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Trial Company 101.1
Learn the SoftLedger basics with our
Abacus trial company exercise

Level of expertise	Basic
Target time	90 minutes to complete
Last updated	September 2023
Need help?	

- View our [trial guides and exercises](#)
- Access our [online support](#)
- Set up a [1-1 Trial Support Meeting](#)
- email trialsupport@softledger.com

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Part 1 - Overview and objectives of the 101.1 Basics exercise

Overview

This 101.1 Basics exercise is designed to be an introduction to implementing the SoftLedger platform during your trial period. You will learn navigating the platform, key terminology, and working with the primary feature used to build your accounting structure, process financial transactions and produce financial reports.

The exercise is not intended to be a complete training course or replace recommended onboarding and best practices services.

The trial will be available for 14 days.

About Abacus

Abacus is the company name we'll use in the trial exercise.

Abacus sells products and services to its customers. Abacus has operations in the US and is now starting up in Europe which requires using the SoftLedger enterprise accounting platform for multi-entity, multi-currency, consolidation.

Objectives

At the end of the exercise you should be familiar with the following concepts in SoftLedger:

- Managing accounting periods and close process
- Working with dimensions (Locations, Accounts, Cost Centers, Products)
- Uploading dimensions and financial transaction data from Excel
- Working with journals, invoices and bills
- Closing an accounting period
- Running reports and exporting to Excel

Useful links

We're here to help! At any time access our trial guides and exercises, online support, or book a Trial Support Meeting for 1-1 assistance or email trialsupport@softledger.com.

During your trial we recommend using the trial support meeting or email contact information so that our dedicated trial support team can quickly help you - if you open a service ticket our team prioritizes customer support ahead of trials and response time may be impacted.

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Part 2 - Setting up Abacus Global

In this Part 1 we will cover:

- Navigation and terminology
- Setting up an accounting period
- Build a locations hierarchy
- Import a chart of accounts structure
- Work with dimensions

Step 1 - Navigation

SoftLedger is organized into areas of finance process and functionality, accessed using the left hand side menu. These areas include Reports, Financial, Accounts Receivable and Administration. Clicking on each area expands to access that area's subprocesses.

The header area confirms the focus of the current working area, with the location picker used to filter data and actions to a location level, and the system date picker controls the data viewed.

Left-click ❓ to open online support for the current area. Access and search online support, check the FAQs or send us a message by left-clicking 💬 to open chat.

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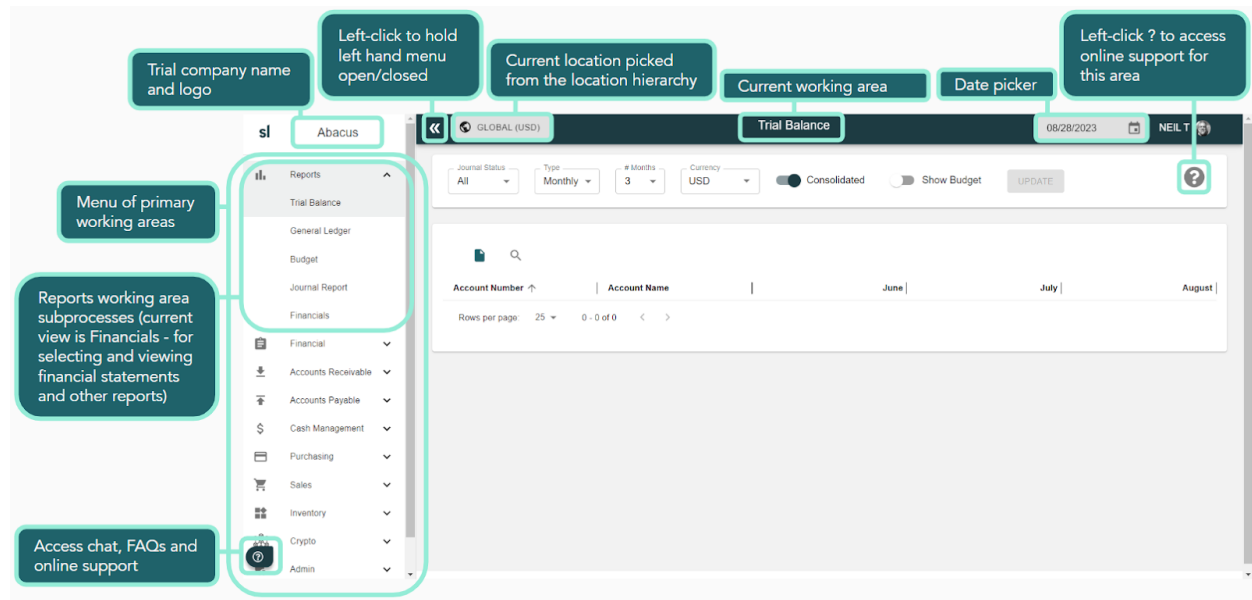
Step 2 - Set up the accounting period

