step Bank Transfers</b>	Transfer funds between banks in one, easy transaction journal entry when integrated with the Bank Reconciliation module.

## About Sage

Sage is a leading global supplier of business management software and services for small and midsized businesses. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs more than 12,300 people and supports more than 6 million customers worldwide. For more information about Sage in North America, please visit the company website at [www.SageNorthAmerica.com](http://www.SageNorthAmerica.com). Follow Sage North America on Facebook, <http://www.facebook.com/SageNorthAmerica>, and Twitter, <http://twitter.com/#!/sagenamerica>.