



General Ledger Module

ALERE is a real time system and it starts with the General Ledger. Any action that affects the general ledger is immediately recorded which keeps a company's financial information always up-to-date. Financial reports are generated at your convenience. Expensive and tedious month end closings are gone.

The following are the principal components of the General Ledger module:

Chart of Accounts

The COA, or Chart of Accounts, is displayed using Treevision, which works similar to Windows Explorer. Just click to open and close different levels. The entire COA can be created right on the screen.

Display Type Display Order

- ▶ Chart of Accounts
 - ▶ Assets (10000 - 19999)
 - ▶ Liabilities (20000 - 29999)
 - ▶ Equity (30000 - 39999)
 - ▶ Revenue (40000 - 49999)
 - ▶ Expenses (50000 - 79999)
 - ▶ Cost of Sales (50000 - 55999)
 - ▶ Operating Expenses (60000 - 69999)
 - ▶ 60020 (Advertising)
 - ▶ 60030 (Bank Expenses (ALERE Required))
 - ▶ 60040 (Commissions)
 - ▶ 60060 (Consulting Services - General)
 - ▶ 60080 (Contract Labor)
 - ▶ 60100 (Depreciation Expense)
 - ▶ 60120 (Electric Service)
 - ▶ 60130 (Equipment Leasing)
 - ▶ 60140 (Insurance Expense)
 - ▶ 60160 (Interest Expense)
 - ▶ 60170 (Inventory Adjustment)

Exit Save F9 Del Edit Add F7 Load Export Refresh

Accounts can be alphanumeric and have up to six segments.

To help speed up the entry of a COA, or duplicate one from another company, you can export the COA to Excel and then import it into a different company.

An easy-to-use budgeting process is built into the GL Chart of Accounts. For users requiring a more complex budgeting process, Excel can be used and compared against your COA in a number of very sophisticated ways.

Integrating scanned supporting files into journal entries, for example, invoices will provide online auditing support.

Journal Entries

Entering a journal entry is designed to be fast and flexible.

Account	Description	Debit	Credit	Note
11080-STD	Accounts Receivable		95.00	No
40040-DOM	Sales Discounts - Domestic		5.00	No
50080-DOM	Cost of Goods (Stock) - Domestic		60.00	No
11200-STD	Inventory - Stock	60.00		No
40020-DOM	Sales Domestic	100.00		No
				No

Pending, recurring and auto reversing entries are all supported.

Unbalanced pending entries can be entered then can be reviewed and released at a later date.

Notes can be added to each journal entry and to each transaction line on the entry.

Debit and credits on individual transactions can be reversed or removed with one button.

Journal entries may be reversed, duplicated or loaded from an Excel file.

The remaining unbalanced amount may be automatically entered with the final transaction.

Inquiries and Mass Transactions

Online inquiries are supported for fiscal periods and journal transactions. Numerous filters, including column sorting, support inquiries.

Pending entries, recurring journal entries and reversing entries may be mass processed using dedicated screens.

Budgeting

Excel can be used to develop detailed budgets which can then be compared to each other and to actual income statement data.

New budgets can be auto-generated and exported to Excel where they can be modified and used.

Exporting to F9 is supported for analysis and graphing.

Multi-company Consolidation

Since one installation of ALERE can manage many separate companies, there is a multiple company consolidation function where you can select from a list which companies to merge for reporting purposes.

The functions will produce consolidated *Balance Sheets* and *Income Statements* without any need to artificially create another company.

Period/Year Closing

Automatic period closings are done and will continue to accept postings without a password for a definable grace period. Thereafter, a password is required.

A *Period/Year Closing* screen shows the open/close status of the periods and years.

Close	Period	Year	Description	Status	Printed		
					Balance Sheet	Income Statmt	Trial Balance
	11	2016	November	Period Closed	?	Yes	Yes
	12	2016	December	Period Closed	?	Yes	Yes
	1	2017	January	Period Closed	No	No	No
	2	2017	February	Period Closed	No	No	No
	3	2017	March	Period Closed	No	No	No
<input type="checkbox"/>	4	2017	April	Open	No	No	No
<input type="checkbox"/>	5	2017	May	Open	No	No	No
<input type="checkbox"/>	6	2017	June	Open	No	Yes	No
<input type="checkbox"/>	7	2017	July	Open	No	No	No
<input type="checkbox"/>	8	2017	August	Open	No	No	No
<input type="checkbox"/>	9	2017	September	Open	Yes	No	No
<input type="checkbox"/>	10	2017	October	Open	No	No	No
<input type="checkbox"/>	11	2017	November	Open	No	No	No
<input type="checkbox"/>	12	2017	December	Open	Yes	No	No

The printing status of key financial reports is displayed if they require reprinting due to prior period postings.

A year-end closing is required that zeros out revenue and expense accounts. However, it be done anytime that is convenient and takes only moments to accomplish.

Year-end closings can be easily reversed to reopen prior years and accept corrections or adjustments.

Managing Periods and Account Distributions

Up to 99 periods can be set up for any date range as long as there are no overlapping gaps in the period dates.

Since periods are automatically closed, the number of grace days allowed to make postings to a period before a password is required can be controlled. This also applies to how many periods in the future postings are allowed to prevent those entries where a wrong year is accidentally entered.

Default rules for accounts to be used for common transactions are easy to set up and maintain on a single page.

For those GL transactions that are dependent on who the customer is, or what group they belong to, or their location, or a specific item, or a group of items, or any of the other special circumstances that can define what GL account to use, custom rules can be set up and tested.

For those cases where, for example, an electric bill should be shared among several departments, custom templates can be developed. These templates can help handle other distributions like inventory adjustments, supplier purchases, rent distributions, etc. Templates can even be setup up so that amounts can be distributed manually among GL accounts.

Reporting Tools

There is a general purpose report generator for creating financial reports. Selectable sets of general ledger account values are used and the user can define accounts and account ranges to be included in each section of the report. Subtotals, totals and grand total columns are computed with each total being definable.

Accompanying the report generator is a general purpose general ledger report. The report allows the as-of date, along with the name of the custom report definition to use, to be selected. There are detail level options and additional filters. The report includes six columns for account and description followed by four header labels defined by the custom report generator.

In addition to the normal complement of financial reports you would expect in an accounting package, ALERE comes with some very advanced reporting capabilities. For example, there are 12 month Balance Sheet and Income Statement comparisons and any period/year can be compared to any other period/year.

Since the system is date-based as opposed to period based, you can even have Income Statement reports that compare any range of dates to any other range of dates. For example last year's second quarter to this year's second quarter.

Even the Cash Flow report gives you complete control over which GL accounts to include for the type of analysis you are doing.

All reports can be printed, sent to the screen, saved as a PDF, or even have the raw data exported to Excel.

The ALERE General Ledger is straightforward to use but contains many advanced concepts and technologies. To gain a full appreciation of its capabilities contact us to arrange for a personalized webinar demonstration.