Abacus operates under a fiscal year ending 12/31. We'll set up a new account year starting 01/2023. Navigate to Admin > Acc Periods (where accounting periods are managed), once there left-click Acc Periods and +New to open a new accounting year.
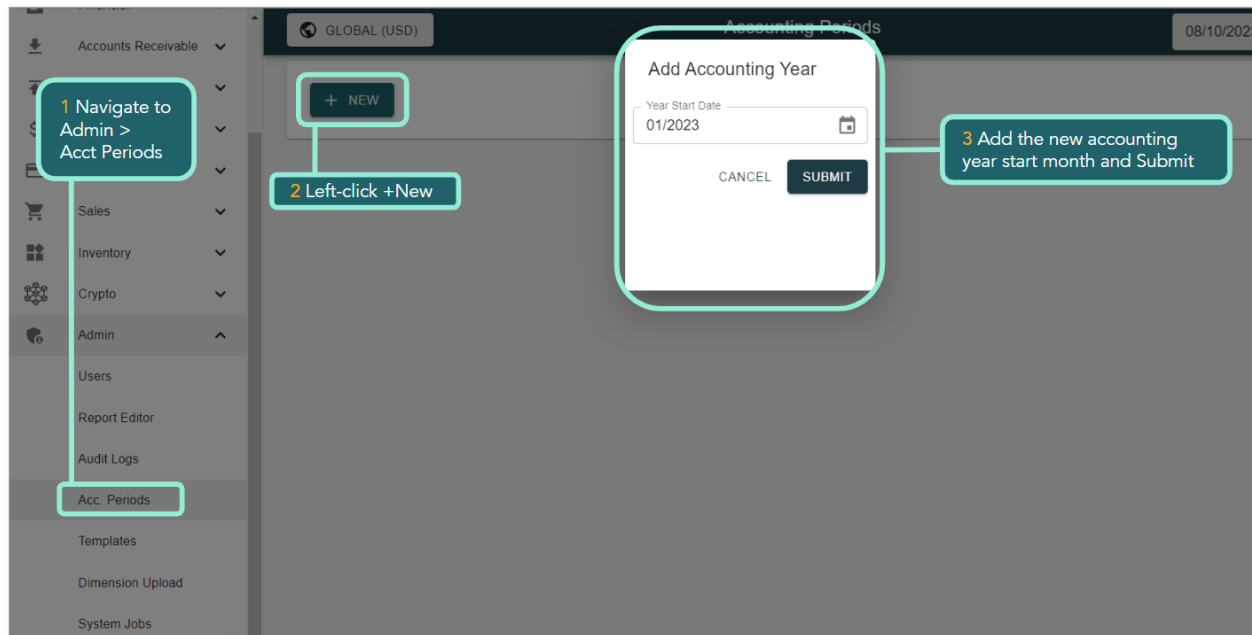
Additional years can be added for your historic data uploads, and add new years into the future.
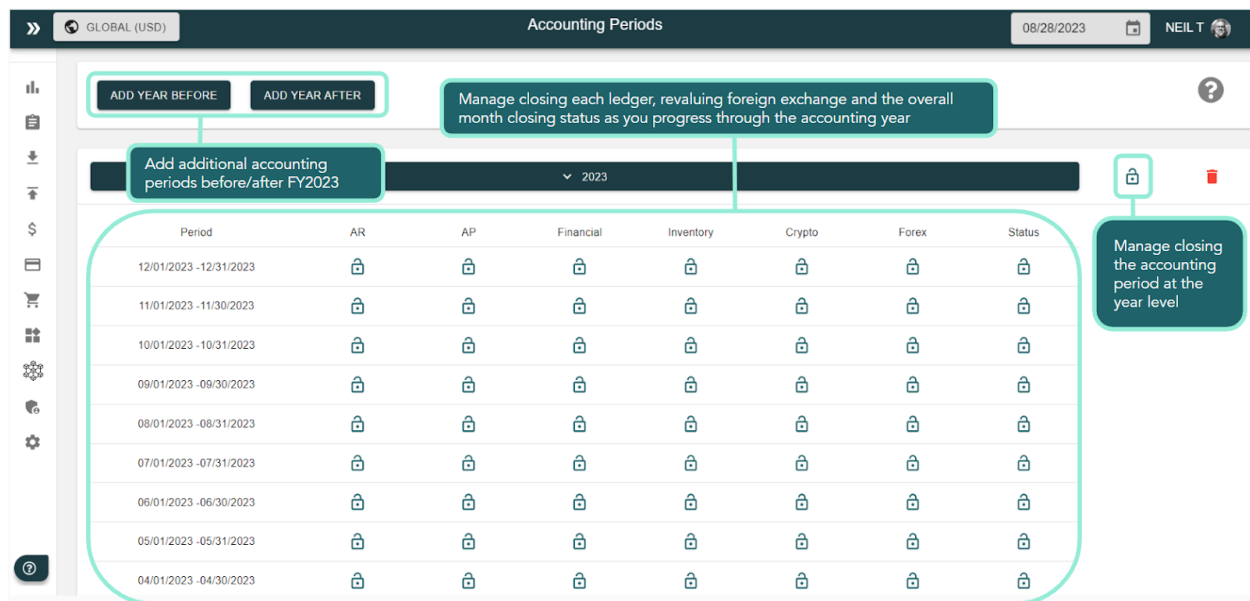
Step 3 - Building the locations hierarchy

Locations are typically your parent and subsidiary entities. All subsidiary entities consolidate through hierarchy levels to the ultimate parent. In the trial, a Global default parent is provided.

You have complete flexibility when building your locations hierarchy. Locations may be operating and non-operating companies, business units or perhaps office locations. Each location has a primary operating currency.

Our Abacus trial company will have US and European operations, with the US parent having 2 subsidiaries.

There are 3 levels in this locations hierarchy.

Organizational Structure and Chart of Accounts

- Abacus Global has 2 subsidiaries
  - Abacus US (operates in USD)
  - Abacus Europe (operates in EUR)
- Abacus US has 2 operating divisions
  - Abacus US Software
  - Abacus US Services
- Abacus chart of accounts
  - 1000-2999 Assets
  - 3000-3999 Liabilities
  - 4000-4999 Equity
  - 5000-5999 Revenue
  - 6000-6999 Cost of Goods Sold
  - 7000-7999 Expenses
  - 8000-8999 Other Income
  - 9000-9999 Other Expense
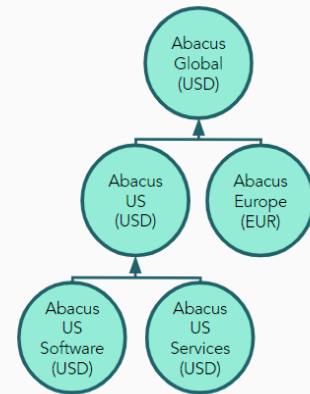
Move to the Financials area and select Locations. To start, only the Global default exists. In the entity table, there are fields for storing rules (e.g. each entity's unique ID, their primary operating currency and parent) and descriptive (including entity logos and address). You can create and save as many views (e.g. US entities only) as you want using the filter area.

We'll manually build our location hierarchy shown below using +New for each new location (use Actions to edit).

id	name	description	currency	Parent.id	Note
0	Abacus Global	Global parent company for Abacus	USD		A default holding company is provided , edit to update
10	Abacus US	Abacus US is the parent company for all US operations	USD	0	
1010	Abacus US Products	Abacus US Products sells products	USD	10	
1020	Abacus US Services	Abacus US Services sells professional services	USD	10	

Working in the new location area is easy. All manual input (for building and editing dimensions like locations, accounts and cost centers, or for transactions such as journals, purchase orders, invoices, etc.) consistently feels the same and follows the same style of workflow.

Once you've completed adding the new locations, and edited the Global default to Abacus Global, your locations table should look exactly like this (note we'll need to return to update our Gain/Loss Acc. - we'll come back to that after we've uploaded our accounts (and we'll create a filtered location table view).

Make sure you use the location IDs shown as these are used when we import our accounts - accounts are mapped to the location hierarchy to control where they are available for use (e.g. the Abacus US Products cash account is only available at 1010 Abacus US Products location level)

Step 4 - Importing accounts (dimension upload)

With our locations built, we will now populate our accounts by uploading them. SoftLedger uses XLSX files for upload (more flexible and easy to manage than rigid CSV files).

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SoftLedger is a multidimensional platform. Standard (expected) dimensions include locations, accounts, products, cost centers, customers and vendors. You can add additional custom dimensions and configure all dimensions to your requirements.

