

# integrated



# minds



# solutions



## General Ledger

- ▶ An online inquiry gives you immediate access to account information
- ▶ Automatic posting of transactions generated by other AXIS modules avoids redundant data entry
- ▶ Automatic posting of depreciation and periodic allocations reduces errors and data entry time
- ▶ The user-defined fiscal calendar can be tailored to match your existing accounting periods
- ▶ User-defined account codes and structures let you use your existing reporting structure
- ▶ “Statistical” accounts for non-accounting data let you report on items such as membership counts
- ▶ Hierarchical structuring of various accounts allows you to produce both detailed and summary financial reports
- ▶ Standard and flexible budgets improve performance analysis
- ▶ Import and export capabilities let you collect or analyze accounting information using popular spreadsheets

Fully integrated with other AXIS applications, the AXIS General Ledger (GL) application tracks and reports all financial transactions for your club. A financial statement report writer allows you to define and print reports according to your club's requirements.

### Creating an Accounts Structure

GL lets you create a structure of accounting and statistical accounts using two main levels: posting (the bottom level, for which you may enter transactions and budgets), and controlling (upper level accounts whose balances are derived solely from their substructure of accounts). This hierarchical account structure lets you group related accounts, maintaining individual balances while generating grand totals.

To maintain your account structure, GL lets you:

- use account masks to create account numbers with standard components and a standard format, to indicate the account's department and contents
- quickly and easily copy account structures to set up new departments, profit centers or locations
- add a new account in an account structure and have it automatically replicate to multiple cost centers.

Statistical accounts serve three main needs, allowing you to:

- retain and report on nonfinancial information, not recorded in the regular books (for example, membership counts or floor space)
- maintain one or several alternate reporting structures, different from the accounting account structure. With this flexibility, your club can generate varied reports using different account groups.
- create a report template (or model). This feature lets you create an account structure strictly for reporting. The system automatically generates the report, based on the model, by substituting user-defined variables (for example, specifying a department).

- ▶ Integrates with Prophix to provide built in workflow that involves managers and streamlines the budget planning process
- ▶ Inquiries let you drill through to the sub-ledger transaction details to facilitate reconciliation

## Inter-Company General Ledger

For clubs that have more than one company or division, you can set up GL to automatically balance transactions between companies. For example, if you incurred an expense in one company, but paid the same expense from another company, GL identifies the inter-company expense and makes the necessary debits and credits for each company, eliminating the need for manual entries and balancing.

## Maintaining Budgets

You can import budget information from various spreadsheet applications, as well as maintain a budget or revised budget for any posting level account, for the current and next year. These budgets may be fixed or use flex budget percents or factors.

Go beyond spreadsheets with PROPHIX, which provides a built-in workflow that involves managers and streamlines the planning process. It handles both distribution and consolidation of budget information. You can also create new versions of the budget, a mid-year forecast or a new scenario for what-if analysis.

## Creating Journal Entries

In addition to creating automatic journal entries for most transactions, GL allows you to enter manual journal entries or import journal entries from a spreadsheet application. To define and post standard, repetitive journal entries—such as those for depreciation—automatically, you may use periodic allocations (that is, formulas for generating transactions for each fiscal period).

## Printing Financial Statements

With a flexible, user-defined report writer, GL lets you customize and print financial statements to suit your club's requirements. In creating these statements, the report writer uses your account structure, letting you show as much or as little detail as required. The report writer allows you to produce consolidated or individual reports by branch, department, division or company.

Optionally, you can add on Prophix to handle ad hoc reporting to boardroom quality reports.

## Generating a Trial Balance

When generating a Trial Balance, GL allows you to exclude inactive accounts. You can run a Trial Balance for the entire chart of accounts or for specific sections of the chart of accounts.



Related product sheets:

- Accounts Payable
- Accounts Receivable

## Using Multiple Open Fiscal Periods

GL allows you to post transactions to more than one month by letting you keep multiple fiscal periods open at a time. For example, you do not have to wait until all payables for the current month are in before making entries for the next month. GL also generates year-end closing transactions, which you can run at any time. You do not need to perform a year-end closing before starting a new year.

## Using GL Inquiries

GL offers detailed, summary, browse, summary by day, expanded and analysis inquiries, to give you immediate access to account information. Inquiry features include the following:

- The analysis inquiry provides flexible, ad hoc reporting across multiple accounts, letting you specify report criteria so you can analyze data according to your unique requirements.
- The expanded inquiry offers a drill down capability, letting you produce summary or detailed inquiry reports, or reports by source transaction. A drill-through to the sub-ledger provides a further breakdown of transaction details for reconciliation purposes.
- Since non-accounting users can perform inquiries, GL offers security at the account number level. With account security, you can restrict each user's access to accounts for which they have clearance.