



# General Ledger

The OneOffice General Ledger offers a comprehensive financial control system. It provides full support for multi-company, multi-currency, multi-divisional operations and multiple accounting periods.

The user interface is a familiar, easy to use spreadsheet style, with drill down through folder-like levels to individual transactions.

## Key Features at a Glance

- Spreadsheet-style view of data, with optional graphing and 'what if' scenarios
- Overlapping hierarchical views navigated via Explorer-type interface - intuitive for Windows users
- Company-wide consolidated posting accounts - no duplication
- Enquiry/reporting structures separate from posting accounts
- Direct export and 'cut & paste' to Microsoft Excel and other spreadsheet packages
- Transaction drill down to key Sales and Purchasing documents

## Benefits

- Multiple task-specific views - managers throughout the business can see relevant and appropriate information
- Simplified account coding structure means changes in the business or reporting requirements can be reflected rapidly and easily
- Familiar layout helps new users to quickly become productive and ensures that occasional users can easily understand the information they see

## Introduction

The General Ledger is the hub of the OneOffice range of financial modules enabling the finance team and managers across the organisation to monitor the financial performance of the business. All OneOffice modules which generate accounting transactions also post summaries of those transactions to the General Ledger.

The use of flexible reporting structures coupled with enhanced security features means that pertinent information can filter throughout the organisation.

As the business changes, new expense/revenue accounts, cost centres and enquiry/reporting structures can be defined with minimum overhead and zero redundancy.

## Independent Posting Accounts

The key feature of General Ledger is that posting accounts are defined independently of enquiry and reporting structure. When defining posting accounts, only two elements are required: the cost centre (i.e. whose budget or area of responsibility the posting refers to) and the GL code (i.e. which revenue/expense or balance sheet component to post).

The screenshot shows the 'Advanced General Ledger Enquiry - AGL Training & Demo Company' window. The left pane displays a hierarchical folder structure for 'OneOffice', including 'HQ and Balance Sheet', 'Northern Region', 'Birmingham Branch', '200 Sales (Mid)', '210 Overheads (Mids)', 'Manchester Branch', 'Southern Region', 'London Branch', '100 Sales (Sth)', '110 Overheads (Sth)', and 'Bristol Branch'. The main area is a spreadsheet with columns for 'Period', 'Period Actual', 'YTD Actual', 'YTD Budget', 'Period Budget', 'Last Year Actual', 'Last Year YTD Actual', and 'Last Year YTD Budget'. The data is organized by period (1-12) and then by account type (Sales, Overheads).