To upload the accounts dimension, navigate to Admin > Dimension Upload. Select Ledger Accounts from the dimension picker and then upload the *Abacus accounts to upload.xls* file.

Once uploaded, navigate to Financial > Accounts to review.

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All the accounts are uploaded. We'll use View to create a filtered view of our accounts. Left-click the + in View.

Once saved the view is shown, and always available for future reference.

Step 5 - Account settings (default and required account settings)

You can set default accounts in SoftLedger. These are used to prepopulate fields for applicable data entry tasks, such as default cash and intercompany accounts.

If we wanted to complete a financial year close process) requires that we confirm 3 earnings accounts, These required accounts are:

- Retained Earnings (always required)
- Two translation accounts (required for multi-currency) for Accumulated Other Comprehensive Income and Other Comprehensive Income.

This step is optional as we won't be closing a financial year in the trial.

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To review and update, navigate to Settings > Account Settings area. The 3 earnings accounts are in the Financial Close area.

While here, we can also confirm our preferred default accounts for transactions - such as invoices, bills and intercompany. In the example below, we've updated the Account Settings based on the Abacus chart of accounts.

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APPLY

If you update account settings, confirm with Apply

Invoices
Accounts Receivable
1100 - Accounts Receivable ✕
Invoice Line Item
5000 - Products Revenue ✕

Items
Bill Line Item
3010 - Inventory Accrual ✕
Bill Line Item Account (Debit Side of Bill Journal Entry)
Invoice Line Item
5000 - Products Revenue ✕
Invoice Line Item Account (Credit Side of Invoice Journal Entry)
Inventory Asset
1500 - Finished Goods ✕
Cost of Goods Sold
6000 - Products Cost of Goods Sold ✕
Work In Process ▾

Bills
Accounts Payable
3000 - Accounts Payable ✕
Bill Payment ▾

Cash Receipts
Create Cash Receipt
1000 - Cash ✕
Cash Ledger Account (often this is the bank account used for deposits)
Unapplied Cash ▾
Temporary account to be used for cash receipts not immediately applied to invoices. This is the credit side of the journal entry booked when a cash receipt is created, if the "Post Journal on Cash Receipt Creation(Unapplied Cash)" setting is enabled.

Vendor Credits
Unapplied Credit ▾
Temporary account to be used for vendor credits. This is the debit side of the journal entry booked when a vendor credit is created, if the "Post Journal on Vendor Credit Creation(Unapplied Credit)" setting is enabled.

Purchase Orders
Inventory Accrual
3010 - Inventory Accrual ✕
The default account used for the credit side of the journal entry when receiving inventory against POs.

Intercompany
AP Intercompany Payable
3090 - Intercompany Payable ✕
Default intercompany payable account for Bills.
AP Intercompany Receivable
1190 - Intercompany Receivable ✕
Default intercompany receivable account for Bills.
AR Intercompany Payable
3090 - Intercompany Payable ✕
Default intercompany payable account for Invoices.
AR Intercompany Receivable
1190 - Intercompany Receivable ✕
Default intercompany receivable account for Invoices.

Tax
Default Tax Account
3020 - Taxes Payable ✕

Financial Close
Accumulated Other Comprehensive Income
4920 - Accumulated Other Comprehensive Income ✕
Used to book the Cumulative Translation adjustment entry during close
Other Comprehensive Income
4910 - Other Comprehensive Income ✕
Used to book the Cumulative Translation adjustment entry during close
Retained Earnings Account
4900 - Retained Earnings ✕
Used to book year end retained earnings entry

The confirmed accounts will pre-populate for the transaction type. For example, our invoice data entry would default to display the 7620 Sales Taxes account to capture sales tax (or be overridden at the point of data entry/import by another sales tax account if needed)

With our retained earnings and translation accounts confirmed, we can now run a financial close process for the 2024 financial year

Step 6 - System Settings (enable intercompany eliminations)

System (in conjunction with Admin) is where standards, rules and controls are set for your SoftLedger implementation - such as setting up our accounting year and default accounts. Additional features include adding and managing your users, investigating audit logs, creating your templates (for invoice, purchase orders, bills) and establishing tax codes. In addition, Admin includes the report builder area.

For Abacus we'll be posting intercompany transactions:

- Upload opening entries for Abacus Global and to its Abacus US subsidiaries.

- Abacus Global will transfer $4m from its cash account to Abacus Europe's cash account (and our journal will manage the intercompany accounting and convert to euros along the way).

Navigate to Settings > System and turn on Allow Intercompany Eliminations (as we'll see later, this will allow intercompany postings and automatically create the elimination entries).
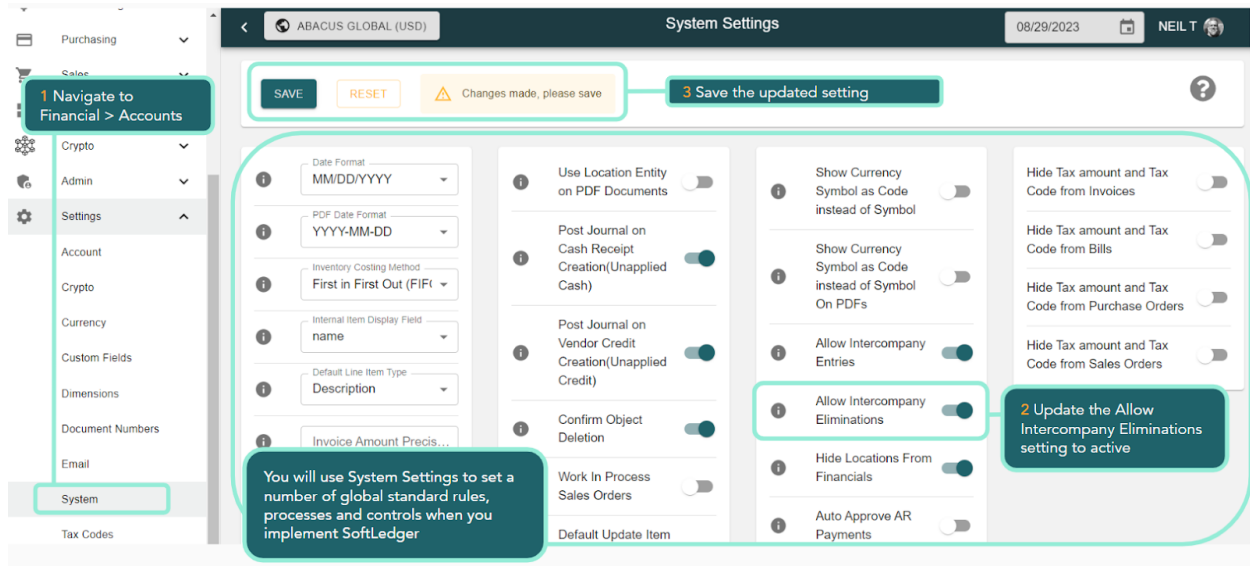

Once you have completed the trial you can delete trial structures and data and update these system settings to your preferred standards for testing and implementing with your data. For example, Abacus Global uses the MM/DD/YYYY format (needed for uploads).

