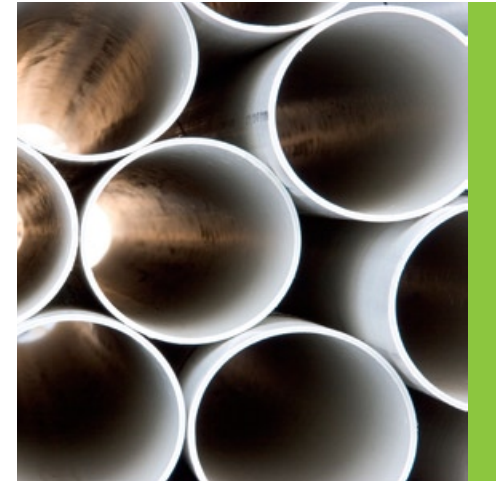


# FINANCIAL MANAGEMENT **GENERAL LEDGER**



# Greentree® General Ledger

Accurate and timely information is critical in assisting your business to achieve its strategic goals - with a growing trend towards users reviewing key information daily rather than monthly, Greentree's General Ledger forms the core of your financial management system. Also included with the General Ledger is FREE - Greentree's add-in Financial Reporting Engine in Excel. It provides direct connectivity with Microsoft Excel, facilitating a powerful range of reporting and formatting tools.

## Key Benefits

- Internet enabled
- Dynamic Reporting Structures
- Flexible Chart Structure
- Account Short Codes
- Multiple Budgets
- Future & Prior Periods
- On-line Enquiries
- Recurring Journals
- External Journal Updates
- Journal Entry



### Internet Enabled

Greentree is enabled for Internet deployment, out of the box, using its thin client technology. This allows remote offices or travelling executives to obtain secure access to the complete functionality of Greentree.

### Dynamic Reporting Structures

Greentree allows an unlimited number of multilevel "Trees" to be defined within the General Ledger that are used to group and summarise financial information within Excel. This can be used to provide different "views" of your financial information that could include completely diverse areas such as business units, geographical locations, management structures or product lines. Trees that have been defined in Greentree's General Ledger may be easily accessed from Excel for accurate and immediate analysis and reporting for any financial period. Information can also be extracted by account number or summarised by a particular segment of your account code, such as a cost centre. These flexible reporting structures ensure that almost any financial reporting requirement can be easily fulfilled.

### Flexible Chart Structure

A flexible chart structure means you can define account

codes that are relevant to your organisation or group of companies and which meet your reporting needs. The structure of the chart of accounts is completely user-definable with up to 30 characters for your account code and up to 16 different segment or level breaks. Not all companies or business units within your organisation need use the full structure; you can nominate which segments or levels are relevant to each company.

### Account Short Codes

With a large number of accounts in your General Ledger, it can be difficult to remember each account number correctly. A short-code may be optionally defined against each account to assist in locating frequently used accounts. For example, each of your bank accounts may have a short-code of "BANK" plus a short description, and this can be used to locate and select the correct bank account. Use of shortcodes not only saves time, it also removes the need to always have a printed chart of accounts handy.

### Multiple Budgets

Greentree supports an unlimited number of budgets, allowing multiple budget variations to be produced and tracked. Years within each budget can be closed to further



"Very, very responsive!"



changes when approved or finalised. All budgets may be created and edited in Microsoft Excel and automatically updated to and from Greentree as required.

#### **Future and Prior Periods**

Greentree allows transactions to be posted into both prior and future periods (depending on individual user security). This is particularly useful at year end where adjustments need to be posted into previous periods or where fixed costs have been identified for future periods. Financial reports can be printed for any period, which means they can be easily reprinted after adjustments have been made.

#### **On-line Enquiries**

Transactions may be viewed for any range of periods (current, past or future), ensuring the information you need is always at hand. Information may be summarised on screen by transaction type or data entry batch within each period, providing a useful "drill-down" capability to the level of detail you need. As financial transactions are entered in any part of Greentree, they are reflected immediately in the General Ledger. This allows you to see exactly what revenue or costs are in the system at any time - even if they are not yet finalised.