Period	Period Actual	YTD Actual	YTD Budget	Period Budget	Last Year Actual	Last Year YTD Actual	Last Year YTD Budget
1	(62,646.42)	(62,646.42)	(150,333.03)	(150,333.03)	(96,026.24)	(96,026.24)	(150,333.03)
2	(126,761.22)	(189,407.64)	(322,246.95)	(171,913.92)	(96,426.62)	(192,452.86)	(322,246.95)
3	(18,525.40)	(207,933.04)	(405,147.57)	(82,900.62)	(65,216.67)	(257,669.53)	(405,147.57)
4	0.00	(207,933.04)	(489,070.63)	(83,823.06)	(81,460.91)	(339,130.44)	(489,070.63)
5	0.00	(207,933.04)	(596,961.28)	(107,890.65)	(104,725.33)	(443,895.77)	(596,961.28)
6	0.00	(207,933.04)	(695,786.78)	(99,825.50)	(95,926.14)	(539,781.91)	(695,786.78)
7	0.00	(207,933.04)	(750,835.53)	(55,148.15)	(53,631.18)	(593,313.09)	(750,835.53)
8	0.00	(207,933.04)	(777,497.37)	(26,561.44)	(25,782.18)	(619,095.27)	(777,497.37)
9	0.00	(207,933.04)	(830,496.90)	(52,989.53)	(51,444.61)	(670,539.88)	(830,496.90)
10	0.00	(207,933.04)	(947,296.29)	(116,799.39)	(113,372.70)	(783,912.58)	(947,296.29)
11	0.00	(207,933.04)	(1,063,697.81)	(116,401.52)	(112,966.50)	(896,899.08)	(1,063,697.81)
12	0.00	(207,933.04)	(1,162,499.61)	(98,801.80)	(95,903.13)	(992,802.21)	(1,162,499.61)
13	0.00	(207,933.04)	(830,496.90)	(52,989.53)	(51,444.61)	(670,539.88)	(830,496.90)
14	0.00	(207,933.04)	(947,296.29)	(116,799.39)	(113,372.70)	(783,912.58)	(947,296.29)
15	0.00	(207,933.04)	(1,063,697.81)	(116,401.52)	(112,966.50)	(896,899.08)	(1,063,697.81)
16	0.00	(207,933.04)	(1,162,499.61)	(98,801.80)	(95,903.13)	(992,802.21)	(1,162,499.61)
17	0.00	(207,933.04)	(830,496.90)	(52,989.53)	(51,444.61)	(670,539.88)	(830,496.90)
18	0.00	(207,933.04)	(947,296.29)	(116,799.39)	(113,372.70)	(783,912.58)	(947,296.29)
19	0.00	(207,933.04)	(1,063,697.81)	(116,401.52)	(112,966.50)	(896,899.08)	(1,063,697.81)
20	0.00	(207,933.04)	(1,162,499.61)	(98,801.80)	(95,903.13)	(992,802.21)	(1,162,499.61)
21	(32,273.65)	(32,273.65)	(81,368.64)	(81,368.64)	(56,799.73)	(56,799.73)	(81,368.64)
22	(24,720.13)	(56,993.78)	(139,951.56)	(58,582.92)	(39,485.74)	(96,285.47)	(139,951.56)
23	(7,383.57)	(64,377.35)	(172,548.64)	(32,597.08)	(26,490.46)	(122,775.93)	(172,548.64)
24	0.00	(64,377.35)	(252,869.60)	(80,120.96)	(77,770.35)	(200,546.26)	(252,869.60)
25	0.00	(64,377.35)	(296,255.30)	(43,595.70)	(42,966.97)	(242,853.25)	(296,255.30)
26	0.00	(64,377.35)	(337,284.10)	(41,028.80)	(39,825.06)	(282,678.33)	(337,284.10)
27	0.00	(64,377.35)	(390,644.71)	(53,360.61)	(51,795.11)	(334,473.44)	(390,644.71)
28	0.00	(64,377.35)	(427,759.18)	(37,114.47)	(36,025.80)	(370,499.04)	(427,759.18)
29	0.00	(64,377.35)	(477,020.16)	(49,260.98)	(47,815.76)	(418,314.80)	(477,020.16)
30	0.00	(64,377.35)	(546,941.00)	(69,820.84)	(67,869.48)	(486,184.28)	(546,941.00)
31	0.00	(64,377.35)	(600,845.86)	(53,304.86)	(52,323.38)	(536,507.86)	(600,845.86)
32	0.00	(64,377.35)	(648,363.47)	(47,517.61)	(46,123.52)	(594,631.18)	(648,363.47)
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Figure 1. The familiar folder style menu and spreadsheet format make the OneOffice General Ledger easy for people to navigate and use.



This flexible approach overcomes the inherent weakness of traditional account codes which need to have the entire reporting (and hence corporate) structure embedded in them.

With the OneOffice General Ledger enquiry/reporting hierarchies are defined externally, so the posting account code structure is considerably simpler, in addition enquiries and reports can be carried out on both analysis and sub-analysis codes.

### Enquiry/Reporting Structures

This remarkable flexibility is achieved by the facility to define overlapping hierarchical groupings which can be used to associate groups of accounts for enquiry and reporting purposes. Such

groupings can be complete, so as to permit a synoptic view of all accounts, or incomplete, to allow restricted access to particular subsets of data.