If you'd like us to reset the trial please email trialsupport@softledger.com.

Step 7 - Upload Cost Centers (Dimension Upload)

Looking at the left hand menu we can see Financial > Cost Center (there are no cost center items yet). This is because Cost Center is a standard dimension (like Locations and Accounts). When posting journals, invoices or bills you can use additional (standard or custom) dimensions for adding detail to drive reporting and analysis.

Navigate back to Admin > Dimensions upload, and upload the Cost Centers dimension.

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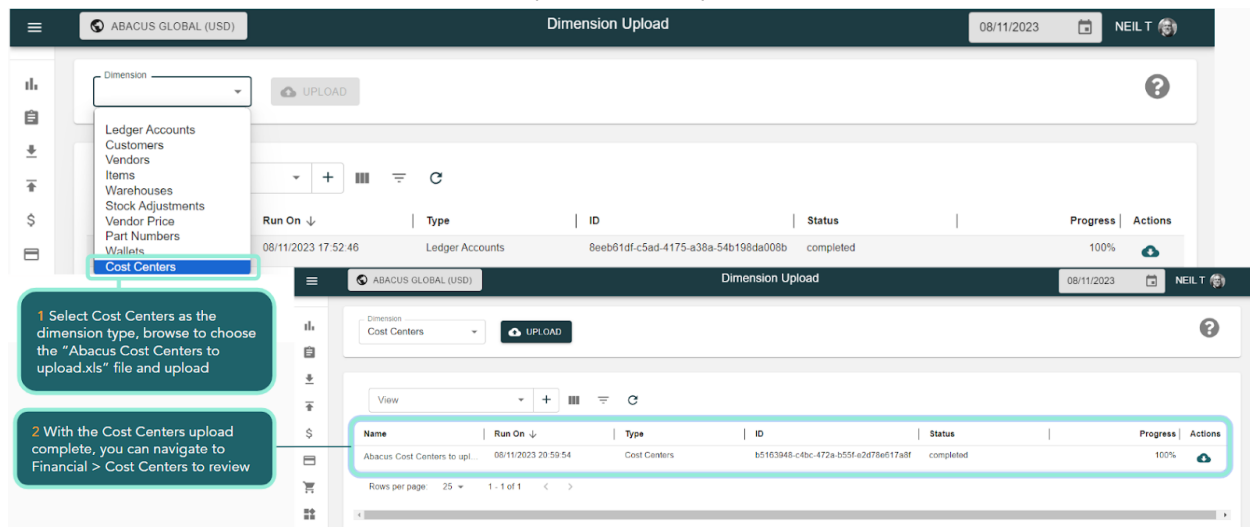
Step 8 - Configuring dimensions (Dimension Settings) and then uploading Products

To configure how you want the Cost Center dimension to be available and used for data entry navigate to Settings > Dimensions. Cost Centers will already be enabled, and we'll enable Products to prepare for the dimension upload next.

In Admin > Dimension Upload, upload the Products dimension.

Once the upload is complete, the Products dimension may be viewed, managed and updated by navigating to Financial > Products.

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1 Navigate to Financial > Products (note you can visit our Cost Centers dimension to view and update

The tables within Financial area have consistent layout for adding new items, sorting, filtering and reporting, updating and exporting as needed

sl	Abacus	<	ABACUS GLOBAL (USD)		Product		08/29/2023	NEIL T

Reports ⌄
Financial ⌃
   Locations
   Accounts
   Cost Centers
   Products
   Journals
   Budgets
   Bulk Journal Import
Accounts Receivable ⌄
Accounts Payable ⌄

+ NEW

View

ID	Name ↑	Description	Actions
10	Product X	Product X Large	⋮
20	Product Y	Product Y Medium	⋮
30	Product Z	Product Z Small	⋮
120	Professional Services	Professional Services engagements invoiced at an hourly rate	⋮
110	Training	Standard training	⋮

Rows per page: 25 ▾   1 - 25   〈 〉

Edit, update and manage accounts via Actions

We've built the basics of our accounting process (our accounting year is set, account settings are applied) and structure (our locations, accounts, cost centers and products are built). At this point in the trial we're ready to work with financial transactions - importing and posting or post journals, invoices and bills.

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Part 2 Working with the general ledger

In this Part 2 we will cover:

- Uploading journals and running a balance sheet report
- Posting a manual journal
- Add a location
- Add a account
- Posting an intercompany journal
- Navigating and drilling using the location hierarchy
- Closing an accounting period

Step 1 - Import journals and introduction to reports

The importing journals capability has a number of uses which include uploading history and opening balances as well as importing transactions in journal form from any other source system (e.g. invoices from a CRM, bills and payments from an accounts payable specialist system, bank account transactions).

Navigate to Financial > Bulk Journal Import and for Abacus we will import our opening balances for capital and cash. Upload the *Abacus Journals to upload.xls* file. Note that, as with all processes in SoftLedger, we could upload via the open API (recommended if that import process is ongoing such as daily or monthly routines).

To review our upload, navigate to Financial > Journals. We uploaded 3 journals. Click on the journal number to investigate. You can edit these journals as they are in draft status.

1 Navigate to Financial > Journals to review our upload

+New to add a new journal manually

Left-click the journal number/hyperlink to investigate the draft journal details

All details within the journals table can be viewed and updated just like our other tables via Views and Actions

The source ledger for the journal creation (Financial, AR,AP, Crypto, etc.)

Type of journal (standard, recurring, reversing)

Location level for the journal

SoftLedger is a real-time system. The financial impact of the uploaded journals can be seen immediately. Navigate to Reports > Financials and run a balance sheet report.

1 Navigate to Reports > Financials

2 Left-click Report to select the default Balance Sheet Report (all your own reports built over time will appear here)

Select and run the report by any dimension (locations, cost centers, products, etc.)

Select the required reporting currency

3 Left-click Generate to run the report

Select any time period using the start and end date pickers

Select all journals status or filter to posted or draft

After the report runs, you can interact with the balance sheet (drill down, collapse/expand for alternative views, open the report options for alternative time periods and layouts, etc).

Left-click to reopen your report options for alternate reports/views

Left-click to Export the report (detail or summary view) to Excel

Locations and elimination

Left-click on a balance to drill down to details

Our uploaded accounts are grouped by type and sub-type, and are available for posting transactions and reporting

The financial impact for Abacus US (parent of Abacus US Products and Abacus US Services) and Abacus Global locations is shown (update location to Abacus US level, run the report to display that level and its subsidiaries)

As you review the balance sheet, note the intercompany eliminations for the receivables and payables accounts.

