



# General Ledger Product Features

entreee.GL

YOUR GENERAL LEDGER AND FINANCIAL  
REPORTING SOLUTION

- ✓ Post entries within a three-year window
- ✓ Designate custom groups of accounts
- ✓ Consolidate, edit & report info from multiple companies
- ✓ Easy access to online information for any account



# 1 entrée.GL Product Features

The **entrée.GL** software is a general ledger system which integrates fully with the **entrée** system. It provides you with advanced general ledger and financial reporting, designed to meet the needs of today's food distributors. Entries can be posted to current or previous periods. Flexible report formats provide comprehensive financial, comparative, and audit trail options.

## entrée.GL Main Features

- Allows posting to any periods in a three-year window.
- Enables you to designate custom groups of accounts for budgeting and reporting purposes.
- Allows you to consolidate, edit, and report information from multiple companies and various periods.
- Easy access to any account, including the ability to drill down to AP detail from any posting.

## GL Reports

- Balance Sheets
- Chart of Accounts
- File Listings of Recurring Entries, Account Groups, Types, etc.
- General Ledger
- Income Statements
- Trial Balances
- Unposted Transaction Edit Lists

## Account Types

The first step in initializing the General Ledger is setting up General Ledger Account Types. Account Types classify accounts by their accounting function, such as expenses, liabilities and assets. It also determines whether an account appears on the Income Statement or Balance Sheet.

Class	Category	Description	Seq	Lower Acct	Upper Acct	Add/Mod
A - Assets	3	INVENTORY	0	01300	01320	
A - Assets	4	OTHER CURRENT ASSETS	0	01400	01490	
A - Assets	5	FIXED ASSETS	0	01495	01595	
A - Assets	6	OTHER ASSETS	0	01600	01995	
C - Cost of Sales	0 - Group	=====COST OF SALES=====				
C - Cost of Sales	1	COST OF SALES	0	04100	04195	
E - Equity	0 - Group	=====EQUITY=====	0	0	0	
E - Equity	1	EQUITY	0	03000	03295	
E - Equity	2	NET INCOME	0	03300	03335	
I - Other Income	0 - Group	=====OTHER INCOME=====				
I - Other Income	1	INCOME MISCELLANEOUS	0	09100	09105	
I - Other Income	2	INCOME MANUFACTURER REBATES	0	09110	09113	
I - Other Income	3	INCOME FROSTY ACRES, INC	0	09115	09119	
I - Other Income	4	RECOVERY BAD DEBTS	0	09200	09295	
I - Other Income	5	DISCOUNTS AND INTEREST EARNED	0	09300	09400	
I - Other Income	6	PROVISION PROFIT/LOSS	0	09700	09800	
I - Other Income	7	NET INCOME	0	09600	09695	
L - Liability	0 - Group	=====LIABILITY=====				
L - Liability	1	NOTES PAYABLE	0	02025	02049	
L - Liability	3	ACCOUNTS PAYABLE	0	02000	02015	

Special File Operations

Delete Add Close Delete All Initialize

Each account type has a class, a category, a description, a sequence number, a lower account number and an upper account number. The lower and upper account numbers are the account type range.

### Class

The Class determines whether the account will appear on the income statement or balance sheet.

Possible Class designations include:

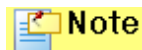
- Assets
- Cost of Sales
- Equity
- Liability
- Other Income
- Sales
- Taxes
- Expenses
- Report Labels (for reporting purposes only) Category. The Category allows you to create subtypes within each class. You can have up to 9 categories per class, excluding the Total and Group categories which are used solely for reporting purposes.

### Sequence

The Sequence Number changes the order of account types when they are printed on reports.

### Account Maintenance

When defining your Chart of Accounts, each account and corresponding departments are defined on this screen. An account has a 5 digit account number, and an optional 3 digit Department, in the format “99999-999”.



### Note

A department of “000” is reserved for “**Summary Accounts**” which are created automatically when departments are enabled. Summary accounts consolidate information for an account group, and are used for reporting purposes only.

A “**Term Class**” can be defined which is only associated with asset and liability type accounts. They allow the Balance Sheet to segregate accounts as either “current” or “long term”.

**Budgeting** and **Auto Distribution** can also be defined per account.

### Auto Distribution

Automatic distribution allows you to distribute a journal entry amount for a particular account to pre-determined accounts with pre-determined percentages.



**Note** The total percent of all the distribution accounts must be 100.

**GL Distribution**

Account: 11010- CASH ON HAND

Number: 11010- CASH ON HAND

Current Balance: -54.35

PTD Postings: -54.35

Number	Account	Percent
01	11030-	25.00
02	18030-	75.00
03		0.00
04		0.00
05		0.00
06		0.00
07		0.00
08		0.00
09		0.00
10		0.00

OK Cancel

### Budgeting

Budgeting allows you to enter amounts for any period for the current year, as well as the previous year.