A grouping comprises a top-level entity, one or more segments and, for each, segment, one or more elements. For example, the complete grouping used for overall management accounting by the Financial Director might comprise the high level grouping 'Company', the segments 'Business Unit A' and 'Business Unit B', and within 'Business Unit A' the elements 'Networking sales' and 'Storage sales'. The director responsible for 'Business Unit A' might use a grouping of the same name, segments which correspond to departments and elements which correspond to teams within those departments. The manager responsible for

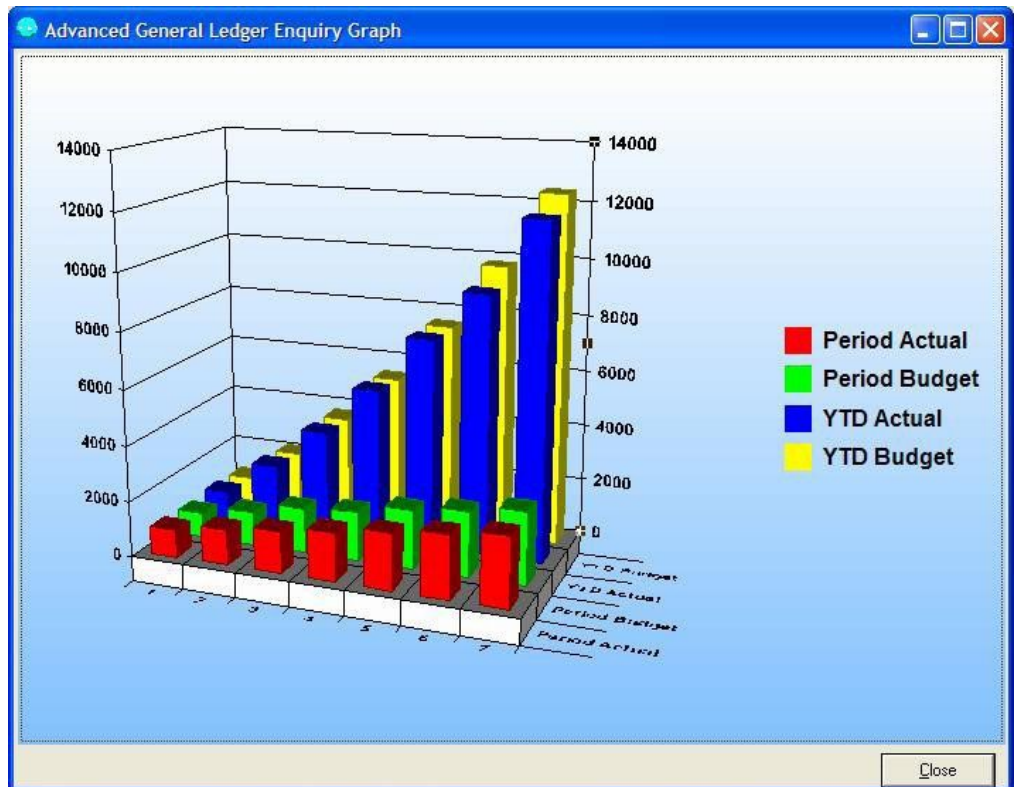


Figure 2. The General Ledger includes a easy to use tools to quickly create graphical representations of information to simplify analysis and understanding.



the 'Networking Sales' department might view a grouping of the same name but with segments corresponding to teams and elements which correspond to cost centres. The sales director might take a completely different slant on the accounts, focusing on revenue-generating accounts only, and with an emphasis on performance against budget.

### Intuitive Interface

In all cases, subject to security settings, the user can choose to start at any grouping point in the hierarchy and examine the data in spreadsheet-style format in columns and rows. You can change the order and width of columns or suppress them from view, and by collapsing or expanding the hierarchy drill down from the grouping level through segments and elements to the actual

transactions in the posting account.

