

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?	<ul style="list-style-type: none">• 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.

Part 2 - Setting up Abacus Global

In this Part 1 we will cover:

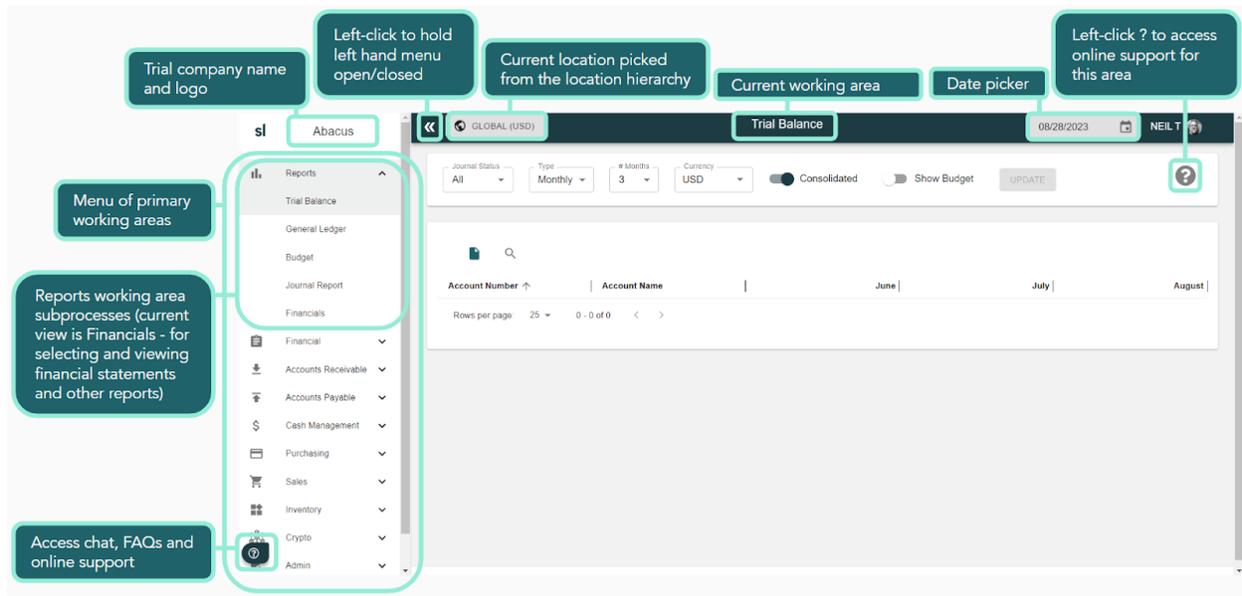
- Navigation and terminology
- Setting up an accounting period
- Build a locations hierarchy
- Import a chart of accounts structure
- Work with dimensions

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.