Our journal upload drove line item eliminations for these lines, but the cash remained held in the correct Global and US Products and Services bank accounts for consolidated reporting.

In any report you can drill down on the balances. Left-click to drill down on the $6,000,000 in 1001 - Cash Abacus US Products. There is one transaction, our initial investment journal. We can further drill into each transaction (journal, invoice, bill, cash movement, etc.) to review its journal line details and audit information.

Step 2 - Post a manual journal

Navigate back to the Journals area. Let's manually post a simple General Ledger journal (explore the Journals area for advanced capabilities under intercompany documents, journal templates and recurring journals).

Abacus is expanding into Europe! To start, we'll post a journal recognizing Abacus Global borrowed $5m to fund our new company (we'll post an intercompany journal transferring funds to Europe next). Left-click + New draft journal.

Draft the journal and submit. If you use a Posted Date of 02/28/2023 we'll be able to clearly see the transaction impact in our reporting.

Remember you can use the descriptions (both journal level description, and each journal line level description) as well as dimensions (locations, accounts, cost centers) for search and filtering your journal views. A best practice is to use consistent and detailed descriptions to facilitate stronger analysis and efficient auditing.

After submitting, you'll see our new journal (auto numbered to 00000004 in our journals table.

Step 3 - Add a location

Now we have our $5m loan, we're ready to add the new Abacus Europe location. Navigate to Financial > Locations and add Abacus Europe.

Abacus Europe will now appear in our list of locations, on reports and be available for processing transactions. While in the Locations area, edit and update the other locations with the (now uploaded) Gain/Loss Acc (edit using Actions and select the 5900 - Foreign Currency Gains and Losses account).

Step 3 - Add an account

We want to transfer funds to Abacus Europe. In preparation for that intercompany transfer we will set up the 1003 Cash Abacus Europe bank account. Navigate to Financial > Accounts and

left-click +New to add this new account.

Step 4 - Posting an intercompany journal

Navigate back to Financial > Journals and left-click +New to submit our journal that reflects a funds transfer of $4m from Abacus Global (primary in the Location field) to Europe (identified in the IC Location field).

After Submit, open the journal from the journal table to review the journal lines created. SoftLedger has automatically created the elimination lines.

		Journal 5		

DETAILS   AUDIT LOG

Journal #5

> Work with the journal to update edit, copy to start another similar transaction, use to create template or delete if needed

SOURCE LEDGER	Financial	LOCATION	0 - Abacus Global
REFERENCE	Initial investment in Abacus Europe	IC LOCATION	20 - Abacus Europe
STATUS	Draft	POSTED CURRENCY	USD
ENTRYTYPE	Standard	CUSTOMER	--
TRANSACTION DATE	02/28/2023	INVOICE	--
POSTED DATE	02/28/2023	CASHRECEIPT	--
REVERSING DATE	--	PAYMENT	--
		VENDOR	--
		BILL	--
		VENDOR CREDIT	--
		SALES ORDER	--

> Full details of the primary location, IC location and automatic intercompany journal lines

Account Name	Cost Center ID	Description		↓ Debit	Credit
Intercompany Receivable		Global to Europe funds transfer	$	4,000,000.00 $	--
Cash		Global to Europe funds transfer	$	-- $	4,000,000.00

Intercompany Lines

Account Name	Cost Center ID	Description		↓ Debit	Credit
Cash Abacus Europe		Global to Europe funds transfer	$	4,000,000.00 $	--
Intercompany Payable		Global to Europe funds transfer	$	-- $	4,000,000.00

Elimination Lines

Account Name	Cost Center ID	Description		↓ Debit	Credit
Intercompany Payable		Global to Europe funds transfer	$	4,000,000.00 $	--
Intercompany Receivable		Global to Europe funds transfer	$	-- $	4,000,000.00

Attachments   Notes

The impact of the Elimination Lines can be seen in the Reports > Financials balance sheet report.

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	ABACUS US	ABACUS EUROPE	ABACUS GLOBAL	ELIMINATION	BALANCE
∨ Balance Sheet					
∨ Total Current Assets					
∨ Cash & Cash Equivalents					
1000 - Cash	$ —	$ —	$ 2,000,000.00	$ —	$ 2,000,000.00
1001 - Cash Abacus US Products	$ 6,000,000.00	$ —	$ —	$ —	$ 6,000,000.00
1002 - Cash Abacus US Services	$ 3,000,000.00	$ —	$ —	$ —	$ 3,000,000.00
1003 - Cash Abacus Europe	$ —	$ 4,000,000.00	$ —	$ —	$ 4,000,000.00
Total Cash & Cash Equivalents	$ 9,000,000.00	$ 4,000,000.00	$ 2,000,000.00	$ —	$ 15,000,000.00
∨ Accounts Receivable					
1190 - Intercompany Receivable		$ —	$ 13,000,000.00	$ (13,000,000.00)	$ —
Total Accounts Receivable		$ —	$ 13,000,000.00	$ (13,000,000.00)	$ —
∨ Prepaid Expenses					
Total Prepaid Expenses		$ —	$ —	$ —	$ —
∨ Other Current Assets					
Total Other Current Assets		$ —	$ —	$ —	$ —
∨ Inventory					
Total Inventory	$ —	$ —	$ —	$ —	$ —
Total Total Current Assets	$ 9,000,000.00	$ 4,000,000.00	$ 15,000,000.00	$ (13,000,000.00)	$ 15,000,000.00
∨ Total Assets					
∨ Fixed Assets-Net					
Total Fixed Assets-Net	$ —	$ —	$ —	$ —	$ —
∨ Long-Term Assets					
Total Long-Term Assets	$ —	$ —	$ —	$ —	$ —
Total Total Assets	$ —	$ —	$ —	$ —	$ —
∨ Total Liabilities and Stockholders Equity					
∨ Total Liabilities					
∨ Accounts Payable					
3090 - Intercompany Payable	$ (9,000,000.00)	$ (4,000,000.00)	$ —	$ 13,000,000.00	$ —
Total Accounts Payable	$ (9,000,000.00)	$ (4,000,000.00)	$ —	$ 13,000,000.00	$ —
∨ Accrued Compensation					
Total Accrued Compensation	$ —	$ —	$ —	$ —	$ —
∨ Deferred Revenue					
Total Deferred Revenue	$ —	$ —	$ —	$ —	$ —
∨ Other Current Liabilities					
Total Other Current Liabilities	$ —	$ —	$ —	$ —	$ —
∨ Long-Term Liabilities					
3300 - Loans	$ —	$ —	$ (5,000,000.00)	$ —	$ (5,000,000.00)
Total Long-Term Liabilities	$ —	$ —	$ (5,000,000.00)	$ —	$ (5,000,000.00)
Total Total Liabilities	$ (9,000,000.00)	$ (4,000,000.00)	$ (5,000,000.00)	$ 13,000,000.00	$ (5,000,000.00)
∧ Total Stockholders Equity					
Total Total Stockholders Equity	$ —	$ —	$ (10,000,000.00)	$ —	$ (10,000,000.00)
Total Total Liabilities and Stockholders Equity	$ (9,000,000.00)	$ (4,000,000.00)	$ (15,000,000.00)	$ 13,000,000.00	$ (15,000,000.00)
Total Balance Sheet	$ —	$ —	$ —	$ —	$ —

Callouts in image: "Intercompany cash movements are eliminated"; "Use the to ^ expand/ᵥ collapse controls to account types and sub-types for viewing reports"

Step 5 - Working with multiple currencies

While in the balance sheet report, use the location picker to select Abacus Europe.

