

General Ledger

GL is the central application area of Microsoft Navision Attain where all financial information is posted, summarized and reported.

Key Benefits

- Generate complete audit trails.
- Make reports using historical data, even if you've converted the base currency to euro.
- Show amounts in an alternative currency on financial reports such as VAT, annual report and income statements.
- Define an unlimited number of formats



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Microsoft Navision Attain General Ledger

Optimize Data Management

With its online integration and flexible work tools, the General Ledger application area offers an efficient means of centralizing your company's accounting information, posting specifications and other core data.

Online integration means that:

- Figures are continually updated
- You can drill down throughout the system to trace the individual entries that a figure is based on
- All users can enter and post data simultaneously
- Input of redundant data is dramatically reduced

Flexible work tools help you use online information in a way that is meaningful in your particular work environment. There are many facilities for both internal and external analysis, which enable you to produce a wide range of trial balances and customized financial statements. You can consolidate domestic and/or foreign subsidiaries with organizational roll-ups and reporting. You can filter balances by specific criteria (such as time period, department or project). You can view or print reports of summarized information or side-by-side comparison of profit centers throughout the application. And, you can tailor windows, menus and fields to your needs.

Furthermore, you can view and print reports in an

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alternative currency. So, for example, if you've converted your general ledger base currency to euro, you can still issue your annual report in any currency appropriate for your audience: U.S. dollars or Japanese yen, for example.

Total integration and flexible work tools in the General Ledger application area increase efficiency and effectivity in your organization's work processes.

Drill Down to the Details

Drill-down functionality and on-the-fly filters transform your chart of accounts from a passive summary to a practical instrument that offers precise statements with fully updated information. After you set up the chart of accounts exactly as you want it, you are ready to find specific aspects of your company's finances – with data from both the current fiscal year and previous years.

You can set up all the accounts that you need in the chart of accounts and add more whenever necessary. You can decide which columns of information and figures you want displayed and the order they should appear in. You can insert headings, blank lines and page breaks wherever you wish. You can also total accounts wherever needed. A G/L account card provides a complete summary of each account. Account numbers containing both numbers and letters can consist of up to 20 characters.

View Continually Updated Balances and Net Changes

In the chart of accounts, you can see continually updated balances and net changes for each account. They can be combined with a filter for date, project, department, budget and business-unit dimensions. The filters can easily be defined, changed or canceled. And with a single click of the mouse, you can drill down to see a record of all the ledger entries that comprise a given figure.

View Balance/Budget by Period or Dimension

For each account you establish, there is a Balance/Budget window that shows budget figures and/or actual figures for the entire chart of accounts. You can also look at the figures for individual accounts. You can choose whether an amount is shown per day, week, month, quarter, year or accounting period. Additionally, the date filter can be combined with various dimensions, such as departments, projects or business units. When you change the settings, the figures are immediately updated according to your specifications. Just as easily, you can open a list of the entries that a figure is based on.

Track Entries throughout the Program

Every posted G/L entry is documented, making tracking of entries efficient throughout the application. You can access a record of ledger entries in the chart of accounts. The entry lists include information about

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balancing entries, VAT, the effective dimensions and more.

Each posted G/L entry is assigned an entry number plus a transaction number. Together, these give the entry a precise definition in the application. The entry numbers are the basis of the G/L registers. Entries are also assigned a source code, a reason code and a user ID, so the source of an entry is always documented.

Work Effectively in a Multi-User Environment

The general journal, which is used for posting directly to G/L accounts, provides flexible functionality for handling international business. It gives all users rapid and simultaneous access to data and reduces the need to reenter text.

You can create as many journals as you want – one for each employee, for example. Thus employees can each work in their own general journal, with its own document number series, and all employees can enter and post data at the same time. You can choose to post either in debit and credit columns or in amount columns with credits posted as negative amounts.

Transfer Data Easily

In the journals, you have direct access to information tables, where you can select the information you need to enter in the journals. The data is transferred directly from table to journal. There is also direct access to the

ledger entry list, the G/L account cards and the chart of accounts from anywhere in the journals. You can use either the account number or the search name to enter an account in the journal.

Reduce Redundant Input

You can copy the contents of a field to another line, so you never need to retype the data. You can also enter frequently used texts from a table of standard texts. And using an extended text table, you can describe inventory items, resources and G/L accounts – with an unlimited number of lines. You are also allowed to use a different language in an alternative text.

Enter Figures in Any Currency

The multiple-currency functionality in the program helps you perform international business efficiently. Figures can be entered in the General Journal in any currency.