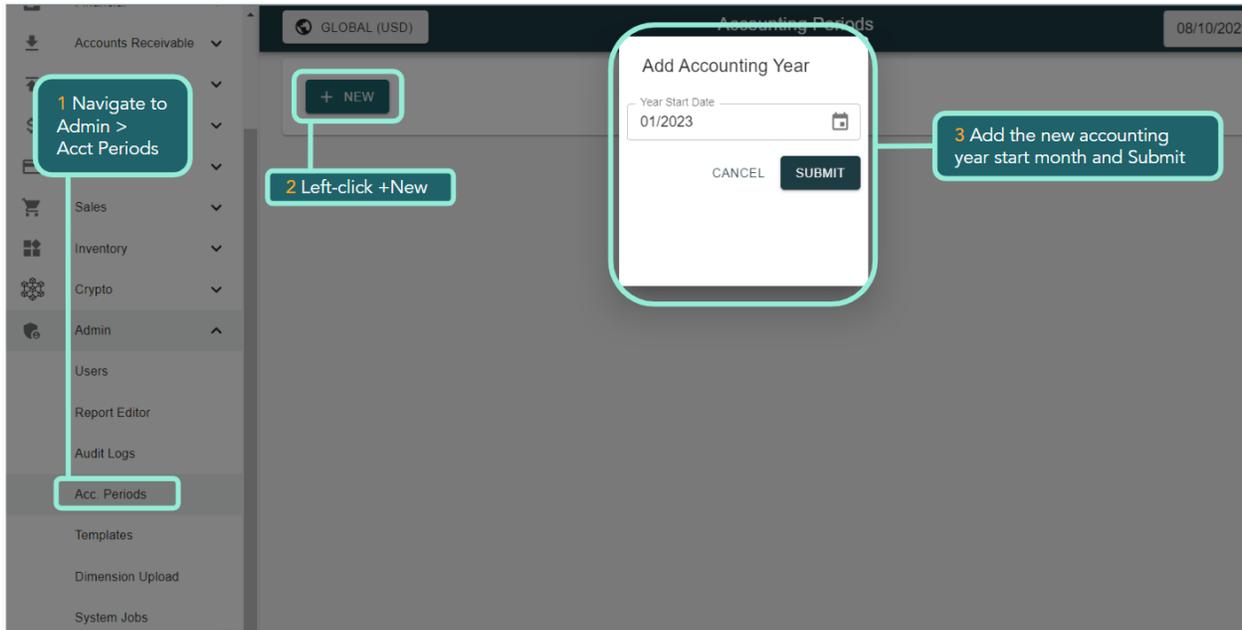
The screenshot shows the Abacus interface with several callouts explaining navigation elements:

- Trial company name and logo:** Points to the 'sl' logo and 'Abacus' text.
- Left-click to hold left hand menu open/closed:** Points to the hamburger menu icon.
- Current location picked from the location hierarchy:** Points to the 'GLOBAL (USD)' header.
- Current working area:** Points to the 'Trial Balance' header.
- Date picker:** Points to the '08/28/2023' header.
- Left-click ? to access online support for this area:** Points to the question mark icon in the top right.
- Menu of primary working areas:** Points to the left-hand navigation menu.
- Reports working area subprocesses (current view is Financials - for selecting and viewing financial statements and other reports):** Points to the expanded 'Financials' menu.
- Access chat, FAQs and online support:** Points to the chat icon at the bottom of the menu.

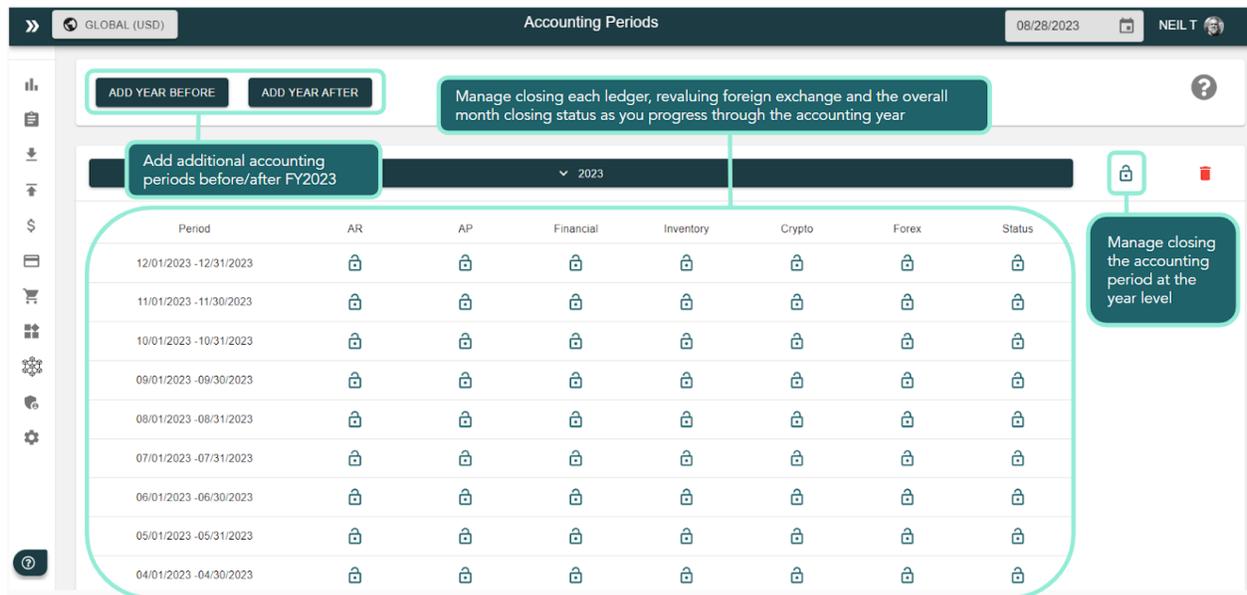
The interface shows a sidebar menu with categories like Reports, Financials, Accounts Receivable, Accounts Payable, Cash Management, Purchasing, Sales, Inventory, Crypto, and Admin. The main content area displays a 'Trial Balance' report for 'GLOBAL (USD)' as of '08/28/2023', with filters for Journal Status, Type, # Months, and Currency, and options for Consolidated and Show Budget.

