



Supply Chain Management

General Ledger

The General Ledger, the core of the accounting functionality in GAAP, is where all financial transactions are posted, reconciled, audited and reported. Exceptionally versatile and adept, the GAAP General Ledger is closing the books and producing free-form financial statements in retail, medical, legal, property management, insurance, government, educational, non-profit, small business professional offices and Fortune 500 organizations nationwide. Fast and flexible, the General Ledger module includes on-demand audit trails, multi-company and multi-fiscal year processing, cash, accrual and encumbrance-based accounting, unlimited user-defined subsidiary ledgers, and unlimited chart-of-accounts expansion - both in the number of G/L accounts and the volume of activity posted. The capabilities of the G/L module include financial statements, multi-company and cost center processing, unlimited subsidiary ledgers, detail and summary trial balances, detailed audit trail analysis, year-end processing, and budget entry and reporting. An unlimited number of fiscal years may exist and there is *no requirement* to close an accounting period or fiscal year before posting in a new accounting period. As many accounting periods and fiscal years may stay open as desired since "closing" a period just blocks further posting to that period. Some of the GAAP customers you may recognize include ADP, CBS Records, Charter Medical, EXXON, Firestone Tires, Lancaster Bible College, Nationwide Insurance, Novell and Syracuse University. A short list of the outstanding features of the General Ledger module would include:

- **Built-in balancing controls** All posting is on-line and interactive with immediate Ledger update or optional "background" batch update processing.
- **Flexible account structure** Up to 25 characters length with variable company, cost center and detail account components. No software dictated limit on the number of accounts allowed AND no need for "header," "summary," or "memo" accounts on your chart-of-accounts.
- **Multiple accounting periods** may remain open at the same time - no need to close one accounting period before starting to post into the next period. All back-posted entries automatically carry forward. May also have an unlimited number of fiscal years, providing the ability for historical audit reports, statistical projections and comparative analysis management reports.
- **Consolidation** Manual or automatic consolidation of selected companies and/or cost centers on Trial Balances, Financial Statements and Detail Ledger reports.
- **Free-form Financial Statements** an infinite number of user-formatted Financial Statement reports may be created. Select data from ANY accounting period for period and year-to-date net, budget, variance, period-to-period, year-to-year, column-to-column and line-to-line ratios, percentages and comparisons. Percentage factors may be indicated at the statement line and statement column level in order to perform modeling and forecasting. No need to import any information to prepare these financials, but you may display, print and e-mail the reports (PCL or PDF format) or export them to Excel as a standard ASCII data file or as an XML workbook, complete with equations!
- **Automatic Closing** GAAP calculates your equity as you produce a Balance Sheet. At year-end, all required income and expense accounts are automatically closed to user specified equity accounts with a Journal Entry created for the audit trail.
- **Budgets maintained** by G/L account on an annual basis, by individual accounting period, or by user-determined percentage breakdown of annual budget. Budgets may be maintained and reported for future periods at any time.



- **Journal Vouchers** Regular, recurring JV's, automatic reversing accrual JV's and multiple methods of calculating reallocation or charge back JV's.
- **Inter-company Transfers** Optional automatic posting of summary or detail company entries to pre-defined due-to and due-from accounts.
- **Audit Trails** Activity is tracked by accounting and transaction entry date. Reports allow for date range and company/journal source and sub-ledger selection criteria so that only desired activity is reported.
- **Account Analysis** summary and detail transaction information may be printed for any account and any date range or may be displayed for the ultimate convenience of access to audit trails.
- **Built-in interfaces** to provide import and export capability through the use of standardized templates for ASCII data files or the more compliant interfaces using XML data transformations. Most reports may be output in PCL or PDF format or exported in XML format where they can then be imported into 3rd-party software such as Adobe or Microsoft Excel. Reports may also be automatically e-mailed.

A Little More Detail...