You can define the budget amount for the current year and the system will track the current balance, the period-to-date postings, this year's balance, last year's budget and last year's balance.

**GL Budget**

Account: 11010- CASH ON HAND

Number: 11010- CASH ON HAND

Current Balance: -54.35

PTD Postings: -54.35

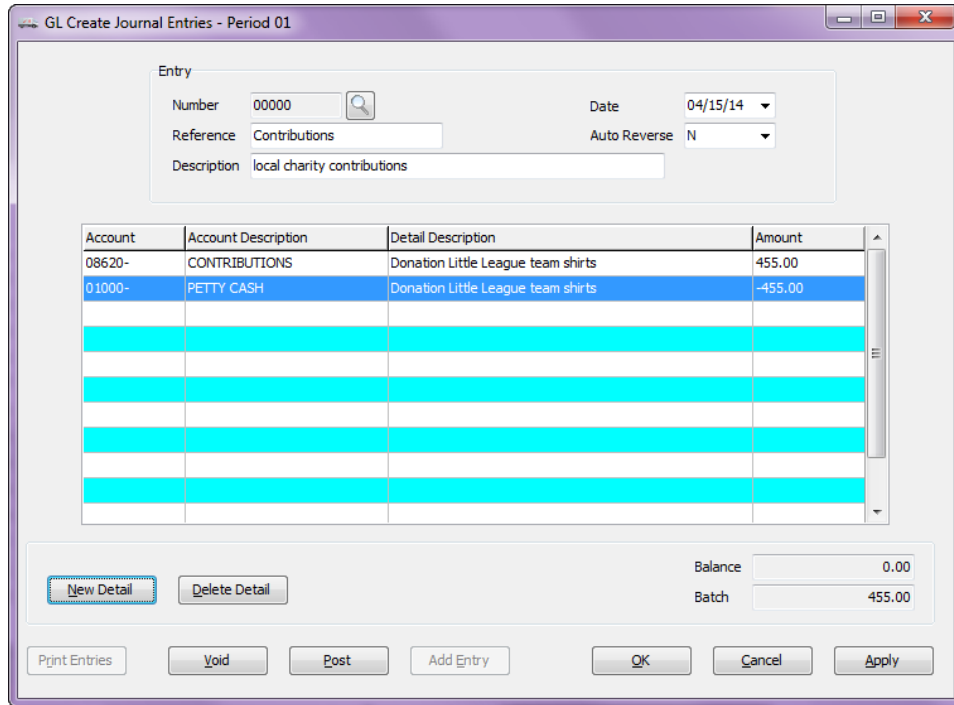
Period	This Year	This Year	Last Year	Last Year
	Budget	Balance	Budget	Balance
01	100500	0.00	0	0.00
02	75375	0.00	0	0.00
03	56531	0.00	0	0.00
04	42398	0.00	0	0.00
05	31798	0.00	0	0.00
06	23848	0.00	0	0.00
07	17886	0.00	0	0.00
08	13414	0.00	0	0.00
09	10060	0.00	0	0.00
10	7545	0.00	0	0.00
11	5659	0.00	0	0.00
12	4244	0.00	0	0.00
13	0	0.00	0	0.00

This Year Total: 389258      Last Year Total: 0

OK Cancel

**Create Journal Entries**

The journal is the record keeping device in which you record transactions. It is a chronological record of transactions, where each individual transaction is called a “journal entry”. A “**journal entry**” is a list of the accounts and the amounts posted to each account within the entry.



Prior to the Journal Entry window being opened, you will be allowed to enter a batch amount for the session. The batch amount allows you to verify journal entries by comparing the batch amount to the total debits of the journal entries.

A balanced entry has at least two detail items. The sum of all the debits and the sum of all the credits must cancel each other out for an entry to be balanced. Only balanced entries are allowed to be posted.

**Search Postings**

The “**Search Postings**” feature helps you quickly locate journal entry information posted to your General Ledger.

## 2 Contact NECS



- Please visit our website at [neecs.com](http://neecs.com) to learn about our other add-on modules, products and services.
- If you would like more information about **entrée.PEN**, the Anoto Digital Pen interface, please contact NECS Sales by emailing [Anoto@neecs.com](mailto:Anoto@neecs.com).
- Contact our **NECS Sales Department** at [sales@neecs.com](mailto:sales@neecs.com) for more information.
- Contact the **Tech Support Department** at [tech@neecs.com](mailto:tech@neecs.com) for assistance.
- For information about current NECS software training classes use this link: [neecs.com/training.php](http://neecs.com/training.php)

### **NECS, Inc.**

322 East Main Street, Third Floor  
Branford, CT 06405

**Office Hours:** Monday - Friday from 8:30AM EST - 5:30PM EST

**Toll Free:** 800.766.6327 (NECS) **Phone:** 475.221.8200 **Fax:** 203.208.0889

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