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.

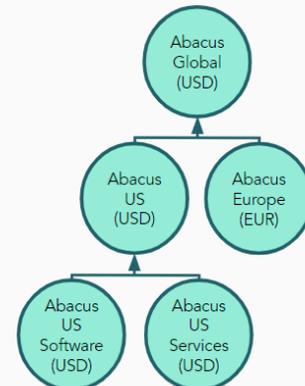
You have complete flexibility when building your locations hierarchy. Locations may be operating and non-operating companies, business units or perhaps office locations. Each location has a primary operating currency.

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.

1 Red highlighted fields must be completed. Enter the location name and an ID (code)

2 Describe the entity (optional)

3 Left-click into Parent Location to identify this location's parent (if added and available)

4 Left-click to select the entity's primary operating currency (USD is the default in the trial)

5 Submit when ready

Scroll down to enter entity details and address

We will enter the Forex Gain/Loss Account after we've imported Accounts

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)).

1 Build the hierarchy of locations using the ID, Name, Description (optional), Currency, Parent as shown here

2 Use Actions > Edit to update the Global default name to Abacus Global and update Description

Note - we can only enter the Forex Gain/Loss Account after we've imported our Accounts

Edit, update and manage locations via Actions

ID ↑	Name	Description	Currency	Parent	Gain/Loss Acc.	Actions
0	Abacus Global	Global parent company for all of Abacus	USD	--	--	⋮
10	Abacus US	Abacus US is the parent company for all US operations	USD	0 - Abacus Global	--	⋮
1010	Abacus US Products	Abacus US Products sells products	USD	10 - Abacus US	--	⋮
1020	Abacus US Services	Abacus US Services sells professional services	USD	10 - Abacus US	--	⋮

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).

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.

1 Navigate to Admin > Dimension Upload

2 Select Accounts from the Dimension picker

3 Left-click upload to open the choose file popup

4 Browse to choose the "Abacus accounts to upload.xls", then left-click upload to complete

5 Once complete the upload process will be recorded in the dimension table and your Accounts are now added

Once uploaded, navigate to Financial > Accounts to review.

1 Navigate to Financial > Accounts

2 Use +New to add new one off accounts (or upload)

3 Accounts are grouped into Types, then Sub-Types (used for view filtering, reporting)

4 Accounts can be standard and available across all locations, or limited to use by a specific location (e.g. we could restrict 1001 Cash Abacus US Product to 1010 Abacus US Products location only)

