



AccountMate
SOFTWARE THAT FITS

AccountMate's General Ledger module gives maximum control over the management of all your accounting transactions. It is equipped with the necessary tools and reports to help you comply with Generally Accepted Accounting Principles (GAAP). Whether setting up and maintaining a chart of accounts, generating financial statements and reports, or creating journal entries and budgets, AccountMate General Ledger provides top-flight power and performance to help you manage your financial data.

AccountMate Enterprise 2026 General Ledger Module

Multi-Segment Chart of Accounts Offers Maximum Flexibility

Account IDs can be up to 60 characters in length with up to 9 segments. You can set up segments that represent the major or native accounts, departments, projects, divisions, locations, and other business units. These segments may be set up in your preferred sequence, eliminating the restriction imposed by other accounting applications to use the first segment as the major account segment or native account.

Chart of Accounts Maintenance – Information Page

Set Up Posting, Fixed Allocation and Variable Allocation Accounts

An account can be designated either as a posting account, a fixed allocation account or a variable allocation account. Amounts can be entered directly for posting accounts or they can be assigned to allocation accounts to be automatically distributed among the designated distribution accounts according to a fixed percentage (fixed allocation) or based on a variable ratio (variable allocation).

Use Non-Financial Data as Basis for Variable Allocation

If a transaction amount that is posted to an allocation account is to be distributed among the assigned distribution accounts based on factors that vary from one period to the next, you can create a statistical code to track the variable factor. For example, you can create a statistical code to track the number of employees who work in each department per month and use it as basis for allocating the monthly utilities expense by department.

Automate Segment Account Descriptions

Automatically copy all segment descriptions to the account description for faster creation of new accounts. The default General Ledger account description can be changed to suit your needs.



Control Accounts

Designate accounts that can only be used in specific modules. This feature gives you better control over the modules where the accounts can be used and facilitates faster account balance reconciliation. For example, you can restrict the use of the accounts receivable account to just the Accounts Receivable module to facilitate reconciliation with the outstanding customer balances.

Restrict Use of Accounts by Business Segment

Companies that want to restrict the use of certain accounts to members of a department, division or other business segment can now enforce that policy using AccountMate's Segment Restriction feature. Users will be able to see only the accounts that they are authorized to use.

User-Defined Fiscal Periods

Create up to 52 periods for your fiscal year, with options to define monthly, weekly, or daily fiscal periods. AccountMate's General Ledger automatically adds an extra year-end adjustment period to the number of fiscal periods you choose.

Fiscal Year and Posting Period Controls

Set the beginning and end dates of a company's fiscal year and its fiscal-period date ranges. You can configure your fiscal year to cover more or less than 365 days. This is a useful feature for companies that have the "4-4-5 period setup". In addition, the Posting Period Restrictions function provides the ability to stop users from recording transactions that generate accounting entries which will be posted to a restricted period in the General Ledger. This protects the restricted period from further changes in case its account balances have been reviewed or audited, or a financial statement is being prepared.

Journal Entry Creation and Editing

Journal entries can be created from scratch, copied from existing journal entry batches, populated using a JE template, or generated from recurring journal entry templates. To further speed up journal entry creation, entries can be copied from a Microsoft Excel file and pasted on the journal entry grid. Default descriptions and references can be automatically applied to each journal entry line. Journal entries can be edited before posting and can be viewed, printed, and voided after posting. Reversing entries are generated automatically, saving you time, and reducing errors.

Adjust Account Balances for Previous Years

Authorized users can post adjustments to any unrestricted period in the prior fiscal year or to an unrestricted adjustment period in any historical year. This makes it easier to record the required audit adjustments that may be discovered years after the event thus giving you accurate financial statements for all fiscal years that you maintain data in AccountMate.

Support Multi-Currency Transactions

You can create journal entries in GL using either home or foreign currency amounts. Journal entries for multi-currency transactions recorded in subsidiary modules are posted to GL in both home and foreign currencies. AccountMate uses the exchange rates for the affected currency codes with effective dates on or before the transaction date to translate the foreign transaction amounts into the home currency values that will be used in journal entries.



Reconcile Account Balances

Perform account balance reconciliation easily and effectively. This feature allows users to verify that the transactions that make up the ending balance for an account are correct. Reconciling an account regularly helps ensure accurate financial statements.