- G/L Transaction Posting:

- **General Journal Entries** – Single-entry and double-entry journal entries may be posted to the General Ledger at any time.
- **Recurring Journal Entries** – Any journal entry may be used as a template “model” for another journal entry. A template journal entry may also be scheduled with an unlimited number of automatic recurring dates. The “start-of-day” process (first login into GAAP on any given day) scans for recurring journal entries and creates the appropriate “suspended” JV, awaiting approval to be released and posted to the ledger.
- **Chargeback Journal Entries** – The convenience of “allocated” journal entries is provided with the ability to re-allocate or “chargeback” account balances based upon fixed amounts, fixed percentages and relative percentages. This capability typically is used to re-allocate overhead and GA expenses in a multi-company, multi-cost center environment.
- **General Ledger Cash Receipts** – Handles the entry of non-billed cash receipts. All cash receipt entries, regardless of source automatically update the deposits journals for future review, analysis and reconciliation.
- **Import Journal Vouchers** – Multiple import formats are pre-defined so that you may use 3rd-party data sources in order to create journal entries to be posted to your General Ledger.
- **Import Cash Receipts** – As with journal entries, cash receipt entries may also be imported allowing for easy processing of high-volume transactions.
- **Export Journal Entries**

- G/L Journal Voucher Reports:

- View or print selected ranges of accounting dates, entry dates, JV numbers, posted journal entries, recurring journal vouchers and budget journal vouchers.

- G/L Audit Trail Reports:

- **Chart-of-accounts Audit Trail** – Quickly access posted audit trails of activity posted to selected companies, cost centers or selected G/L accounts; filter by journal source, account type and date range
- **G/L Account Balance Summary**
- **G/L Detail Report Generator** – An extremely powerful analysis tool that provides access to ALL accounting transactions in the database; filter transactions and with a few mouse clicks, construct the tailored report output format you need.



- G/L Budget Status Reports
 - Summary Income and Expense Reports
- **G/L Budget Functions:**
- Budget Entry
 - Budget Import Process
 - Budget Audit Trail Report
 - Budget Status Reports
 - Budget Spread Codes
- **Subsidiary Ledger Functions:** Subsidiary ledgers are often used for cost accounting and/or project management purposes. An unlimited number of sub-ledgers may be created. Just as with the general ledger, sub-ledgers may have budgets, may have journal entries (with G/L updates), have full audit trail inquiry functionality and may be included on the financial statements. Sub-ledger functions include:
- Open/create or Close a Sub-ledger
 - Sub-ledger Journal Entries
 - Sub-ledger Budget Entry
 - Sub-ledger Audit Reports
- **Transaction Registers:** All accounting transactions have a “batch” tracking number assigned to them. A batch is considered a session of posting and batches may be suspended and recalled on-demand. Transaction registers of batches may be produced based upon the accounting date of the batch (the accounting period to which the activity was applied), the entry date (actual calendar date the batch was posted), company and journal source. Register functions include:
- Registers for Selected Batches
 - Registers for Selected Date Ranges
 - Suspended Batch Reports
- **Trial Balance Reports:**
- Summary Trial Balance
 - Working Trial Balance
 - Ledger by Journal Source
 - Detail General Ledger Reports
- **Financial Statements:** Spreadsheet-like in nature, the financial statements function is one of the most powerful features within GAAP in that any and ALL accounting periods may be referenced at any time and in any column within the report. Report values are calculated and displayed in real-time mode as you design them. Linkages are direct to the General Ledger so there is no importing, no summarization are pre-manipulation of the data prior to creating your reports. The “auto format” button provides default, “standard” balance sheet and Profit / loss statements with one click. Consolidated reports across cost center and/or company boundaries easily produced. Comparative statements by company and cost center are as easy as selecting the combination of company, cost center and accounting period you wish reported in each column. All reports may be displayed, printed, exported and/or e-mailed on-demand.



Accounts Receivable

Flexible reporting, in-depth audit trails, subsidiary Accounts Receivable Trade Accounts, immediate on-line transaction application and multi-level query capability of your customer base are just a few of the basic functions built into the Accounts Receivable module. This module manages the receivables arising from any invoicing activity and may accept interface input from any 3rd-party system. The capabilities of the AR module include invoice and statement printing, aged trial balance, credit/collection letters, cash receipts posting, multi-subsidary trade accounts, a cash position statement, and customer, transaction type and transaction code analysis. Record charge purchases and all financial activity of your customers and produce free-form statements based upon user-defined cycles, customer type codes or selected groups of customers. Aged Trial Balances keep you informed of outstanding aged balances - current and past due. On-demand customer analysis capability gives you the power to instantly access billing history in summary and detail format. Following are some additional outstanding features of the GAAP Accounts Receivable module:

- **Built-in invoice templates** or custom designed invoices, including a database interface to Microsoft Word documents for invoice production.
- **A/R payment-on-account** application.
- **Accepts partial payment** of invoices; cash receipts may be applied to multiple invoices and additionally post amounts to the general ledger (over/short, etc), put amounts on-account and even issue immediate refunds of overpayments.
- **May post manual invoices** and debit/credit memos to adjust any invoice balance.
- **Customer Open Invoice** Listings.
- **Automatic Finance Charge** calculation rate may be individually assigned by customer.
- **Aged Trial Balances** and Statement Printing for current as well as prior periods on an open-item or balance forward basis, with thirty-day or monthly aging cycles.
- **Transaction Codes** may be pre-defined with default G/L debit/credit accounts and/or fixed transaction amounts in order to cut down on posting time.
- **Instant Customer balance** audit trails in summary by accounting period or in detail for any range of dates with selection criteria by customer, company, and subsidiary A/R Trade account provide timely audit and reconciliation reports.
- **Zero-balance invoice** removal process before or after statement printing.
- **Automatic interface** to the General Ledger, Sales Order Processing, and Job Cost modules of GAAP.
- **Multi-company and multi-subsidary** accounting simultaneously on the same customer base.
- **Instant look-up** of customer information by either name or number or user-specified indexes
- **Cash receipts posting** allows the option of automatic payment distribution starting with the "oldest" invoice, presentation mode displaying invoices which have unpaid balances and manual mode whereby credits are directed to specific invoices by the user.



A Little More Detail...

- **A/R Transaction Posting:**
 - o A/R Cash Receipts Posting (standard A/R invoices)
 - o A/R General Transaction Posting (debit/credit memos, adjustments, etc)
 - o Insurance Cash Receipts Posting (any receipt involving a policy)
 - o A/R Refund Processing
 - o Finance Charge Generation
 - o A/R Recurring Invoices
 - o Daily Installment Billing Process
 - o Automatic daily or on-demand notice processing (past due, collection, etc)
 - o Inter-invoice Amount Transfers

- **A/R Aged Trial Balance:** Standard aging of customer invoices for selected A/R accounts, customers, customer types (producers, trade, etc) and the specified as-of-date. Balance selection options include non-zero, debit-balance, credit-balance or all. The report may be summarized by customer, summarized by invoice or generated with full accounting detail and may be displayed (HTML pages), printed and exported. There are two formats of Aged Trial balance, the standard accounting format (30, 60, 90, etc) and the insurance accounting format to include columns for policy-specific information (inception date, insured, etc) and aging of deposits as well as premium balances.

- **A/R Reconciliation:** Invaluable functionality to assist in automatic reconciliation of customer invoices and variance calculations by customer and accounting period.

- **A/R Transaction Codes Analysis:** Reports showing all of the accounting activity for any given range of dates, sorted by A/R transaction code (premium, fee, commission, cash receipt, etc) or description, providing summary totals or detail transactions.

- **Customer Invoice Processing:**
 - o Customer Invoice Inquiry and Review
 - o Customer Invoice Printing
 - o Open Invoice Report by Customer

- **Customer Statement Printing:** Multiple statement templates are built into GAAP, but we would gladly design a custom output formats to meet your specific needs. All formats accurately reflect the open-invoice method of tracking outstanding balances by customer. For systems with the insurance processing module, there are separate producer commission statements for producers to reflect monthly policy activity.

- **Customer Audit Trail Reports:** Reports detailing all of the accounting activity for selected customers, customer types, companies and date ranges.

- **Customer Sales Reports:** This is the Accounts Receivable Module "Report Generator". Filters include minimum balance and range of accounting dates, A/R Trade accounts, locations, zones, customer types, salesmen and transaction category (charges, payments, interest, adjustments). Detail output options include accounting date, entry date, debit, credit, net amount, customer, invoice number, policy number, check number, insured, sub-ledger, G/L account, job code, purchase order and description. Sorting and sub-totals provided by customer ID, customer name, customer type, location, zone and salesman.



- **Transfer Customer Activity:** In the event that a “duplicate” customer was created and has had posted activity, the references and audit trail from one customer may be transferred to and merged with the activity of another customer. This process may also become useful if an existing producer/broker is purchased by another and all activity should be “merged” to just one producer.
- **Deposits Journal:** On-demand deposit journals by bank code, cash account and date range assist in the bank reconciliation process. The detail report is automatically followed by a summary page with totals by G/L account.
- **Insurance Agent Open Invoices Report:** An immediate display or printed report of open policy activity (invoices) by producer (agent) for selected carriers.



