



General Ledger

The Sage BusinessWorks General Ledger module is the heart of the Sage BusinessWorks business accounting solution and is its most powerful module. Combining flexibility with ease of use, General Ledger gives you the critical information you need to make timely and informed business decisions.

The General Ledger module maintains current financial information, as well as transaction history and budget information for up to nine fiscal years. This module also allows a virtually unlimited number of accounts in the chart of accounts, each with up to 999 departments. The General Ledger module not only organizes all of your financial information from other Sage BusinessWorks modules, it can also combine information from multiple companies into a single consolidation company for financial reports.

Accurate financial statements and associated reports generated by a general ledger system are critical for timely decision making. Therefore, it is imperative that a general ledger system be powerful, flexible, and informative to management, yet still be easy to use and operate. With Sage BusinessWorks, you can rest assured that your crucial accounting information is precise and accessible whenever and wherever you need it.

SPECIFICATION (MAXIMUM LIMITS)

- Number of accounts 99,999,999
- Account balance \$999,999,999.99
- Digits in account number 8
- Digits in department number 3
- Characters in account description 40
- Number of departments 999
- Number of monthly journal entries 1,000,000*
- Number of characters in a journal entry description 250
- Lines in a recurring journal entry 30
- Maximum journal entry amount \$9,999,999.99
- Maximum special journals *virtually unlimited*
- Number fiscal years history is maintained 9
- Number of subsidiary companies 99
- Months to post in the past 24
- Months to post into the future 12

REPORTS

- Account Detail Report
- Balance Sheet (Standard and Comparative)
- Budgets Worksheet
- Business Graphics
- Chart of Accounts
- Flash Reports
- Income Statement (Standard, Budgeted, Comparative, and Date Range)
- Journal Report
- List of Account Balances
- List of Account Budgets
- List of Departments
- List of Recurring Journal Entries
- Statement of Cash Flows
- Trial Balance Reports
- Working Trial Balance

Specifications denoted with an asterisk () are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using

| | 3 Months Ended 06/04 | 3 Months Ended 06/03 | Variance Fav<UnF> | % Var |
|---|-------------------------|-------------------------|----------------------|---------------|
| Income | | | | |
| Bicycle Sales | \$85,595.08 | \$66,913.03 | \$18,682.05 | 27.9% |
| Service Sales | 14,026.60 | 12,964.66 | 1,061.94 | 8.2% |
| TOTAL Income | 99,621.68 | 79,877.69 | 19,743.99 | 24.7% |
| Adjustments | | | | |
| Sales Returns | (484.45) | (35.00) | (449.45) | 1284.1 |
| Sales Discounts | (4,245.26) | (3,123.54) | (1,121.72) | 35.9% |
| TOTAL Adjustments | (4,729.71) | (3,158.54) | (1,571.17) | 49.7% |
| NET INCOME | 94,891.97 | 76,719.15 | 18,172.82 | 23.7% |
| Cost of Goods Sold | | | | |
| Cost of Goods Sold, Bicycles | | | | |
| COGS, Bicycles, Domestic | 24,016.58 | 15,960.83 | (8,055.75) | -50.5% |
| COGS, Bicycles, Foreign | 20,324.73 | 17,287.01 | (3,037.72) | -17.6% |
| TOTAL Cost of Goods Sold, Bicycles | 44,341.31 | 33,247.84 | (11,093.47) | -33.4% |
| Cost of Goods Sold, Service | | | | |
| COGS, Service, Inside | 2,346.43 | 1,641.92 | (704.51) | -42.9% |

General Features

- Maintains complete audit trails of all transactions and adjustments.
- Provides extensive inquiry capabilities to examine account status, including the ability to drill down to the source of the original postings, balance history, budgets, and transactions.
- Imports account information and journal entries from a text file.

Maintenance Features

- Combines data from multiple companies to create a consolidated financial statement.
- Enables departmentalized accounting with up to 999 departments.
- Chart of account numbers can be easily renamed and renumbered to accommodate your company as it grows.
- Minimizes data entry errors and keeps lookup windows clutter free by hiding inactive general ledger accounts from search lookups.
- Allows new accounts to be added on the fly during journal entry to save time and minimize workflow interruptions.
- Enables departmentalized accounts to be added automatically for faster setup of the chart of accounts.

Budget Features

- Calculates budgets automatically based on actual expense and income information for the prior or current year, saving valuable time. Budgets can also be created based on budget information for other periods.
- Tracks budget information for three fiscal years, providing detailed budgeted income statements.
- Enables you to edit budgets either by fixed amounts or by percentages at any time.
- Makes financial reports available to keep the manager informed and on track to meet budget goals.

Journal Features

- Includes both the system date and posting date for all journal entries, creating a more complete audit trail and better accuracy.
- Provides virtually unlimited special journals for custom use.
- Maintains separate journals for accounts payable, accounts receivable, inventory control, and payroll for streamlined report generation.
- Maintains recurring journal entries to save data entry time.

"Sage BusinessWorks has made my life easier. It gives you clear, concise instructions that prevent you from making errors. If you can balance your checkbook, you can use Sage BusinessWorks."

Brian MacMurdo, Business Manager
Oakland Anesthesia Associates

- Allows batch posting for recurring entries.
- Prevents out-of-balance entries in the general ledger to help maintain the accuracy and integrity of your financial information.
- Lets you include detailed descriptions for journal entries, providing increased accuracy.
- Allows editing of journal entries (description and voucher reference) after posting.
- Enables you to import and export journal entries, including adjusting entries from your CPA.

Reporting Capabilities

- Enables you to sort and print a variety of reports by department, giving you a clearer picture of your company's financial allocations.
- Allows the formatting of standard reports to create a professional look.
- Customize your financial statements with different section headings, page breaks, font styles, sizes, and colors.
- Allows subtotaling and consolidation accounts for custom financial statements.
- Provides flexible financial statement setup, which includes period selection, rounded dollar amounts, customized notes, and more.
- Produces monthly, quarterly, yearly, and date-range financial statements.
- Makes flash reports available to provide the business manager with a clear overview of the financial strengths and opportunities of the organization.



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