5 Edit, update and manage accounts via Actions

Number	Name	Type	Sub-Type	Description	Location	Include Child Locations	Revalue Forex	Ac...
1000	Cash	Asset	Cash	Cash at bank at Abacus ...	0 - Abacus Global	⊖	✓	⋮
1001	Cash Abacus US Pro...	Asset	Cash	Cash at bank at Abacus ...	1010 - Abacus US Products	✓	✓	⋮
1002	Cash Abacus US Ser...	Asset	Cash	Cash at bank at Abacus ...	1020 - Abacus US Services	✓	✓	⋮
1010	Investments	Asset	Cash	Investments and Long Te...	0 - Abacus Global	✓	⊖	⋮
1100	Accounts Receivable	Asset	Accounts Recei...	Accounts Receivable	0 - Abacus Global	✓	✓	⋮
1110	Allowance for Bad D...	Asset	Accounts Recei...	Allowance for Bad Debts	0 - Abacus Global	✓	✓	⋮
1190	Intercompany Receiv...	Asset	Accounts Recei...	Intercompany Receivable...	0 - Abacus Global	✓	✓	⋮
1200		Asset	Prepaid Expenses	Prepaid Expenses	0 - Abacus Global	✓	⊖	⋮
1500		Asset	Inventory	Finished Goods inventory	0 - Abacus Global	✓	⊖	⋮
1510	Work in Process	Asset	Inventory	Work in Process inventory	0 - Abacus Global	✓	⊖	⋮
1520	Raw Materials	Asset	Inventory	Raw Materials inventory	0 - Abacus Global	✓	⊖	⋮

Use ↑↓ to sort a column

Our 1000 Cash account will only appear/be available for posting at the Abacus Global level

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.

Number	Name	Type	Sub-Type	Description	Location	Include Child Locations	Revalue Forex	Actions
7200	Air Travel	Expense	Expense	Air Travel	0 - Abacus Global	✓	⊗	⋮
7210	Hotel	Expense	Expense	Hotel	0 - Abacus Global	✓	⊗	⋮
7220	Meals and Entertainment	Expense	Expense	Meals and Entertainment	0 - Abacus Global	✓	⊗	⋮
7300	Rent	Expense	Expense	Rent	0 - Abacus Global	✓	⊗	⋮

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.

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

APPLY If you update account settings, confirm with Apply

Invoices
 Accounts Receivable
 Invoice Line Item

Bills
 Accounts Payable
 Bill Payment

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

Items
 Bill Line Item
Bill Line Item Account (Debit Side of Bill Journal Entry)
 Invoice Line Item
Invoice Line Item Account (Credit Side of Invoice Journal Entry)
 Inventory Asset
 Cost of Goods Sold
 Work In Process

Cash Receipts
 Create Cash Receipt
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

Intercompany
 AP Intercompany Payable
Default intercompany payable account for Bills.
 AP Intercompany Receivable
Default intercompany receivable account for Bills.
 AR Intercompany Payable
Default intercompany payable account for Invoices.
 AR Intercompany Receivable
Default intercompany receivable account for Invoices.

Tax
 Default Tax Account

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

These defaults are for convenience - the selected accounts will pre-populate as applicable for the transaction type

1 Define your default accounts and financial close (income and retained earnings accounts) in Settings > Account Settings

These defaults are required to close a financial year (not month)

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.

APPLY
If you update account settings, confirm with Apply
?

Invoices Accounts Receivable 1100 - Accounts Receivable x <hr/> Invoice Line Item 5000 - Products Revenue x	Bills Accounts Payable 3000 - Accounts Payable x <hr/> Bill Payment v	Purchase Orders Inventory Accrual 3010 - Inventory Accrual x <small>The default account used for the credit side of the journal entry when receiving inventory against POs.</small>
Items Bill Line Item 3010 - Inventory Accrual x <small>Bill Line Item Account (Debit Side of Bill Journal Entry)</small> <hr/> Invoice Line Item 5000 - Products Revenue x <small>Invoice Line Item Account (Credit Side of Invoice Journal Entry)</small> <hr/> Inventory Asset 1500 - Finished Goods x <hr/> Cost of Goods Sold 6000 - Products Cost of Goods Sold x <hr/> Work In Process v	Cash Receipts Create Cash Receipt 1000 - Cash x <small>Cash Ledger Account (often this is the bank account used for deposits)</small> <hr/> Unapplied Cash v <small>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.</small>	Intercompany AP Intercompany Payable 3090 - Intercompany Payable x <small>Default intercompany payable account for Bills.</small> <hr/> AP Intercompany Receivable 1190 - Intercompany Receivable x <small>Default intercompany receivable account for Bills.</small> <hr/> AR Intercompany Payable 3090 - Intercompany Payable x <small>Default intercompany payable account for Invoices.</small> <hr/> AR Intercompany Receivable 1190 - Intercompany Receivable x <small>Default intercompany receivable account for Invoices.</small>
Vendor Credits Unapplied Credit v <small>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.</small>	Tax Default Tax Account 3020 - Taxes Payable x	Financial Close Accumulated Other Comprehensive Income 4920 - Accumulated Other Comprehensive Income x <small>Used to book the Cumulative Translation adjustment entry during close</small> <hr/> Other Comprehensive Income 4910 - Other Comprehensive Income x <small>Used to book the Cumulative Translation adjustment entry during close</small> <hr/> Retained Earnings Account 4900 - Retained Earnings x <small>Used to book year end retained earnings entry</small>

