



GENERAL LEDGER CASH MANAGEMENT ACCOUNTS
PAYABLE ACCOUNTS RECEIVABLE FIXED ASSETS
CONSOLIDATIONS & TRANSLATIONS
eREPORTING F.R.E.E. FOREIGN CURRENCY eDOCS

Amethyst Associates your **Greentree** VAD Partner



Financial Management



General Ledger

Accurate and timely information is critical in assisting your business to achieve its strategic goals - with a growing trend towards users reviewing key information daily rather than monthly, Greentree's General Ledger forms the core of your financial management system.

Also included with the General Ledger is F.R.E.E. - Greentree's add-in Financial Reporting Engine in Microsoft Office Excel. It provides direct connectivity with Excel, facilitating a powerful range of reporting and formatting tools.



Greentree has taken us that next step further, the benefit being that we've not had to change things. The system, unlike many others I looked at, was flexible enough to fit around us, rather than the other way around. It's offered us improvements and efficiencies without forcing us to re-engineer.

Paul Italiano, General Manager, Maria's Pasta



Key Benefits

- ✓ Dynamic reporting structures
- ✓ Flexible accounting structure
- ✓ Account short codes
- ✓ Budget management
- ✓ Future & prior periods
- ✓ On-line enquiries
- ✓ Recurring journals, external journal updates & journal entry

Dynamic reporting structures

Greentree allows an unlimited number of multilevel "Trees" to be defined within the General Ledger that are used to group and summarise financial information.

This can be used to provide different "views" of your financial information that could include completely diverse areas such as business units, geographical locations, management structures or product lines.

Trees that have been defined in Greentree's General Ledger may be easily accessed from Excel for accurate and immediate analysis and reporting for any financial period. Information can also be extracted by account number or summarised by a particular segment of your account code, such as a cost centre. These flexible reporting structures ensure that almost any financial reporting requirement can be easily fulfilled.



Flexible accounting structure

A flexible chart structure means you can define account codes that are relevant to your organisation or group of companies and which meet your reporting needs.

The structure of the chart of accounts is completely userdefinable with up to 30 characters for your account code and up to 16 different segment or level breaks.

Not all companies or business units within your organisation need use the full structure; you can nominate which segments or levels are relevant to each company.

Budget management

Greentree supports an unlimited number of budgets, allowing many budget variations to be produced and tracked. Years within each budget can be closed to further changes when approved or finalised. All budgets may be created and edited in Excel and automatically updated to and from Greentree as required.

On-line enquiries

Transactions may be viewed for any range of periods (current, past or future), ensuring the information you need is always at hand. Information may be summarised on screen by transaction type or data entry batch within each period, providing a useful "drill-down" capability to the level of detail you need.

As financial transactions are entered in any part of Greentree, they are reflected immediately in the General Ledger. This allows you to see exactly what revenue or costs are in the system at any time - even if they are not yet finalised.

External journal updates

Considerable time can be saved by automatically posting journals from external applications such as Payroll or billing systems directly into Greentree. With flexible definition of import formats this can be easily established and be processed at any time.

Account short codes

With a large number of accounts in your General Ledger, it can be difficult to remember each account number correctly. A short-code may be optionally defined against each account to assist in locating frequently used accounts.

For example, each of your bank accounts may have a shortcode of "BANK" plus a short description, and this can be used to locate and select the correct bank account. Use of shortcodes not only saves time, it also removes the need to always have a printed chart of accounts handy.

Future and prior periods

Greentree allows transactions to be posted into both prior and future periods (depending on individual user security).

This is particularly useful at year end where adjustments need to be posted into previous periods or where fixed costs have been identified for future periods. Financial reports can be printed for any period, which means they can be easily reprinted after adjustments have been made.

Recurring journals

Recurring journals and accruals can be defined and actioned over whatever period is required. Accruals may be defined as auto-reversing which means once they have been posted they will be automatically reversed out in a future accounting period.

Journal entry

Journals may be entered via the Greentree journal entry screen - or created directly from within Excel. This means entries such as accruals may be calculated using the financial modelling tools within Excel - then simply updated directly into Greentree.



F.R.E.E. Key Benefits

- ✓ Live links to Greentree with drill down
- ✓ Harness the reporting power of Trees
- ✓ Flexible budgeting tools
- ✓ Not just reporting - updating too

	Month to Date			Year to Date			Full Year
	Actual	Budget	Budget Variance	Actual	Budget	Budget Variance	
SALES							
Hardware	100,000	100,000	-	1,200,000	1,200,000	-	1,200,000
ISP	10,000	10,000	-	100,000	100,000	-	100,000
Software	4,000	5,000	1,000	40,000	50,000	10,000	40,000
Service	40,000	40,000	-	400,000	400,000	-	400,000
Subtotal	154,000	155,000	1,000	1,640,000	1,650,000	10,000	1,640,000
Total Sales	154,000	155,000	1,000	1,640,000	1,650,000	10,000	1,640,000
COST OF SALES							
Hardware	57,470	62,400	4,930	707,000	704,000	3,000	704,000
ISP	8,000	7,800	200	80,000	80,000	-	80,000
Software	400	2,000	1,600	4,000	5,000	1,000	4,000
Service	17,200	18,000	800	170,000	170,000	-	170,000
Software	30,170	30,000	170	300,000	300,000	-	300,000
Subtotal	113,240	120,200	6,960	1,161,000	1,169,000	8,000	1,161,000
Total Cost of Sales	113,240	120,200	6,960	1,161,000	1,169,000	8,000	1,161,000
Other/Head Office Expenses							
Direct Wages	30,000	30,000	-	300,000	300,000	-	300,000
Freight	1,000	2,000	1,000	10,000	10,000	-	10,000
Repairs and Maintenance	1,000	1,000	-	10,000	10,000	-	10,000
Service/Utilities Expenses	100	100	-	1,000	1,000	-	1,000
Other Operating Expenses	-	-	-	-	-	-	-

Create graphically rich Financial reporting in Microsoft Excel

Personal executive information system

By taking advantage of the more advanced features of Excel, you can create your own Executive Information System (EIS) that is tailored to the requirements of your organisation and staff. Using tools such as Visual Basic and Excel's macro language, a complete graphical interface can be built to suit your requirements now - and in the future.