After you set up a currency in the system and specify the format, amounts will always be shown in the correct format. When a foreign currency amount is posted, the appropriate exchange rate, as of the posting date, is applied. The exchange-rate adjustments can be posted to separate accounts for realized and unrealized gains and losses.

Automate Common Transactions

Transactions that occur frequently with little or no

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change can be posted efficiently with a recurring journal. For each line in the journal, you define the calculation method and time interval. You can assign a fixed amount to a line or choose how often the line should be posted with updated data.

Allocate Amounts

You can save time by allocating fixed amounts that are posted from a recurring journal, among various accounts, departments or projects. The specific allocations can be determined by quantity, percentage or value.

Check Journals before Posting

Microsoft Navision Attain offers you a means of effectively managing posting and of checking journals before posting. A journal must balance before it can be posted, and by default, the system balances by date. You can, however, choose to have it balance by document as well. The balance of the amounts entered is carried forward from line to line, so imbalances can be found quickly.

See the Consequences before Posting

Before a journal is posted, you can see how its entries will affect the liquid accounts. You can check the new balance and adjust the journal entries before posting. You can create any number of liquid accounts. Before posting, you can also print a test report on the general journal that can be used for documentation or for obtaining approval.

You can also choose to have the system check that the journal balances before the entries are posted. The posted entries are automatically saved in a register that you can print and use for documentation.

Manage Posting Securely

You can manage posting securely by limiting access. You can limit the dates on which posting is permitted and specify permitted dates for each employee. This gives you complete centralized control of access to posting.

Automate Tax Handling and Documentation

All aspects of tax handling and reporting are automatically managed by the system. You have a choice of using sales tax or VAT. You can create records of sales to customers, which are used to produce a complete tax statement including information about tax rules and figures. Microsoft Navision Attain gives you the flexibility of posting with different tax percentages for different types of products. It also enables you to have separate sales and purchase accounts for each VAT or sales tax percentage, if necessary.

Define Accounting Periods

You can define your fiscal year as beginning on any date, and you can divide it into accounting periods. The periods can be used with budgets, statistics and reports. At the conclusion of a fiscal year, the Close Income Statement batch job transfers the year's



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results to the balance sheet and at the same time balances out all the income statement accounts to zero. You can also post ledger entries for a fiscal year that has been closed. The entries are marked as prior-year entries. In addition to defining periods for closing the fiscal year, you can also set filters to view and print results for specific periods at any given time.

Choose the Currency for Standard Reports

Microsoft Navision Attain offers many flexible features that will help you deal with the unique circumstances that will be brought about by the implementation of the euro. In the General Ledger, you can maintain the euro as your base currency and still issue reports to authorities in a different currency.

The General Ledger also contains standard reports for all aspects of accounting and business management: balance sheet with budget, balance sheet with preceding year, budget, journals, registers, chart of accounts and detail trial balances, sales tax or VAT, account schedules, consolidation and financial statements.

Create Customized Reports

With account schedules, you can define and format an unlimited number of alternative reports with data from the General Ledger. For example, if you have an account schedule with the net change and the budget, you might want to define a new column in which the program will calculate and show the difference

between these two.

In an account schedule, you combine accounts and totals from the chart of accounts to produce exactly the report that you need. You can create as many schedules as you wish and save them in a table, so you won't have to go through the whole process the next time you need that specific type of information. Furthermore, you can avoid having to export your figures to another program by performing calculations on rows and columns using standard arithmetic operators and parentheses (*,/,+,-).

For each column, you can choose if you want to view or print the net change, balance, beginning balance, year to date, rest of year or entire fiscal year. For each row, you can decide if you want to summarize a range of G/L accounts or if the row should be a total of the other rows. Each time you view or print the report, the program makes an on-the-fly calculation updating the columns you have defined. You can also apply filters for date, department, project and business unit dimensions.

Create Detailed Budgets

You can create budgets with a breakdown of every general ledger account and every total in the chart of accounts. Once you have created a budget in a matrix window, you can print a balance compared to the budget, showing variances by percentages. The budget can be defined for a day, week, month,



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quarter, year or any accounting period you may wish to define. Budgets can also be made for any number of years ahead and can be based on department, project or business unit. There is no limit to the number of budgets you can assign for a given period, and you can always compare the original budget with any number of revised budgets. For each budget, changes in the figures are registered and a summary of each change, identified by dimension, is compiled. A budget can be copied, wholly or partly, to another period, department, project or company.