Accounts Payable

Cash flow, cash crunch, cash required, cash usage - the value of an Accounts Payable system is its ability to accurately reflect and assist in the corporate cash management. GAAP excels at this task with its up-to-the-minute reporting of the General Ledger, vendor, and payable status. Multi-payment, recurring payment, discount and multi-company expense vouchers are quickly and efficiently posted and scheduled for processing. The Accounts Payable module handles the processing and payment of all vendor invoices. The capabilities of the AP module include cash or accrual basis accounting, multiple trade accounts, account current, tax and state or agent fee payables, MGA and producer commission processing, surplus lines taxes, direct deposit processing, bank reconciliation, 1099 processing, and laser check printing. Other special features include:

- **User-defined Payment Terms** for automatic calculation of payment due dates and discount date and amount.
- **Global vendor access** by name and/or number with partial name searches at any time, allow quick access to any vendor for posting and audit trail reports.
- **Handles prepaid vendor invoices**, manual checks (with unlimited G/L account distribution) and void checks.
- **Express Checks** allow a voucher to be entered and immediately expensed to the Ledger, updating and cross referencing postings to all affected vendor, purchase order, invoice, subsidiary ledger, and Job Cost records, and printing the check with disbursement offset tracking to the G/L . . . in one smooth step . . . an extreme time saver.
- **Vouchers** (debit or credit balance) may be distributed to unlimited G/L accounts and scheduled for unlimited future payments. Vendor invoice tracking stops accidental duplicate entries and payments.
- **Each voucher may be accepted** as either a future or immediate expense to the Ledger (Cash or Accrual basis).
- **Aged payable Trial Balance** may be produced as of any given accounting date, current and past.
- **System generated checks** may be issued at any time for specified due dates, vendors and/or vouchers.
- **On-demand access** (display or print) to Vendor summary invoicing and detail transaction history.
- **1099 Production** is automatically performed on standard 1099 forms along with optional summary 1099 reports.
- **Check registers and Cash Disbursement Journals** for any given bank, company, and specified periods of time.
- **User-defined check printing formats** GAAP comes with a program generator which allows you to design your own unique check print formats - unlimited number of bank codes and check formats. GAAP does come with a built-in default A/P check format with standard stub information. These Standard check forms may be ordered through almost any bank if you choose the default formats.
- **Check printing and reprinting** is complete with alignment routine and may be restarted at any point in the event of printer jam, wrong forms, etc. - no need to void checks if they just did not print properly.



- **Automatic or manual bank reconciliation function** tracks checks by both preprinted MICR and system check number. Registers may be produced for any range of dates and selected bank statement dates.
- **Automatic interface to the General Ledger** Purchase Orders (including inventory cost variance posting), Subsidiary Ledger(s), and Job Cost modules of GAAP with special attention to balancing Job Cost WIP accounts.
- **Cash Usage Reporting** produces a 14-column spread sheet showing cash flow by period for each expense category - you need supply only the report start date and the number of days in the "period," i.e. weekly, bi-weekly, monthly, etc. - GAAP does the rest.

A Little More Detail...

- **Voucher Processing:** GAAP is a multi-subsidary ledger system so you may have multiple A/P Trade accounts. For example, all insurance policy activity is automatically posted to the multiple Accounts Payable Balance Sheet accounts that would be typically labeled as A/P Premium Payable, A/P MGA Commissions Payable, A/P Producer Commission Payable and A/P Taxes and Fees Payable. The appropriate payable vouchers are created as the policies are bound. You may also have the more traditional A/P Trade payable account through which business overhead payables are processed, i.e. rent, utilities, etc. Voucher processing functions include:
 - o Voucher Entry – Express and detail
 - o Void A/P Vouchers
 - o Void Insurance Vouchers
 - o Cancel Voucher Balance
 - o Change Payee / Payment Schedule
 - o Voucher Inquiry of Updated Vouchers
 - o Voucher Registers:
- **Payment Selection Processing:** Scheduling or "payment" records are created for each payment that is to be made on a voucher; vouchers may be scheduled for an unlimited number of future payments. This section provides for the process of approving what is to be paid, what has been scheduled and committed for payment and un-approving items that were previously approved for payment. Premium payables are not typically approved through this process, see Account Current Processing for premium payables.
 - o Cash Requirements Report
 - o Scheduled Payments Report
 - o Payment Approval Process
 - o Pending Disbursements Report
 - o Payment Un-approval Process
- **Account Current Processing:** Unless policy issuance is through a program directly managed on behalf of or directly connected to the carrier and the premium trust accounts are managed by the carrier, an "account current" report of policy and endorsement activity eligible for payment for a selected time period is produced. Rules vary by carrier as to when policy premiums, taxes and fees must be reported and paid, but typically all **collected** premium must be forwarded to the carrier within a specified number of days and commissions (MGA and producer) may be taken at that time. GAAP does have switch setting options that allow MGA commission to be taken when the Account Current is paid, when the Account Current is "locked" or whenever collected, commissionable premium exists. Account Current functions include:
 - o Account Current Assignment
 - o Account Current Review



