

# Spotlight on *Accounting*

## Accountability Produces Trust

### General Ledger

The General Ledger is a powerful fund accounting tool with the capacity to support organizations, denominational offices and not-for-profit agencies of any size, and with multiple accounting centers. Commercial accounting is also supported.

Separate accounting systems can be maintained for multiple entities (multiple companies, multiple churches, multiple activity centers, etc.), with each entity's records maintained in separate files.

- Automatically prints a report of all entries posted to any Journal or General Ledger.
- Supports twelve months or 52/53 week accounting years.
- Supports a choice of a seven, ten or fourteen digit chart of account number, and user designation of chart of account segments for major accounts, funds, department, and sub-account numbers.
- User-definable for formatting and printing the Revenue and Expense Statements, Variance Reports, Financial Activity, Balance Sheet, Statement of Changes, and Supporting Schedules.
- Maintain annual and/or monthly budgets for each accounting period. Budgets for an unlimited number of past and future years can be maintained and reported.
- Retain account balances for prior year and prior year analysis. Archive an unlimited number of years of data in detail.
- Print posted and interfaced entries in either/both detail and summary. Edit reports of all entries can be printed in detail prior to posting to be checked for accuracy.
- Post new transactions automatically to the General Ledger year-to-date file. Checks and deposits, which have been entered into the General Ledger as cash transactions automatically post to the Bank Reconciliation system.
- On-window inquiry for any general ledger account in detail from date of last purge. The system does not require any month to be purged; data may be archived and kept on disk as long as desired. The year does not have to be purged prior to beginning a new year.
- Print the trial balance in detail or summary, for any range of accounting periods and general ledger numbers, for one or all systems, in fund/department, major account or sub-account order with total on each account and/or fund/department.
- Print supporting journals for selected dates and General Ledger numbers for any system.
- Up to 99 user-formatted Supporting Schedules are available for each of the four format possibilities. The financial formatting provides great flexibility for these reports.
- Recurring General Ledger entries can be posted repeatedly in exact or modified form, month after month. There is no limit to the number of recurring entries.
- A full-featured encumbrance capability gives the option to encumber budgeted funds when a purchase order is entered into the Accounts Payable System. The Accounts Payable encumbrance system is interfaced with the General Ledger.
- The system supports up to three different fiscal years, and the system can change fiscal years for each fund.
- **Payables, Receivables, Contributions and Payroll all process standard NACHA electronic banking without other software.**



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# Spotlight on *Cash Disbursements*

## Cash Disbursements

The Cash Disbursements System provides a fast method to generate computer checks when vendor history and 1099 records are not needed. The system writes checks, updates bank reconciliation files and interfaces to the General Ledger.

- Print comments on the check stub in three user-selected formats: 6 fields of 25 characters; 3 fields of 50 characters; or 2 fields of 65 characters.
- Print address labels automatically for checks generated.
- Up to five General Ledger accounts may be entered for each check.
- Entries to General Ledger are posted in summary to the bank account and in detail to all other accounts.
- The same printed check form can be used as for the Accounts Payable and Payroll systems.
- Print edit reports to check accuracy of entries, and corrections made conveniently before printing checks.



## Bank Reconciliation

A bank reconciliation application is included. The system offers the option to print a list of checks and deposits by date or number. Checks can be cleared by group or individually, and you can then print lists of outstanding or cleared checks or deposits. Checks and deposits may be uncleared.

## Audit

- Six audit sources provide security for complete audit trails and fast audit reports.
- Entries cannot be made that circumvent the auditing system.

## Ministry (Department) Financial Reporting

- Each ministry or department head can view and print only their own financial statements for their ministry—without access to other financial data.
- They can print Revenue and Expense, Financial Activity, Trial Balance and other financial reports contained in supporting schedules for their area of ministry.