Navigate throughout the Program to Review Documents

Navigate is an online facility in Attain that saves both your accountant and your employees time in their daily work. When you click the Navigate button, you are shown a complete record of ledger entries with the same document number and date as those posted in various application areas. The Navigate function offers a quick and easy way of reviewing a document.

Combine Subsidiaries' Financial Statements

This feature helps you to tailor your financial statements to match your company's particular structure. You can consolidate domestic subsidiaries, foreign subsidiaries or both. Different chart of accounts structures can be consolidated into a merged or parent company in Attain. Attain handles consolidations on a departmental basis, on a project basis or by groups (consolidated companies). Attain

also handles partial ownerships, different fiscal years and exchange-rate issues for foreign subsidiaries.

You can also do eliminations from the companies in a journal. There are special reports that show the effect of the eliminations before you post. In addition, data can be exported from subsidiaries for consolidation in a group financial statement.

Save Database Space

Data from closed fiscal years remains stored in the database and can be included in balances and statistics whenever you wish. But if you want to conserve space in the database, you can compress portions of the data. This is done by compressing several ledger entries into one. For example, a result can be contained in one entry per month, per account. You set the specifications for compression yourself. For example, you can choose whether to keep the various dimensions on the posted entries.

Ask Your Partner

To learn more about Microsoft Navision Attain for financial management, contact your local solution center. They have the expertise necessary to design a solution that fits your specific business needs. Or, visit our Web site at:

<http://www.microsoft.com/BusinessSolutions>.



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Data Summary Sheet – General Ledger

Key Features	Description
FlowFields and Lookup Buttons	<p>Use flowfields to receive the most up-to-date financial data:</p> <ul style="list-style-type: none"> The system continually updates and recalculates contents of a flowfield online. You can drill down from all flowfield amounts to view which entries were included in the calculation of the amount. Use the Navigate feature to see a summary of the number and type of entries with the same document number as a particular entry. <p>Specify which information should be displayed in a window by using filters on flowfields and tables:</p> <ul style="list-style-type: none"> You can set a table filter on one or more fields in a table. For example, you can specify that only German customers should be shown in the Customer List window. You can use filters on flowfields to limit which entries are used in calculating the amounts or quantities presented in a flowfield. For example, you might exclude entries from certain departments from being part of a flowfield calculation. <p>Lookup buttons in many fields give you direct access to information in a table (for example, from a journal line):</p> <ul style="list-style-type: none"> You only have to enter information correctly once, and it can be reused consistently on all later occasions. <p>Data input is quicker because you don't have to reenter information.</p>
Chart of Accounts	<p>Define an unlimited number of dimensions and dimension values at any time.</p> <p>Name dimensions as you please, so that your dimensions setup reflects the specific needs of your company at all times.</p> <p>Set up dimension value hierarchies to reflect your reporting and accounting needs.</p> <p>Use defaults effectively to avoid a lot of manual data entry and ensure that the desired dimensions data is always posted.</p> <p>Use analysis views to investigate relationships between dimensions and monitor performance.</p> <p>Attach an infinite number of dimensions to each budget entry.</p>
Flexible Accounting Periods	<p>Define any starting date for the fiscal year and specify your own accounting periods with an unlimited number of periods of any duration:</p> <ul style="list-style-type: none"> For example, you can divide your fiscal year into quarterly periods, monthly periods or daily periods. This can be effectively used to have your accounting periods match seasonal variations or local accounting requirements. <p>Use filters to view and print financial data across periods, regardless of starting and closing dates.</p> <p>Transfer income statement balances to your balance sheet with ease using the Close Income Statement batch job:</p> <ul style="list-style-type: none"> Closing entries can be created per business unit, department code and/or project code or per G/L account, and are retained by the program in a specified journal for scrutiny before posting. Closing entries are sorted and marked, making them easy to view and filter on. The batch job can be carried out as many times as necessary so you can make corrections to your income statement even after transferring balances to your balance sheet. <p>Securely close your fiscal year while retaining the flexibility to ensure correct accounting data:</p> <ul style="list-style-type: none"> Post prior-year entries and adjusting entries even though a fiscal year is closed. Both entry types are marked, making them easy to view and filter on.

Foreign Trade and Currency Management

Maintain general ledger in two different currencies so you can view balances online and print financial reports for two currencies simultaneously.

Invoice a customer or a vendor in an unlimited number of currencies.

Manage entire customer and vendor accounts in a foreign currency.

Define an unlimited number of currencies and determine the way in which foreign currency amounts are rounded and posted.