Furthermore you can drill down from the posted transaction into the source ledger and the corresponding document. In addition, you can highlight selected columns and present the data in graphical view with options including 3D view, histogram, pie chart etc.

Another useful feature is the ability to customise your view by adding additional calculated columns (for 'what if' scenarios), cutting and pasting data between views. At any point data can be saved in '.xls' format for use in Microsoft Excel or other industry-standard spreadsheet software.

1	A	B	C	D	E	F	G	H
2	Birmingham Branch							
	Category	Period Actual	Period Budget	YTD Actual	YTD Budget			
	DICON Consumable Sales	(66,217.95)	(398,104.13)	(607,359.09)	(1,641,450.07)			
	DOEO Office Equipment Sales	0.00	0.00	(723.90)	(738.38)			
	<b>DOTH Total</b>	<b>(66,217.95)</b>	<b>(398,104.13)</b>	<b>(608,082.99)</b>	<b>(1,642,188.45)</b>			
	ECON Consumable COS	67,692.55	315,203.51	599,804.57	1,236,688.59			
	EEOE Office Equipment COS	0.00	0.00	610.88	623.10			
	EVAR Stock Variances	0.00	0.00	(265.50)	(270.81)			
	<b>EVAR Total</b>	<b>67,692.55</b>	<b>315,203.51</b>	<b>600,149.95</b>	<b>1,237,040.88</b>			
	OSAL Salaries Staff Costs	48,002.00	48,962.04	48,002.00	48,962.04			
	OBLD Establishment Costs	6,000.00	6,120.00	6,000.00	6,120.00			
	OMKT Marketing Costs	4,212.00	4,296.24	4,212.00	4,296.24			
	OOTH Other Costs	2,000.00	2,040.00	2,000.00	2,040.00			
	OFEE Legal Fees	1,000.00	1,020.00	1,000.00	1,020.00			
	ODEP Depreciation	27,844.00	28,196.88	(104,237.47)	(106,322.23)			
	<b>ODEP Total</b>	<b>98,858.00</b>	<b>90,635.16</b>	<b>(43,023.47)</b>	<b>(43,893.95)</b>			
	FTAX London Branch							
	Category	Period Actual	Period Budget	YTD Actual	YTD Budget			
	DICON Consumable Sales	(30,989.51)	(151,805.31)	(363,103.57)	(717,855.60)			
	DOEO Office Equipment Sales	(850.54)	(867.55)	(3,114.22)	(3,176.50)			
	DOTH Other Revenue	(1.50)	(1.53)	(1.50)	(1.53)			
	<b>DOTH Total</b>	<b>(31,841.55)</b>	<b>(152,774.39)</b>	<b>(366,219.29)</b>	<b>(721,133.63)</b>			
	ECON Consumable COS	24,425.66	120,144.35	300,672.78	547,392.45			
	EEOE Office Equipment COS	16.22	16.54	1,280.56	1,306.17			
	EVAR Stock Variances	16.10	16.42	(111.40)	(113.63)			
	<b>EVAR Total</b>	<b>24,457.98</b>	<b>120,177.31</b>	<b>301,841.94</b>	<b>548,584.99</b>			
	OSAL Salaries Staff Costs	64,035.00	65,315.70	64,035.00	65,315.70			
	OBLD Establishment Costs	12,388.09	12,635.85	12,388.09	12,635.85			
	OMKT Marketing Costs	5,202.00	5,306.04	5,202.00	5,306.04			
	OOTH Other Costs	2,000.00	2,040.00	2,000.00	2,040.00			
	OFEE Legal Fees	1,000.00	1,020.00	1,000.00	1,020.00			
	ODEP Depreciation	12,090.00	12,340.98	(90,065.93)	(91,865.27)			
	<b>ODEP Total</b>	<b>96,724.00</b>	<b>98,658.57</b>	<b>(5,441.84)</b>	<b>(5,550.68)</b>			
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Figure 3. The combination of a spreadsheet layout and straightforward menu structure makes comparison between different areas of the organisation easy and simple.



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