When refreshed, the balance sheet report updates to display the Abacus Europe level in our location hierarchy. The reporting currency is still USD. Open the report options area, select EUR

from the Currency dropdown, Generate, and now Europe will display in euros.

> The conversion rate for any transaction uses the transaction date you entered when posting (your journal, invoice, bill, receipt or payment, etc.).
>
> Where multiple currencies contribute to a balance, drill down will display the original transactions in their posted currency.

The location picker filters the entire SoftLedger platform and is a convenient way to focus on a specific location when processing transactions. While the Abacus Europe location is seen in the location menu, all our transactions and reports focus to that level.

Navigate to Financial > Journals and create a journal, in euros, for Abacus Europe.

Create a journal that transfers from our 1003 Cash Abacus Europe to 1010 Investments (as we don't need that level of cash on hand).

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The balance sheet will update for our new transaction, including converting to USD for the Abacus Global consolidated view.

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Part 3 Working with Accounts Receivable and collecting cash

In this Part 3 we will cover:

- Create an Customer
- Issue an invoice
- Accounts receivable aging
- Review cash management area
- Manually collect cash payment for our invoice
- Review financial statements

Step 1 - Create a Customer

Use the location picker to move back to the Abacus Global level (our new customer will be created at this level). To manually create a customer (in a real implementation you would upload - and we'll show that process when we work with vendors next) navigate to Accounts Receivable > Customers. Left-click +New.
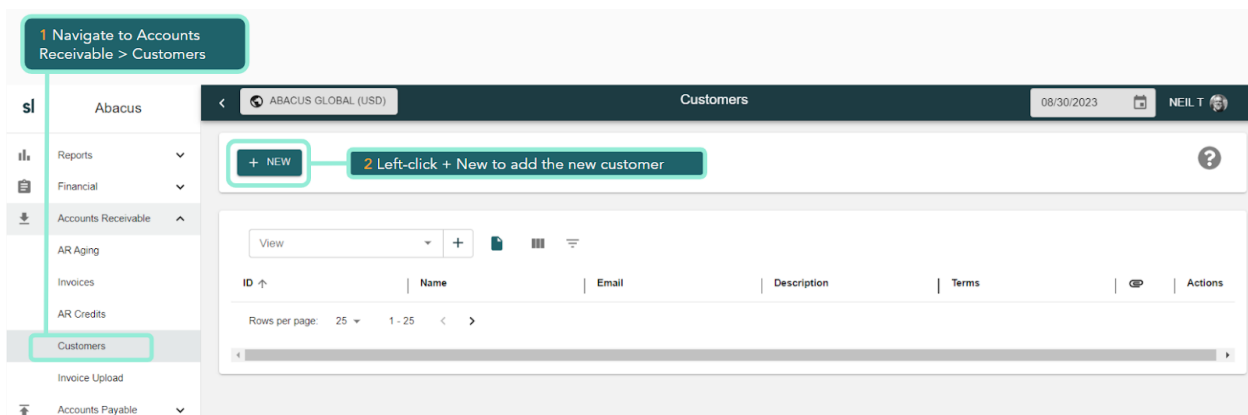
Complete the customer information.

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In the Customers area the table view (like all tables) can be managed for filtering, viewing and saving (and exporting to XLS) alternative views.

Step 2 - Create and issue an invoice

Let's invoice our customer. Navigate to Accounts Receivable > Invoices. You can explore advanced features such as invoice templates, recurring invoices and uploading invoices (via XLS or API - useful for integrating with third party invoicing systems including your CRM). We'll create a simple manual invoice.
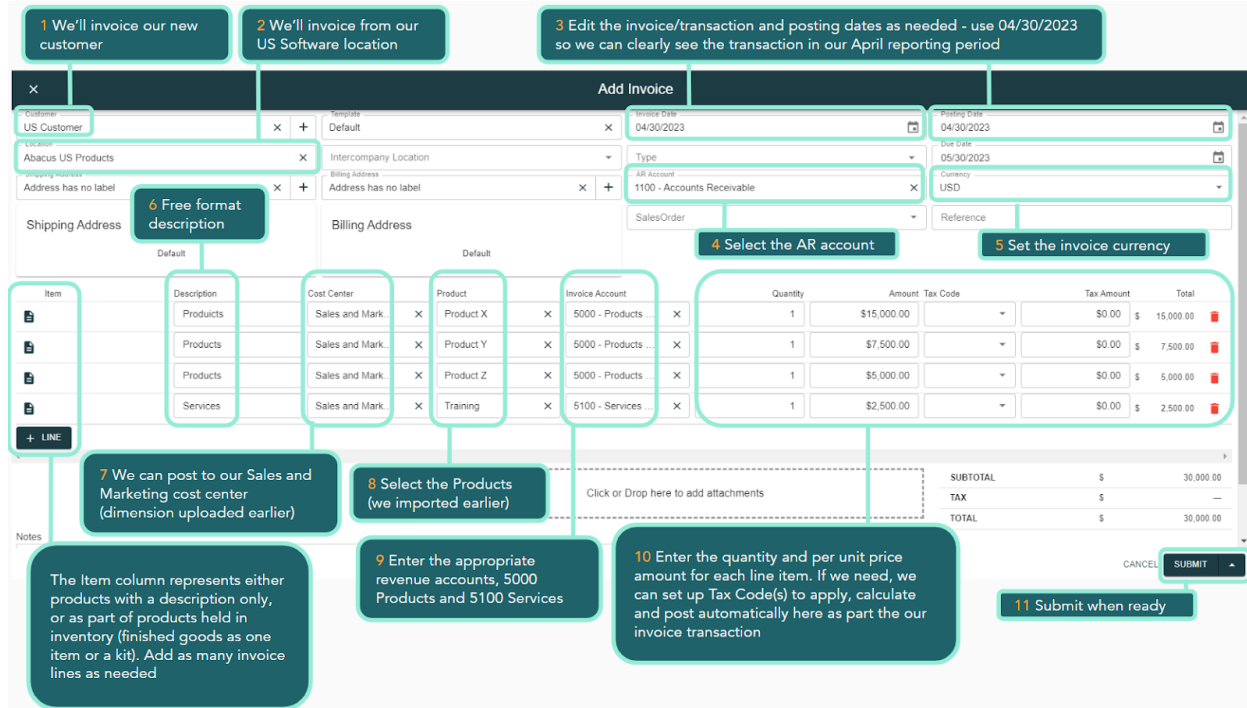
When you create the invoice you'll appreciate the layout used is almost identical to our earlier journal data entry to keep things as consistent and easy to adopt as possible. Select your

customer and complete the invoice - our Abacus US Products subsidiary will sell products and services to US Customer.