Set up relational exchange rates in the format applicable in your country.

Traceability

Transactions leave a complete audit trail, so that even complex business transactions become transparent.

View all G/L entries for all accounts or specific accounts from your Chart of Accounts, journals, account cards and so on:

- Use the Navigate feature to locate all entries posted with the same document number and posting date. In the Navigate window you can see the type and number of entries made and can view them directly from the window.
This is possible for both internal and external document numbers.

G/L registers record every entry made and where and when it originated.

Use the Find function on any field and in any window to locate information, for example, specific document numbers.

Define your own source codes, which are allocated to each entry to show that entry's origin. You can supplement this information by combining source codes with reason codes in journals and invoices.

Security and Business Rules

Specify which personnel and roles may see which information using record-level security:

- Use mandatory filters on table data to ensure that certain roles only have permission to access the data you have specified. For example, a sales person may only see sales figures for their region or managers may only see budgetary amounts for their departments. This is only applicable for the SQL server option.

Automate procedures and policies in an organization by using business rules. Influence how your accounting is conducted and increase the consistency of data entry, and thereby data output.

- Business rules can be applied to individual accounts, account types, dimensions, VAT accounting and many other areas of Microsoft Navision Attain.



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General Journals

Use your general journals to post to g/l accounts, bank accounts, customer accounts and so on:

- Set up an unlimited number of journal batches, for example, per user or for specific purposes like corrections.
- Define rules for each individual batch, for example, you can assign a default balancing account and define rules for VAT calculation per journal batch.

Force documents to balance for each document type and document number before a journal can be posted.

Print a test report that highlights any corrections that need to be made before posting the journal.

Present your journals as you please. Using the Show/Hide function, you can select which fields are shown in the journal window.

Use recurring journals for frequent transactions, whether they are of fixed or variable amounts. You can also set an expiry date for when a series of recurring posts should end.

Use allocation keys to allocate an entry in a recurring journal to more than one account. Allocate by:

- Quantity
- Percentage
- Amount

Budgets

Create and maintain budgets in an easily comprehensible matrix form.

Investigate budgetary performance using account schedules and specific budget reports.

Have as many budgets as you want and of any period length, with the level of detail necessary to direct and control your business. Attach an infinite number of dimensions to each budget entry.

Allocate budgets on total accounts, for example, on accounts where a monetary ceiling has been set but no specific expenditures have been identified as yet.

Create very specific 'sub-budgets' within an overall budget, such as a sales budget for a particular customer target group per department over a specified period.

Monitor how individual units are performing and compare performance with other units, previous periods and budgeted amounts using dimensions on budget entries.

Create budgets quickly and efficiently by copying budgets from previous periods to a new period using an adjustment factor:

- The adjustment factor can be applied to both G/L entries and G/L budget entries.

Exporting budgets to Excel and importing adjusted budgets back into Microsoft Navision Attain gives you the flexibility to distribute your budgets easily in the form best suited to your organization.

Account Schedules

Create an unlimited number of unique, company-specific reports based on g/l data, budget data and dimensions data:

- Save reports and scrutinize them online using the drill-down feature.
- Specify rows using any accounts or account totals from your chart of accounts.
- Create formulas on rows and columns for on-the-spot calculations, so you don't need to import or recalculate total rows each time new entries have been created.
- Specify an unlimited number of columns. For example, you can easily compare G/L figures with budget figures using the Net Change, Formula, and Balance at Date column types.
- Use the Comparison Period Formula to compare figures for current periods and previous periods.
- Select budget and date filters, and choose whether to show amounts in your company's additional reporting currency.

Export your account schedules to Excel to make full use of Excel's visual and presentation capabilities.

Consolidation

Consolidate financial statements for a series of business units from:

- Single database
- Other Microsoft Navision Attain databases
- Other programs.

Transfer from different accounting structures to your own by dimension or business units.

Ensure that financial statements in different currencies are consolidated trouble-free using Microsoft Navision Attain's well-developed exchanged rate functionality.

View the effects eliminations will have on the consolidated company using the Eliminations report prior to posting eliminations.

Ensure that you have set up consolidation procedures correctly using the Consolidation – Check Database report.

System Requirements

Microsoft Navision Attain – To obtain all of the above-mentioned features, the following granules are required:

- Basic General Ledger
- Budgets
- Basic Dimensions
- Advanced Dimensions
- Account Schedules
- Consolidation
- Multiple Currencies
- Allocations

See also the Dimensions Fact Sheet and Multicurrency Fact Sheet.



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