- Account Current Status
 - Commission Reports (MGA and Producer)
 - Issue Checks: Account Current (Carrier)
 - Issue Checks: MGA Commission
- **A/P Cash Receipts:** Returns and cancellations may create a situation where a vendor owes you and it is determined that you are not going to carry the “credit voucher” to be applied toward a future payment to the given vendor. In this case you may receive a cash receipt from a vendor and you need to apply the cash against a credit payable, hence the “A/P Cash Receipts” function.
- **A/P Check Processing:** GAAP provides for complete check printing, i.e. corporate logos, scanned signatures and MICR encoding to be printed using the laser printer, a standard magnetic ink toner cartridge and built-in menu selections. The following functions indicate the flexibility of disbursement capabilities that exist within GAAP. These functions are in addition to those capabilities provided in the Account Current Processing and Producer Commission Processing sections of the system. Third-party and refund check processing also has the added feature of allowing the disbursement to be net of receivables and payables to the given entity (typically the producer):
- Issue Checks: Standard Trade Payables
 - Issue Checks: By Policy
 - Issue Checks: By Vendor
 - Issue Checks: Refunds
 - Issue Checks: Third Party / Filing Fees
 - Reprint Checks: Insurance (with or without account current report attached)
 - Reprint Checks: Standard
 - Issued Checks Inquiry
 - Laser Checks Format Control
 - Manual Disbursements Posting
 - Void Checks Process: Insurance
 - Void Checks Process: Standard
 - Re-instate Void Checks
 - Disbursements Journal: Insurance
 - Disbursements Journal: Standard
 - Check Registers
- **A/P Vendor Aged Trial Balance:** Standard aging of vendor invoices for selected A/P accounts, companies, vendor types (insurance, trade, etc) and the specified as-of-date. Trial balance reports, along with most reports in GAAP may be displayed (HTML pages), printed and exported. There are two formats of Aged Trial balance, the standard accounting format (30, 60, 90, etc) and the insurance accounting format to include columns for policy-specific information (inception date, insured, etc) and aging of deposits as well as premium balances.
- **A/P Trial Balance Reconciliation:** Integral functionality to assist in automatic reconciliation of vendor invoices and variance calculations.
- **Bank Reconciliation:**
- Bank Reconciliation By Check
 - Bank Reconciliation By Statement
 - Check Reconciliation Registers
 - Deposits Journal
 - Deposits Inquiry Display



- **Invoice Inquiry and Reporting:** Select any vendor by number or name in order to view (or print) a full audit trail of accounting activity by invoice. The report may be filtered by company, date, check number, voucher number, invoice number and invoice status (open, closed, all).

- **Vendor Audit Trail Reports:**
 - o Detail Audit Trail Reports
 - o Summary Disbursements Reports

- **1099 Forms and Reports:** Any Accounts Payable voucher may have detail activity that is “1099 eligible”. A vendor may be defined with a default 1099 block assignment that will automatically track these eligible amounts whenever a payable is posted to the General Ledger.
 - o 1099 Reports and Forms and Magnetic Media (tape, files, etc)
 - o Clear 1099 Adjustments

- **Transfer Vendor Activity:** In the event that a “duplicate” vendor was created and has had posted activity, the references and audit trail from one vendor may be transferred to and merged with the activity of another vendor. This process may also become useful if an existing producer/broker is purchased by another and all activity should be “merged” to just one producer.