Statistical Batch Entries

Create and post statistical batch entries. These are journal entries that use statistical codes instead of GL account IDs, and quantities instead of amounts. Statistical entries may be used to keep track of information that is used in variable account allocations. For example, you can create statistical entries to increase or decrease the number of employees each month.

Flexible Budget Set Up

AccountMate supports multiple sets of budget data. Each set can be configured for all or a selection of posting accounts and can be used to track variances between actual and budgeted amounts.

Use Elements in Account Analysis

Users can analyze the transactions that make up an account balance by categorizing them into various elements. You can create your own element types and assign them to the desired GL accounts. For example, you can create an element type to

represent the company's buildings or machines and assign it to your depreciation expense account. Each time the depreciation expense account is used in a journal entry, AccountMate will track which building or machine is involved.

Perform or Schedule Batch Post Data to GL and Batch Period-End Closing

AccountMate creates the journal entries for subsidiary module transactions the moment the transactions are saved. These journal entries are written directly into the General Ledger module; however, they do not update the GL account balances until they are posted.

The Batch Post Data to GL function allows you to temporarily post the subsidiary module entries for a selection of modules. The Batch Period-End Closing function allows you to perform the final posting of journal entries and close the selected range of periods for a selection of modules. Both functions update GL account balances to reflect the impact of the posted journal entries. Both functions can be performed immediately or on a schedule. The added flexibility makes it easier to run the batch posting/closing at the end of a business day or at a more convenient time.

Subsidiary Module Transaction Journal Entries Report

Each subsidiary module that allows users to record transactions that create journal entries has a Transaction Journal Entries Report. This is a standard report that shows the journal entries for each transaction created in the specified subsidiary module. You can access this report in each subsidiary module as well as in the General Ledger module. When run from the subsidiary module, you can generate this report to show journal entries that have not been posted to GL, are temporarily posted, or are permanently posted (through period-end closing). This gives you the flexibility to review the subsidiary module's journal entries for the current fiscal period or a closed fiscal period.



Financial Report Drill Down

To help you reconcile GL account balances with subsidiary module transactions, you can drill down the amounts in the Income Statement and Balance Sheet to view their composition in the General Ledger Listing. Click on any amount in the General Ledger Listing to do a further drill down. If the amount comes from a GL transaction, the system will display the Posted Journal Entries Report that shows the posted journal entry batch that includes the amount that you drilled down. If the amount comes from a subsidiary module, the system will display the subsidiary module's Transaction Journal Entries Report that shows the journal entries of the source transaction.

You can also drill down on the subsidiary module's Transaction Journal Entries Report. The report that is displayed depends on the nature of the transaction that gave rise to the journal entry. For example, drilling down the payment transaction # on the AR Transaction Journal Entries Report will display the transaction details in the Customer Cash Receipts Report. This drill down capability allows you to view the information from the General Ledger reports to the source transaction reports in the subsidiary module, thus facilitating your account reconciliation.

Supports the Latest US GAAP Reporting Requirements

In addition to the usual account categories (i.e., assets, liabilities, equities, revenues, and expenses), you can set up GL accounts that will be reported as discontinued operations, extraordinary items, or other comprehensive income. You can designate the equity account to which other comprehensive income account balances will be closed at the end of the fiscal year.

There are a wide variety of cash flow categories to choose from. The selected cash flow category is validated against the GL account ID's assigned account category to help ensure that the GL account's balance is correctly reported in the Statement of Cash Flows.

You can generate the Balance Sheet, Income Statement, or Statement of Cash Flows to show data for a single period, a 2- year comparison, or a 3-year comparison. You can also generate the Balance Sheet or Income Statement for a period comparison or a range of periods. When generating the Income Statement, you can choose between the Multiple Step Format or the Single Step Format, and between the One Statement Approach or the Two Statement Approach. When generating the Statement of Cash Flows, choose between the Direct Method or the Indirect Method.

Other Features

- For each GL Account ID, view a period analysis showing periodic changes in the account balance.
- Generate various reports such as the Balance Sheet, Income Statement and Budget Statements for individual, combined, or consolidated departments, divisions, or other business units based on the account segments you set up.
- Maintain an unlimited years' worth of account transaction history that can be viewed from transactions (with no editing allowed) or using the various reports that are available.
- Ability to mass copy chart of accounts from a different company with similar account segment definition.
- Does not require the closing of individual periods.
- Can be set to automatically restrict the period during period-end closing and/or fiscal year-end closing.

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