

## FINANCIAL MANAGEMENT

**GENERAL  
LEDGER**

INTER-COMPANY  
ACCOUNTING  
CASH  
MANAGEMENT  
eREPORTING  
QUAD ACCOUNTING

ACCOUNTS  
PAYABLE  
RECONCILIATIONS  
CONSOLIDATIONS  
& TRANSLATIONS  
ACCOUNTS  
RECEIVABLE  
FIXED  
ASSETS

### KEY BENEFITS

- Dynamic reporting structures
- Flexible accounting structure
- Account short codes
- Budget management
- Future & prior periods
- On-line enquiries
- Recurring journals
- External journal updates
- Journal entry

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 F.R.E.E. - Greentree's add-in Financial Reporting Engine in Microsoft Office Excel®. It provides direct connectivity with Excel®, facilitating a powerful range of reporting and formatting tools.

#### 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.

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.



“Greentree has taken us that next step further, the benefit being that we’ve not had to change things. The system, unlike many others I looked at, was flexible enough to fit around us, rather than the other way around. It’s offered us improvements and efficiencies without forcing us to re-engineer.”

**Paul Italiano**, General Manager, Maria's Pasta

## Flexible accounting 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.

## Budget management

Greentree supports an unlimited number of budgets, allowing many budget variations to be produced and tracked. Years within each budget can be closed to further changes when approved or finalised. All budgets may be created and edited in 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 Excel. This means entries such as accruals may be calculated using the financial modelling tools within Excel – then simply updated directly into Greentree.

## F.R.E.E. KEY BENEFITS

- Live links to Greentree with drill down
- Harness the reporting power of Trees
- Flexible budgeting tools
- Not just reporting - updating too

## F.R.E.E. - 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. F.R.E.E. provides direct connectivity with 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.

## 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 auto-reversing journals (i.e. accruals) that could even be calculated based on financial information obtained from Greentree automatically. Journals that are posted from Excel may be further edited from within Greentree, if required.

## Data update from Excel

Greentree allows the user to create both masterfiles and transactions from within Excel. All database validation rules and user security are respected, giving a totally secure flow of data from 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.

Month to Date				Year to Date			Full Year
	Actual	Budget	Budget Variance	Actual	Budget	Budget Variance	Forecast
<b>SALES</b>							
Hardware	104,989	105,600	-611	1,258,545	1,245,600	12,945	1,245,600
ISP	14,125	15,600	-1,475	170,700	183,600	-12,900	183,600
Miscellaneous	6,288	6,000	288	85,556	72,000	13,556	72,000
Service	46,891	48,000	-1,109	589,219	564,000	25,219	564,000
Software	186,693	168,000	18,693	2,010,612	1,980,000	30,612	1,980,000
Support	37,230	39,500	-2,270	475,054	458,000	17,054	458,000
<b>Total Sales</b>	<b>376,216</b>	<b>382,700</b>	<b>-6,484</b>	<b>4,589,685</b>	<b>4,503,200</b>	<b>86,485</b>	<b>4,503,200</b>
<b>COST OF SALES</b>							
Hardware	57,470	62,400	-4,930	707,081	734,400	-27,319	734,400
ISP	8,002	7,800	202	97,162	91,900	5,262	91,900
Miscellaneous	851	2,310	-1,459	10,077	27,360	-17,283	27,360
Service	17,290	18,600	-1,310	201,820	219,600	-17,780	219,600
Software	59,171	62,400	-3,229	715,631	734,400	-18,769	734,400
Support	5,432	6,300	-868	65,283	73,800	-8,517	73,800
<b>Total Cost of Sales</b>	<b>148,216</b>	<b>159,810</b>	<b>-11,594</b>	<b>1,797,033</b>	<b>1,881,360</b>	<b>-84,327</b>	<b>1,881,360</b>
<b>OPERATING EXPENSES</b>							
Direct Wages	36,875	38,850	-1,975	452,955	456,600	-3,645	456,600
Freight	3,889	2,820	1,069	27,614	33,120	-4,494	33,120
Depreciation and Maintenance	4,004	4,000	404	25,656	24,000	1,656	24,000

Create Graphically rich Financial reporting in Microsoft Excel

## 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.



“Greentree is very responsive and the real-time processing really aids the decision making process and reporting. With no more batch delays and updates to wait for, we are more proactive and have the real information at our fingertips.”

Eric Gillott, Financial Accountant, AS Wilcox

## 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 balance (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.

### Reconciliations

Ensure the accuracy of your financial accounts, plus save time and effort by using Greentree's reconciliation module

to reconcile debit and credit General Ledger transactions for individual accounts within each financial year. To retain the value of reconciliation, transactions that have been reconciled are locked to further changes. An option is provided to allow you to “unreconcile” if for any reason changes are required.

Automatic reconciliation is provided for key accounts including Job Cost Work in Progress and Purchase Order clearing accounts.

### Foreign Currency

As businesses become global and traditional boundaries disappear, the systems we use need to reflect this in all areas. Greentree provides full multi-currency capabilities across all modules and is designed to cater for international trading. Within the General Ledger this allows each account to have its own currency. Account balances and transactions can be viewed at any time in their natural or local currency.

System wide exchange rates can be established for Spot, Closing, Budget and Average as well as user defined exchange rate types.

Exchange rate variances can be tracked and reported to show the foreign exchange losses and gains associated with General Ledger transactions, as at a specified date.

### 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®, Microsoft 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.



“Using trees attached to the General Ledger saves vast amounts of time, especially at the month end, as it provides a logical and multi-level view of our company. In fact, month end processing used to take one and a half days and now only takes 1 hour to complete.”

Eric Gillott, Financial Accountant, AS Wilcox

## 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 analysis 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 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).

## Quad Accounting

Greentree's Quad Accounting functionality is of benefit to organisations comprising of a number of smaller entities that do not require the set up of a full company but have separate reporting requirements. Examples may be Trusts or where branches of a business operate independently (e.g. smaller franchises).

Quad Accounting can be used for the automatic creation of journals between 'logical companies'. These journals are

created between 'loan' accounts whenever the nominated segment is used in a GL account on a transaction line thus avoids the need to establish extra companies and process intercompany journals.

## Consolidations

Greentree's Consolidations module allows organisations consisting of several companies controlled by one central company to have the ability to prepare consolidated financial statements in accordance with International Accounting Standards.

The consolidation process combines the General Ledger transactions of separate subsidiary companies into a parent company at either a detailed transaction or summary level.

Functionality includes Multi Level Company Mapping, Account Mapping, Period Mapping, and Eliminations.

## Translations

The Translation module enables the General Ledger of a company to be reported in a different currency, using a user-specified exchange rate or combination of rates. No transactions are created by the translation process, rather results are available for reporting or use with the Consolidations module.

The translation process may be run multiple times into multiple currencies, and the General Ledger may be translated at a transactional level, summary level, or a combination of the two.

Full flexibility is provided to define custom reporting exchange rate types (average, closing, spot), and accounts can be translated at historic transactional exchange rates, or one off override rates.

For more information about  
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