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

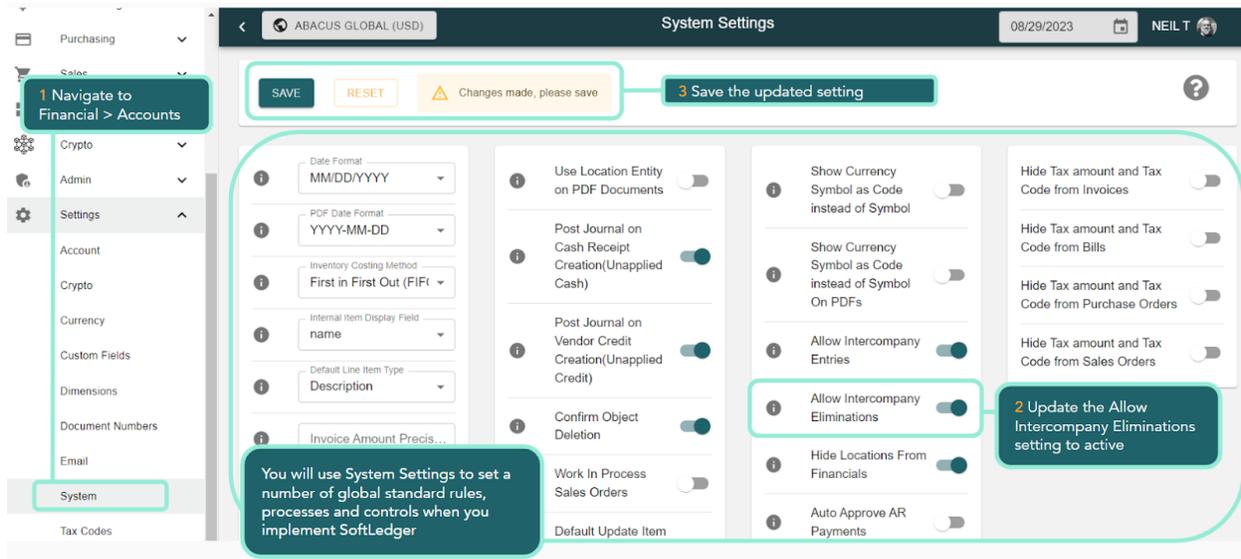
Step 6 - System Settings (enable intercompany eliminations)

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).