Posting journals

Journals may be calculated and posted from Excel directly into Greentree real-time. These may be auto-reversing journals (i.e. accruals) that could even be calculated based on financial information obtained from Greentree automatically. Journals that are posted from Excel may be further edited from within Greentree, if required.

F.R.E.E. - Greentree's add-in for Excel The modern way to present financial information

Accountants love Excel, and many use this tool every day to format, plan and manipulate information for a wide variety of business uses. F.R.E.E. provides direct connectivity with Excel, facilitating a powerful range of reporting and formatting tools.

This allows you to create almost any type of financial report you require, based on up-to-the minute information. Reports can be easily created from the ground up, with changes reflected immediately. Importantly, the reporting mechanism in Excel is entirely under the accountant's control.

Historically, a big problem with using Excel as a financial reporting system has been obtaining timely and easy access to the financial information contained in your accounting system. Traditionally, this information has to be printed from the accounting system and manually re-entered, or perhaps stored as a text file and imported into Excel for further formatting and manipulation. Greentree offers a whole new way of accessing your financial information with a powerful set of tools that allow you to easily directly access, summarise and present your reports quickly and easily.

Secure access to Greentree

Before accessing your Greentree financial information from within Excel, users must enter a valid Greentree login name and password. This ensures that only authorised staff are able to access your sensitive financial information at all times.

Data update from Excel

Greentree allows the user to create both masterfiles and transactions from within Excel. All database validation rules and user security are respected, giving a totally secure flow of data from Excel to Greentree. This is commonly used to transfer data from legacy systems, as well as process journals, budgets or inwards or outwards cash transactions entered into Excel templates, by users that are remote to the office.



Related Modules



Greentree is very responsive and the real-time processing really aids the decision making process and reporting. With no more batch delays and updates to wait for, we are more proactive and have the real information at our fingertips.

Eric Gillott, Financial Accountant, AS Wilcox



Fixed Assets

Managing assets, minimising tax and planning for future capital investments or disposals is made easy with Greentree's Fixed Assets module. By knowing exactly where each of your assets are located and the exact value, you can more effectively plan your capital purchases and disposals.

Cash Management

Good cash management is a vital component to the success of any business. It is critical that the Financial Controller is in a position to determine the company's actual liquidity at any point in time, and be able to forecast future cash flow based on good information and accurate data.

Greentree's Cash Management module offers you the tools to meet these requirements.

Accounts Payable

Control and monitor where your money is going and you can better control your future. This managerial accounting and information resource helps you meet today's varied business challenges.

By using Accounts Payable you can easily track what is owed to your suppliers and what your forward cash commitments for outstanding invoices and purchase orders are.

Accounts Receivable

In today's hectic business world, time is critical. Nowhere is this more important than in your company's Accounts Receivable department - the nerve centre of your accounting operations - where a good portion of the information that can make or break your business is stored.

Consolidations & Translations

Making sense of International Financial Reporting is a challenge. The pressure resulting from regulatory requirements such as the Sarbanes-Oxley Act and IFRS creates a large burden for many organisations.

These challenges can be relieved with the streamlined Greentree consolidations process providing a transparent and collaborative approach to producing accurate group reporting that is easily validated and shared across the business.



Related Modules



Using trees attached to the General Ledger saves vast amounts of time, especially at the month end, as it provides a logical and multi-level view of our company. In fact, month end processing used to take one and a half days and now only takes 1 hour to complete.

Eric Gillott, Financial Accountant, AS Wilcox



eReporting

Every business looks for ways to save valuable time spent on repetitive yet essential administration tasks. At the push of a button Greentree's eReporting provides the flexibility and ease of use to automatically send reports and business documents to staff, customers and suppliers via email, print or fax.

F.R.E.E.

Accountants love Microsoft Excel, and many use this tool every day to format, plan, and manipulate information for a wide variety of business uses. Greentree's Financial Reporting Engine in Excel, or F.R.E.E., allows you to use these skills to easily create dynamic financial reports, that reflect the current state of your business.

Foreign Currency

Manage multi-currency transactions, realised gains and losses, price lists, and consolidation translations with ease.

With full multi-currency capabilities across all modules trading internationally is simple with Greentree's Foreign Currency facility. General Ledger accounts can be set up to allow multiple currencies and international bank accounts are supported. You can track assets, customer transactions and supplier transactions in a foreign value with complete confidence.

eDocs

It doesn't matter what business you're in; you'll receive dozens, if not thousands, of business transactions each month. Using eDocs saves you hours by streamlining what it takes to receive, route, code and approve this everyday avalanche of 'paperwork'. It lets you churn through a high volume of processing, in seconds, without a second thought.

You also have the option of deploying the latest data extraction technology, enabling eDocs to automatically extract details off a PDF and copy it into your system without the need to be keyed.



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