As you edit the transaction date SoftLedger will ↻ SYNC to confirm the exchange rate (we use a direct integration with Open Exchange Rates (https://openexchangerates.org/).

As this is a simple, demonstration invoice, we won't get into advanced features such as intercompany invoicing, sales orders and fulfillment, setting up standard pricing and cost of sales tables, or working through manufacturing/inventory requirements and tax codes.

Once the invoice is submitted, SoftLedger creates the journal entries. Left-click the invoice to open.

The Invoice Details area includes all of the information and tools to review, manage and issue (more from draft to posted) the invoice.

Issue the invoice using the ✓ icon.

Reminder! Issue the invoice using the ✓ icon. Once issued the ⊘ icon will appear (we need to issue to be able to allocate to this invoice our cash received).

Step 3 - Review Accounts Receivable aging

Once an invoice is drafted or issued, we can review the impact in all reporting including the AR aging.

Step 4 - Review financial statements

Navigate to Reports > Financials and open the balance sheet report which now reflects the invoice. Note that the balance sheet shows both drafted and posted journals. If we selected

posted journals only then the invoice impact is ignored.

Update the report view to the income statement to confirm Abacus US is reporting the revenues from the invoice (left-click the number to drill to the journal lines of the transaction and then through to the invoice).

Step 5 - Cash Management area - receive and apply cash

Our invoice has been paid! Navigate to Cash Management > Receive Cash. We will manually process a wire transfer receipt to demonstrate the workflow.

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1 Navigate to Cash Management > Receive Cash

We will receive cash

2 Left-click +New to enter the cash receipt

Link and connect to your bank/ credit card accounts

View and process your linked bank/ credit card transactions (those you select)

Manage the account reconciliation process

Process manage your bill payments and associated transactions and journals

During the trial you can link to your bank(s) and integrate your bank feed(s) for automating integration and facilitating efficient cash transaction processing and reconciliation.

SoftLedger connects to bank and credit accounts using standard Plaid (https://plaid.com/) integration.

Left-click +New to create the cash receipt

1 Receive a $25k wire transfer from our US Customer

2 The cash is received into our Abacus US Products location, and is posted to the 1001 Cash Abacus US Products account

3 Edit the invoice/transaction and posting dates as needed - use 05/31/2023 so we can clearly see the transaction in our May reporting period

4 Submit when ready

To apply the cash, left-click Apply Receipts. Left-click Cash Receipt to find the cash received from US Customer.

The available invoices with open balances will appear and you can now select the cash receipt and apply amounts.

Once complete, left-click APPLY .

If you do not see our invoice, navigate to Accounts Receivable > Invoices and open the invoice. Ensure you have issued the invoice using the ✓ icon.

Step 6 - Review financial statements

Navigate to Reports > Financials and open the balance sheet report which now reflects the cash receipt. Use the location selector to move down the location hierarchy and open the Abacus US location with its subsidiaries.

Part 5 Working with Accounts Payable

In this Part 4 we will cover:

- Upload vendors
- Upload bills
- Accounts payable aging
- Review financial statements

Step 1 - Upload your vendors

Vendors can be added manually as we did with our customer. In a real implementation we would upload the vendors (and customers) from your current system (and your customers). For Abacus we will upload 5 vendors, at the Abacus Global level.

Make sure you are at the Abacus Global level (check the location picker), and navigate to Admin > Dimension Upload (where we uploaded Accounts).

Navigate to Accounts Payable > Vendors to review our upload.

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Step 2 - Upload Bills

You may use a third party bill/payment processing system (e.g. Bill, Stampli). You can integrate with these systems via XLS manual upload or an automated API. For Abacus Global we'll walk through uploading bill transactions for the month of June, charging variance expense accounts and then review our AP Aging. As this is a simple, demonstration upload, we won't get into advanced features such as intercompany invoicing, purchase orders and receiving, or working through manufacturing/inventory requirements and tax codes.

Navigate to Accounts Payable > Bill Upload and upload the Abacus Bills to upload XLS file.

When completed, navigate to Accounts Payable > Bills to review the bills and their details including the (currently draft) journal lines by left-clicking a bill entry. In the example below we're examining Bill reference 000012 from Vendor C, charging account 7300 Rent.

Left-click the bill and open the details. Here we can explore payments made for this bill and the audit log.

Step 3 - Review AP Aging

Navigate to Accounts Payable > AP Aging. We can examine our accounts payable aging at a consolidated level and for each location, and include draft bills as well as approved and posted bills.

From here we can move to Cash Management and pay our bills manually or by uploading and processing payments from our linked banks and their feeds. The manual process is essentially the same steps we used to collect cash receipts for our invoice in Part 4.

Step 4 - Review financial statements

Navigate to Reports > Financials and open the income statement report which now reflects the bills, processed (still currently in draft) into the expense accounts.

From this report we can drill down to the bill transactions and then to each individual bill (just as we did with the balance sheet). We can export the report in a detailed or summary form to Excel to leverage Excel formatting and distribute as a report package.

Part 6 Close an accounting period and review reports

In this Part 6 we will cover:

- Review the process for closing accounting periods
- Where to add and maintaining users
- Review audit log
- Review reports
- Other enterprise accounting features to explore

Step 1 - Review how to close accounting periods and years

Navigate to Admin > Acc Periods. To close an accounting period left-click the lock icons for each ledger and step in the process.

If you wish to complete the accounting period close. Navigate to Financial > Journals and update your journals from draft to posted status. You can then return to Admin > Acc Periods and complete the close process.

Step 2 - Adding and maintaining users

In the trial you are authorized for up to 3 users. Navigate to Admin > Users and feel free to add users and work with possible user roles. When your users are ready to login at https://app.softledger.com they can use the Forgot Password routine to access SoftLedger.

Step 3 - Review audit logs

SoftLedger tracks every single interaction (manual, upload or automated via API). Focused audit logs are available throughout the platform. For a complete list to investigate, navigate to Admin > Audit Logs.

