

# Microsoft® Business Solutions—Great Plains®

FOR FINANCIAL  
MANAGEMENT

## General Ledger

Sharply reduce time and effort spent on key accounting tasks with comprehensive automation, and manage the financial heart of your business with intelligent accounting and analysis capabilities that make your finances work for you, giving you the vital information you need and changing the way you do business for the better.

CREATE BUDGETS USING MICROSOFT EXCEL and easily import the budget details using a wizard interface.

Budget ID	Description	Year
BUDGET1	demo	2004
BUDGET2	demo	2004
BUDGET3	demo	2004

  

Account	Description	Beginning B.	Period 1	Period 2	Period 3	Period 4
000-1100-00	Cash - Operating Account	0.00	100.00	100.00	100.00	100.00
000-1110-00	Cash - Payroll	0.00	100.00	100.00	100.00	100.00
000-1120-00	Cash - Flex Benefits Program	0.00	100.00	100.00	100.00	100.00
000-1130-00	Petty Cash	0.00	100.00	100.00	100.00	100.00
000-1140-00	Savings	0.00	100.00	100.00	100.00	100.00
000-1200-00	Accounts Receivable	0.00	100.00	100.00	100.00	100.00
000-1205-00	Sales Discounts Available	0.00	100.00	100.00	100.00	100.00
000-1210-00	Allowance for Doubtful Accounts	0.00	100.00	100.00	100.00	100.00
000-1220-01	Credit Card Receivable	0.00	100.00	100.00	100.00	100.00
000-1220-01	Credit Card Receivable-America	0.00	100.00	100.00	100.00	100.00
000-1220-02	Credit Card Receivable-Retail	0.00	100.00	100.00	100.00	100.00
000-1220-03	Credit Card Receivable-Gold	0.00	100.00	100.00	100.00	100.00

### Maintain precise focus with advanced automation

Refocus your energy on mission-critical issues by minimizing time spent on routine accounting tasks through automation of general ledger transactions, payment adjustments, and more.

### Improve your decision-making

Get the answers you need to make better business decisions with comprehensive reports and easy-to-use inquiry tools that facilitate rapid, accurate analysis of your business operations.

### Streamline your accounting

Reduce transaction entry steps and increase accuracy by copying, voiding, deleting, or correcting general ledger transactions with full audit control.

### Customize to your needs

Track and analyze your financials in the way that best suits your business—with tools and accounting structures that you design yourself to serve your needs.

### Improve your efficiency

Empower your employees with a straightforward, consistent focus for managing accounting data that lowers administrative costs and gives you tight control over the financial heart of your business.

### Seamless integration

Expand your business potential by using General Ledger to tap into information in other Microsoft® Business Solutions—Great Plains® applications and include it in accounting or analysis tasks.

SAVE TIME AND IMPROVE ACCURACY by automating the correction of posting errors.

Date	Account Description	Debit Amount	Credit Amount	Source	Reference
4/12/2007	Postage/Freight - Adminstr	\$489.00	\$0.00	CHTF	Bank Transaction Entry
4/12/2007	PV - Unrealized	\$297.44	\$0.00	POINV	Purchasing Invoice Entr.
4/12/2007	Back Out Journal Entry	\$297.44	\$0.00	POINV	4567890
4/12/2007	Copy Journal Entry	\$297.44	\$0.00	POINV	234567
4/12/2007	Purchase Price Variance - L	\$0.00	\$297.44	POINV	Purchasing Invoice Entr.
4/12/2007	Purchase Price Variance - L	\$0.00	\$297.44	POINV	4567890
4/12/2007	Purchase Price Variance - L	\$0.00	\$297.44	POINV	234567
4/12/2007	Purchases Discounts Avail	\$23.94	\$0.00	PMCH	Computer Checks
4/12/2007	Purchases Discounts Avail	\$23.94	\$0.00	PMCH	4279797
4/12/2007	Purchases Discounts Taken	\$0.00	\$23.94	PMCH	Computer Checks
4/12/2007	Purchases Discounts Taken	\$0.00	\$23.94	PMCH	4279797
4/12/2007	Rent Expense	\$24,000.00	\$0.00	PMTF	Payables Trx Entry
4/12/2007	Rent Expense - Accounting	\$2,000.00	\$0.00	GI	65433
4/12/2007	Rent Expense - Consulting	\$2,000.00	\$0.00	PMTF	Payables Trx Entry
4/12/2007	Supplies Allocated - Admin	\$1,000.00	\$0.00	GI	11111
4/12/2007	Supplies Allocated - Coveral	\$1,000.00	\$0.00	PMTF	Payables Trx Entry
4/12/2007	Travel - Service/Installation	\$2,345.00	\$0.00	PMTF	Payables Trx Entry

## General Ledger

### Flexible Accounting Tools

From flexible account options to intelligent transaction processing, the comprehensive accounting tools in General Ledger will allow you to capture and analyze vital financial information so you know where you've been and can chart where you're going.

