



CGL

Intech's Payable & General Ledger System

Overview

The CREDITORS / GENERAL LEDGER (CGL) system is particularly suitable for large companies which require periodic reporting at various levels of responsibility. Reports are available at company, division, branch, department or cost centre levels in varying presentations and with various levels of consolidations. It is an interactive and fully integrated system which can run either sand alone or under the Intech TRANSACTION ENTRY system. The General Ledger and Creditors file balances are updated as data is keyed. Contra Accounts such as nominated bank accounts and sundry creditors accounts are also updated automatically as data is keyed. The CREDITORS ledger can be run as either balance forward or open item.

Multiple Period Reporting: Three months general ledger balances can remain open at any one time. Creditors can be closed off and cheques produced whilst the general ledger can remain open for journal postings. Journal entries for previous periods will be reflected in the brought forward balances.

Account Codes: The general ledger allows for an account code of up to nine digits with an optional sub-code of four digits which can be appended to certain accounts to further identify such items as job codes or vehicles.

Integration: CGL can be interfaced to other packages including CONTRACT COSTING, TIME & COST, PLANT & PROPERTY, PAYROLL, FIXED ASSETS, STOCK Inventory, FABRICS, PURCHASE ORDERS and CASHBOOK.

Ledger Consolidations: In addition to the consolidation features that are available within each ledger it is possible to perform consolidations across individual ledgers to produce a combine result. If ledgers are being maintained in a foreign currency an exchange rate can be applied and balances converted during the consolidation phase.

Foreign Currencies: A currency indicator can be held for individual creditors and a table of exchange rates is also maintained. Foreign currency invoices are converted to local currency at the point of entry.

General Ledger Maintenance Data

Chart of Accounts: An account within the general ledger chart can be identified with a code of up to 9 digits. While the account code need not be structured in any pre-determined way, there are advantages in structuring the chart if automatic consolidation for like divisions is required. The chart of accounts is the heart of the system as it controls where data is to be posted, accumulated, transferred, generated, consolidated and reported. Consolidation options mean that data can be accumulated and accessed in a variety of ways.

General Ledger Budgets: The general ledger provides for up to 24 months budgets to be loaded and maintained. Budgets can also be calculated as a percentage of sales. There are facilities to assist the preparation of budgets, as well as a spreadsheet import feature.

Expense Apportionments: This program provides a very powerful set of instructions which, in effect, is a user defined program within the main CGL system. It is capable of performing a series of instructions to accumulate values of accounts and to post the results to other accounts, or to take percentages of the accumulations and post these to other accounts. Additionally, accumulators (or account values) can be reduced by predetermined values and the resulting balance posted elsewhere. It can be used for special overhead calculations to calculate closing stock values, or for the apportionment of nominated expense accounts over their accounts.



General Ledger Maintenance Data

General Ledger Format: Apart from the proof listing and the detailed ledger which are of fixed format presentations, all other financial reports can be produced in user-controlled formats. A library of formats can be established and maintained. When printing Statements of Financial Performance, Financial Position and cost centre reports, any format can be used. A format consists of a series of parameters which control the headings to be printed above 11 columns across the page. The format also controls the contents of each of the 11 columns by nominating which field of data is to be printed in each column, the fields of data that may be reported on includes values, budgets, budget variance and percentages for the current month, year to date and comparative periods.

General Ledger Chart Generation: There is a special facility to assist users establishing charts of accounts for multiple cost centres where the structure is essentially the same. It enables blocks of the chart to be copied and numbered appropriately. Charts may also be generated from other ledgers.

Creditors' Maintenance Data

This selection enables creditors names, address and other details to be established or changed. The value of purchases for the year to date is accumulated, but also be maintained by this function. When the ledger is running in brought forward mode there is a facility to enter an 'on hold' value which may be excluded from that month's payment run. Creditors may be grouped by means of a group code so that remittance advices and cheques can be produced selectively for varying payment frequencies. Default general ledger expense accounts may be entered for each creditor. These will be automatically displayed when invoices and credit notes are keyed for that creditor. The code can be accepted or overridden if required. It is possible to store further information about the creditor by using a 'notes' facility.

Transaction Data

Invoices and Credit Notes: Creditors invoices are coded with a 6 digit creditor code and a 9 digit general ledger code. There may be any number of general ledger postings on each invoice and the invoice total is verified at entry. Creditor and general ledger codes are validated as data is keyed. The invoice total is posted automatically to the creditor, and individual general ledger accounts receive the postings at the same time. At the end of each batch the ledger control total is updated so that there is always a three way balance maintained between creditors, general ledger and the run control. It is also possible to key a short narrative with each line. After invoices and credits have been processed remittance advices can be printed with, or without, cheques.

Manual Cheques: Manual cheques are those that have already been drawn outside the computer system. Details of these need to be introduced whether they are for creditors or non-creditor payments (for example wages). The keying procedures for manual cheques are the same as for computer cheques. A narrative can be keyed for non-creditor cheques.

Computer Payments: Direct Credit schedules or Computer cheques can be produced in a number of ways including full or selected cheque run or by group. Remittance Advices can be produced at the same time.



Transaction Data

Journals: These can refer to either creditors or general ledger postings. The latter can refer to the current month, last month or two months ago. A narrative can be keyed. Accrual journals may also be used and these will be automatically reversed in the following period.

Receipts: These normally only affect the general ledger and are keyed in a similar way to general ledger journals

Output From the System

Proof List: A listing of all input or of selected batches./ The listing shows both creditor and general ledger transactions and generated transactions.

Creditors' Trial Balance: This is produced in creditor code, alpha or group sequence and shows the creditors name, purchases to date, a brought forward balance. The amount of cheques drawn, current invoice value, the resulting balance, any amount withheld and the amount due.

Creditors Remittance Advices: These are produced on special stationery in creditor code or group sequence, showing the full name and address of the creditor and the date and any amount brought forward. For each transaction item it shows a reference and an amount together with a total at the foot of the advice.

General Ledger Trial Balance: This report is available immediately after data is keyed. It shows amounts under This Period, Year to Date and Budget columns.

General Ledger Detailed Ledger: The sequence follows that of the chart. It is a fixed format report and shows all current period general ledger data in date and source code order, together with the creditors name if applicable. If the history storage option is activated, details of year to date transactions are available.

Financial Reports: These can consist of profit & loss reports, cost centre reports, balance sheet, job analysis and vehicle analysis (if appropriate). Each of these can be printed in different presentations if required. Each report can be produced as either a detailed report or a summarised report and these options relate to the parameters established under chart maintenance. It is also possible to ask for selected reports by nominated branches, departments or cost centres.

Chart Listings: These can be produced in total or for selected parts of the general ledger chart.

Creditors Listings: A listing of creditors names and addresses and purchases to date.

Export File: Financial reports may be exported in a csv format or directly to a Microsoft Excel.



Inquiry

Comprehensive inquiry facilities are provided at four different levels. At the lowest level input batches can be displayed via a data file inquiry based upon the batch number. The creditors inquiry displays creditor and account details. It also displays stored transactions in a scrolling window. Individual transactions may be selected as required and the full source document will then be displayed in a window. The general ledger inquiry is based upon a similar concept centred around account code. If the account is structured on a branch / division / cost centre basis further inquiry may be performed by cost centre. This will group all branch / division transactions for a common cost centre together.

Contact Details

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