Step 4 - Review reports

There is no limitation to the reporting available in SoftLedger. You can export to Excel and all data is available to your third party reporting and data integration tools via our API. In this Step we'll return to Reports to review the most commonly used report types and options.

4.1 Trial Balance. This report shows account balances in a month/year format based on your report options selection.

4.2 Financials. Working with the Type picker you can update reports from a by location view to by other dimensions.

In this example we are viewing the Abacus Global consolidated balance sheet by month.

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ABACUS GLOBAL (USD) — Financials — 08/30/2023 — NEIL T

Report	Type	Currency
SoftLedger Default Balance Sheet	Month	USD

Start Date	End Date	Journal Status
01/01/2023	08/30/2023	

GENERATE

1 Work with Type to pivot the report columns to Month

	01-2023	02-2023	03-2023	04-2023	05-2023	06-2023	07-2023	08-2023
Balance Sheet								
Total Current Assets								
Cash & Cash Equivalents								
1000 - Cash	$ 10,000,000.00	$ 15,000,000.00	$ 15,000,000.00	$ 15,000,000.00	$ 15,000,000.00	$ 15,000,000.00	$ 15,000,000.00	$ 15,000,000.00
1001 - Cash Abacus US Products	$ —	$ —	$ —	$ —	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00
1002 - Cash Abacus US Services	$ —	$ —	$ —	$ —	$ —	$ —	$ —	$ —
1003 - Cash Abacus Europe	$ —	$ —	$ (3,198,900.00)	$ (3,198,900.00)	$ (3,198,900.00)	$ (3,198,900.00)	$ (3,198,900.00)	$ (3,198,900.00)
1010 - Investments	$ —	$ —	$ 3,198,900.00	$ 3,198,900.00	$ 3,198,900.00	$ 3,198,900.00	$ 3,198,900.00	$ 3,198,900.00
Total Cash & Cash Equivalents	$ 10,000,000.00	$ 15,000,000.00	$ 15,000,000.00	$ 15,000,000.00	$ 15,025,000.00	$ 15,025,000.00	$ 15,025,000.00	$ 15,025,000.00
Accounts Receivable								
1100 - Accounts Receivable	$ —	$ —	$ —	$ 30,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
1190 - Intercompany Receivable	$ —	$ —	$ —	$ —	$ —	$ —	$ —	$ —
Total Accounts Receivable	$ —	$ —	$ —	$ 30,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00

This income statement is at the Abacus Global level by cost center.

sl Abacus — ABACUS GLOBAL (USD) — Financials — 08/30/2023 — NEIL T

Reports
- Trial Balance
- General Ledger
- Budget
- Journal Report
- Financials

Financial
Accounts Receivable
Accounts Payable
Cash Management
Purchasing
Sales
Inventory
Crypto
Admin
Settings

Name	Type	Start Date	End Date
SoftLedger Default Income Statement	CostCenter	2023-01-01	2023-08-30

EXPORT

1 Type is now Cost Center

	SALES AND MARKETING		RESEARCH AND DEVELOPMENT		FINANCE AND ADMINISTRATION		NONE		BALANCE
Income Statement									
Revenue									
Revenue									
5000 - Products Revenue	$ 27,500.00	$	—	$	—	$	—	$	27,500.00
5100 - Services Revenue	$ 2,500.00	$	—	$	—	$	—	$	2,500.00
Total Revenue	$ 30,000.00	$	—	$	—	$	—	$	30,000.00
Other Revenue									
Total Other Revenue	$ —	$	—	$	—	$	—	$	—
Total Revenue	$ 30,000.00	$	—	$	—	$	—	$	30,000.00
Operating Gain/Loss									
Cost of Revenue									
Total Cost of Revenue	$ —	$	—	$	—	$	—	$	—
Cost of Other Revenue									
Total Cost of Other Revenue	$ —	$	—	$	—	$	—	$	—
Marketing									
Total Marketing	$ —	$	—	$	—	$	—	$	—
General and Administrative									
7000 - Salaries and Wages	$ —	$	—	$	5,000.00	$	—	$	5,000.00
7100 - Employee Benefits	$ —	$	—	$	500.00	$	—	$	500.00
7110 - Payroll Taxes	$ —	$	—	$	1,000.00	$	—	$	1,000.00
7300 - Rent	$ —	$	—	$	5,000.00	$	—	$	5,000.00
7400 - Advertising	$ 2,000.00	$	—	$	—	$	—	$	2,000.00
7410 - Events	$ 2,500.00	$	—	$	—	$	—	$	2,500.00
7420 - Public Relations	$ 1,000.00	$	—	$	—	$	—	$	1,000.00
7500 - Professional Services	$ —	$	500.00	$	1,000.00	$	—	$	1,500.00
7510 - Legal Fees	$ —	$	—	$	1,000.00	$	—	$	1,000.00
7530 - Licenses	$ —	$	—	$	1,000.00	$	—	$	1,000.00
Total General and Administrative	$ 5,500.00	$	500.00	$	14,500.00	$	—	$	20,500.00
Depreciation and Amortization									
Total Depreciation and Amortization	$ —	$	—	$	—	$	—	$	—
Other Operating Expenses									
Total Other Operating Expenses	$ —	$	—	$	—	$	—	$	—
Other Expenses									
Total Other Expenses	$ —	$	—	$	—	$	—	$	—
Total Operating Gain/Loss	$ (5,500.00)	$	(500.00)	$	(14,500.00)	$	—	$	(20,500.00)
Gain/Loss before Income Taxes									
Total Gain/Loss before Income Taxes	$ —	$	—	$	—	$	—	$	—
Net Gain/Loss									
Total Net Gain/Loss	$ —	$	—	$	—	$	—	$	—
Total Income Statement	$ 24,500.00	$	(500.00)	$	(14,500.00)	$	—	$	9,500.00

Step 5 - Other enterprise accounting features

We've reached the end of our trial exercise. Feel free to explore the SoftLedger platform. You have full access to all features and our support documentation. You can start implementing!

Other enterprise accounting features you may wish to investigate:

- Connect to your bank accounts/credit cards via built in Plaid connections.

- Report editor. Create as many of your own reports as you wish (and export them to Excel).

- Work with Sales Orders (from customers) and Purchase Orders (to vendors).

- Inventory. Work with items and kits (SKUs), stock counts and warehouses. Set up materials, labor and overhead for our cost of sales.

- Digital/Crypto Assets. Work with coins and wallets, update rates with cointmarketcap.com (or override manually), to perform deposits, sales, transfers and trades (including managing fees). Then run a cost basis to calculate and post short/long term income journals into your financials.

- API. In the trial we do not provide API Credentials as a standard:

    - Review our API documentation at: https://api.softledger.com/docs

    - Contact us for API Credentials via trialsupport@softledger.com.