#### **Recurring Journals**

Recurring journals and accruals can be defined and actioned over whatever period is required. Accruals may be defined as auto-reversing which means once they have been posted they will be automatically reversed out in a future accounting period.

#### **External Journal updates**

Considerable time can be saved by automatically posting journals from external applications such as Payroll or billing systems directly into Greentree. With flexible definition of import formats this can be easily established and be processed at any time.

#### **Journal Entry**

Journals may be entered via the Greentree journal entry screen - or created directly from within Microsoft Excel. This means entries such as accruals may be calculated using the financial modelling tools within Excel - then simply updated directly into Greentree.



### FREE Key Benefits

- Live Links to Greentree
- Harness the Reporting Power of Trees
- Flexible Budgeting Tools
- Not Just Reporting - Updating Too



## FREE, Greentree's add-in for Excel - the modern way to present financial information

Accountants love Excel, and many use this tool every day to format, plan and manipulate information for a wide variety of business uses. FREE provides direct connectivity with Microsoft Excel, facilitating a powerful range of reporting and formatting tools. This allows you to create almost any type of financial report you require, based on up-to-the minute information. Reports can be easily created from the ground up, with changes reflected immediately. Importantly, the reporting mechanism in Excel is entirely under the Accountant's control.

Historically, a big problem with using Excel as a financial reporting system has been obtaining timely and easy access to the financial information contained in your accounting system. Traditionally, this information has to be printed from the accounting system and manually re-entered, or perhaps stored as a text file and imported into Excel for further formatting and manipulation. Greentree

offers a whole new way of accessing your financial information with a powerful set of tools that allow you to easily directly access, summarise and present your reports quickly and easily.

### Your Personal Executive Information System

By taking advantage of the more advanced features of Excel, you can create your own Executive Information System (EIS) that is tailored to the requirements of your organisation and staff. Using tools such as Visual Basic and Excel's macro language, a complete graphical interface can be built to suit your requirements now - and in the future.

### Secure Access to Greentree

Before accessing your Greentree financial information from within Excel, users must enter a valid Greentree login name and password. This ensures that only authorised staff are able to access your sensitive financial information at all times.

### Posting Journals

Journals may be calculated and posted from Excel directly into Greentree real-time. These may be autoreversing journals (i.e. accruals) that could even be calculated based on financial information obtained from Greentree



"Very, very integrated!"



automatically. Journals that are posted from Excel may be further edited from within Greentree, if required.

### Entering Accounts Payable and Accounts Receivable Invoices

Transactions for your suppliers and customers may be entered and posted directly from Excel into Greentree real-time. This is ideal if you have complex cost allocations or other information that needs to be tracked from within Excel, and saves operator time and the potential for human error. Customer and supplier information may also be updated from Excel, if required. This is of great value if you need to integrate with legacy systems that are not able to communicate with Greentree directly.

## Related Modules

### Inter-Company Accounting

Full multi-company capabilities are supported, with each company able to operate in a different base currency, accounting period and year-end if required. Inter-company clearing accounts are defined and are automatically posted to when entering inter-company transactions. This ensures each company's ledger is always in bal-

ance (even where each company operates in a different base currency).

### Cash Management

One of the most vital pieces of knowledge required in any business is the status of the company's cash. Yet finding out the amount of cash on hand from moment to moment is often the most difficult information to obtain, especially if the company is working in multiple markets on an international level. Greentree allows multiple bank accounts to be defined in both local and foreign currencies. Full integration with both Accounts Payable and Accounts Receivable provides an immediate update whenever cash payments or receipts are entered into the system. Bank statements may be entered in any sequence; ensuring reconciliation is quick and simple. Reconciliation may also be automated with support for direct import of bank statement data from leading banks. Historical cashflow reporting is available on all bank accounts, detailing what was paid for during an accounting period regardless of when the accrual was made.

### Data update from Microsoft Excel

Greentree allows the user to create both masterfiles and transactions from within Microsoft Excel. All database



## Related Modules



- Excel
- Inter-Company Accounting
- Reconciliations
- Transaction Analysis
- Advanced Security

validation rules and user security are respected, giving a totally secure flow of data from Microsoft Excel to Greentree. This is commonly used to transfer data from legacy systems, as well as process journals, budgets or inwards or outwards cash transactions entered into Excel templates, by users that are remote to the office.