- Quickly void or delete unposted transactions, back out or reverse posted transactions, and create correcting entries, all with full audit control.
- Improve advanced financial analysis capabilities by modifying existing General Ledger financial reports or creating new reports, all with comparative analysis and complete graphical support.
- Create customized account structures and personalized shortcut navigation.
- Capture non-financial data and link it to accounts, without recording the information in the General Ledger.
- Simplify transaction management with general, recurring, and auto-reversing entries.
- Efficiently handle multicurrency with full control over transactions in either the original or functional (home) currencies.

### Analytical Accounting

Analyze financial data by whatever criteria you require, introduce greater reporting flexibility and extensibility, and analyze transactions efficiently.

- Focus on the financial data you need to make better business decisions by including or restricting report content that is important to your organization's reporting needs.
- Achieve a detailed view into your accounting transactions and enable deep analysis by organizing data hierarchically for multi-level reporting.
- Define the information that is important to your business and analyze financial data by whatever criteria you require with user-defined transaction dimension codes and account classes.
- Improve financial analysis and reporting accuracy with functions that facilitate easier data entry and sharply reduce user error.
- Find and analyze transactions with precision across your entire organization with seamless integration across Microsoft Great Plains General Ledger, Receivables, Payables, Inventory, Sales Order Processing, Purchase Order Processing, and Bank Reconciliation.

## General Ledger

## FEATURES OVERVIEW

User-Defined Accounting Structures	Design an accounting structure to suit your business or create unique structures for each company in your organization, with extensive flexibility, structures up to 66 characters long, and up to 10 segments of any length.
Flexible Account and Transaction Management	Manage accounts and transactions with unlimited flexibility using user-defined accounting structures, definable fiscal periods, prior-year adjustments, batch posting, cross-module auditing, and more.
Excel-based Budget Templates	Easily create default budget templates complete with accounts, descriptions, and default amounts in Microsoft Excel, and then export and import budgets to and from Excel through an interactive wizard.
General Ledger Reports	Improve advanced financial analysis capabilities by modifying existing General Ledger financial reports or creating new reports, with unit-account information, comparative analysis, and complete graphical support.
Microsoft FRx Reports	Easily create comprehensive reports consolidating information from multiple companies, provisional transactions, or define new reporting relationships with FRx Desktop.
System-wide Information Access	Find and analyze the exact information you need through General Ledger's seamless integration with other Great Plains applications such as Receivables or Payables Management, Invoicing, Sales Order Processing, and Crystal Reports.
Copy General Ledger Entries	Reduce data entry and increase accuracy by copying an existing general ledger transaction and use it as the basis for new transactions.
Void/Correct General Ledger Transactions	Quickly void or delete unposted transactions, back out or reverse posted transactions, and post corrected entries—all with full audit control.
Mark General Ledger Accounts Inactive	Maintain precise control with the ability to mark both posting and unit accounts inactive at any point in time (with or without balances).

AVAILABLE WITH:

GREAT PLAINS

GREAT PLAINS STANDARD

## General Ledger

**Microsoft**  
Business  
Solutions

### FEATURES OVERVIEW

#### Multidimensional Analysis

- Define any type of analysis grouping you need, including department, product lines, regions, or employees, and set up an unlimited number of analysis codes to analyze any facet of your business.
- Automatically allocate transaction amounts to different groups or projects and post to Multidimensional Analysis tables for reporting and complete analysis capabilities.

#### Account Level Security

Filter account views based on access granted for accounts, increasing security and eliminating errors caused when entries are made to inappropriate accounts.

#### Intercompany Transactions

Manage single-use or recurring transactions between companies in your organization, with unlimited flexibility in defining inter-company relationships and streamlined account distributions per journal entry.

#### Interfund Accounting

Especially important to government and not-for-profit agencies, interfund accounting helps reduce errors associated with manual reconciliation of funds and makes transferring balances between accounts an accurate, seamless process. Interfund accounting is part of the Intercompany Transactions module.

**Financial Management components are sold separately. Multidimensional Analysis and Account Level Security are not available with Great Plains Standard.**