### Reconciliations

The Greentree reconciliations module is used to match debit and credit general ledger transactions within a specified date range for individual accounts. Once transactions that originate from the General Ledger or General Ledger sub modules, e.g. Job Costing, have been reconciled the transactions cannot be changed.

### Foreign Currency

If the Foreign Currency module is used, General Ledger will allow foreign currency accounts to be defined. This is particularly useful if you operate international bank accounts or have assets, which need to be tracked in a foreign value. These accounts are automatically translated using the spot rate or historical rate when being reported on with the financial report writer.

### Workflow Designer

This module provides the ability to define user specific "Workflow desktops" which includes Bookmarks, Favourites and Global Attachments. Attachments can be of any document format, including Microsoft Word, Excel or Adobe PDF and be linked to any General Ledger Account and recalled at any time, and could include Profit & Loss reports, key performance measurements or contractual documents.

### eReporting

Greentree provides standard eReporting capability across the entire system, giving you the ability to email or fax reports directly from within Greentree. With the addition of Greentree's advanced eReporting module, this extends to provide automatic formatting, processing and delivery of business documents, including Accounts Receivable invoices and statements, Accounts Payable remittances and Purchase Orders, by the appropriate delivery format defined for each customer or supplier.

### Transaction Analysis

Greentree's powerful Transaction Analysis solution provides the ability to define General Ledger and Inventory transaction analysis trees that are captured during entry of transactions and expands the already extensive analy-



"Very, very familiar!"



sis capabilities of Greentree. For example, when entering invoices for vehicle expenses, you can record the vehicle registration number, the relevant cost centre and project from a list of valid values. This function can be enabled for selected General Ledger accounts, Inventory items and transaction types. Advanced searching and reporting capabilities are provided within General Ledger to view user defined multi dimensional analysis data marts built upon transaction analysis data.

### Advanced Security

Greentree's Advanced Security provides a very sophisticated security option over the standard security that is included with the Greentree System Manager. With the Advanced Security module, you can control exactly which

customers, suppliers and General Ledger accounts that a user can access. You can also control each user's ability to add, change or delete as separate security options. For example a user can be set to view only the General Ledger Accounts that relate to their business division, but in transaction entry, post to a broader range, which would include control accounts. Furthermore, users can be permitted to add and change transactions, but only for customers or General Ledger accounts that are in their business division, however they may not delete transactions at all (requiring, say, a supervisor to delete an incorrectly entered invoice). Advanced Security applies to General Ledger, Accounts Receivable, Accounts Payable, Sales Orders, and Purchase Orders.

### CLIENT SPOTLIGHT: Mazda Motor Corp

Since 1972, Mazda has been offering New Zealanders a range of innovative and lifestyle vehicles. From its base in Hiroshima, Japan, the Mazda Motor Corporation manufactures a diverse line of passenger cars and commercial vehicles.



For more information visit: [www.mazda.co.nz](http://www.mazda.co.nz)





“Very, very integrated!”

Greentree is modular, with all business functions totally integrated. This provides you with a wide variety of modules and sub-modules that afford options rarely found in other packages. You purchase the pieces that you need, effectively matching the system to fit your business. Choose from: Financials, Job Costing, Supply Chain & Distribution, Manufacturing, Human Resources, Customer Relationship Management (CRM), Service & Asset Management, Business Intelligence, Retail, Workflow-Business Process Management and eBusiness.

Greentree is a **flexible** solution, readily adapting across a broad range of industries and business types. Businesses are provided with a **powerful**, extremely cost-effective system that has consistently proven itself capable of managing change and growing business potential.

With simple, smart thinking at your fingertips, Greentree provides the ultimate seamless business-building environment. Exploit it's accuracy in business metrics, challenge it's capability to deliver empowering information. Rely on the one highly **responsive** solution to efficiently streamline your internal processes resulting in increased manageability and productivity across all areas of your enterprise.

What's the difference to any other software solution? Greentree is the most responsive business software product available, providing a source of competitive advantage to help you drive your business to the next level!