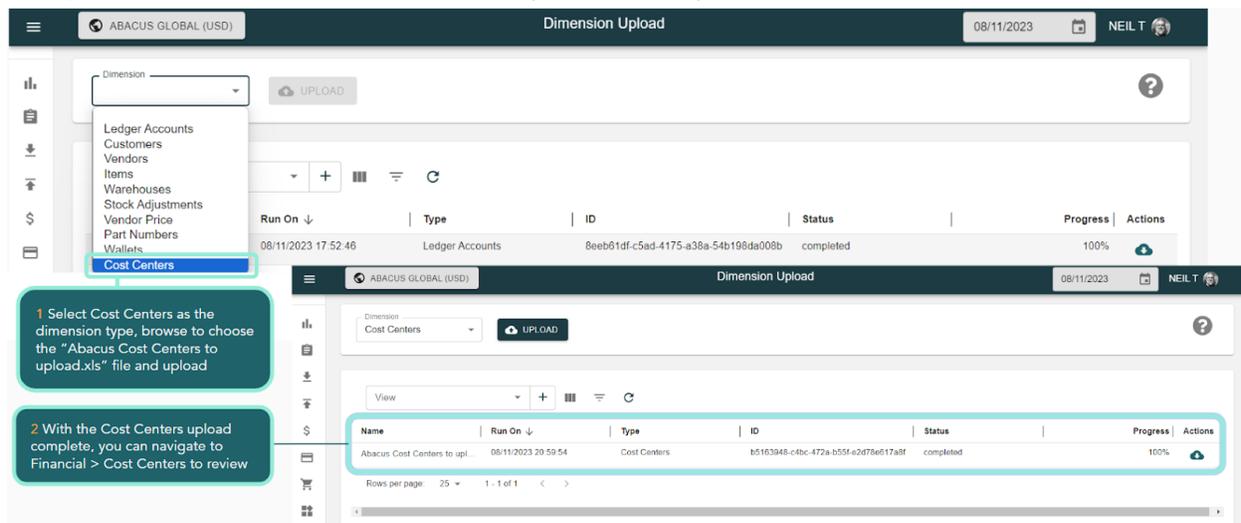
Once you have completed the trial you can delete trial structures and data and update these system settings to your preferred standards for testing and implementing with your data. For example, Abacus Global uses the MM/DD/YYYY format (needed for uploads).

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.



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.

Run On	Type	ID	Status	Progress	Actions
08/11/2023 20:59:54	Cost Centers	b5163948-c4bc-472a-b55f-e2d78e617a8f	completed	100%	
08/11/2023 17:52:46	Ledger Accounts	8eeb61df-c5ad-4175-a38a-54b198da008b	completed	100%	

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

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

The screenshot displays the 'Product' management page in the SoftLedger system. The sidebar on the left shows the navigation menu with 'Products' selected. The main content area features a table with the following data:

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	⋮

Below the table, there is a 'Rows per page' dropdown set to 25 and a pagination indicator '1 - 25'. A callout box at the bottom right of the table states: '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.

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).

The screenshot shows the 'Import Journals' page in the SoftLedger system. The interface includes a sidebar with navigation options like Reports, Financial, Locations, Accounts, Cost Centers, Products, Journals, Budgets, and Bulk Journal Import. The main content area features an 'UPLOAD' button, a table with columns for Name, Run On, Type, ID, Status, Progress, and Actions, and a 'Bulk Journal Upload' section with a file selection field and a currency dropdown set to 'USD'. Three callouts provide instructions: 1. 'Navigate to Financial > Bulk Journal Import' (pointing to the sidebar), 2. 'Left-click upload to browse to the "Abacus journals to upload.xls" file' (pointing to the UPLOAD button), and 3. 'Left-click upload to complete. Note the currency (USD is the default, if importing a different currency that would need to be selected)' (pointing to the UPLOAD button in the Bulk Journal Upload section).

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

Number	Ledger	Type	Location	ICLocation	Reference	Posted Date	Tra Dat
00000003	Financial	Standard	Abacus Global	Abacus US Services	Opening journals i...	01/31/2023	01/
00000002	Financial	Standard	Abacus Global	Abacus US Products	Opening journals i...	01/31/2023	01/
00000001	Financial	Standard	Abacus Global		Opening journals i...	01/31/2023	01/

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

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

Locations and elimination

Left-click on a balance to drill down to details

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)

	ABACUS US	ABACUS GLOBAL	ELIMINATION	BALANCE
Total Cash & Cash Equivalents	\$ 6,000,000.00	\$ 1,000,000.00	\$ -	\$ 7,000,000.00
Total Accounts Receivable	\$ 3,000,000.00	\$ -	\$ -	\$ 3,000,000.00
Total Cash & Cash Equivalents	\$ 9,000,000.00	\$ 1,000,000.00	\$ -	\$ 10,000,000.00
Total Accounts Receivable	\$ 9,000,000.00	\$ -	\$ (9,000,000.00)	\$ -
Total Prepaid Expenses	\$ -	\$ -	\$ -	\$ -
Total Other Current Assets	\$ -	\$ -	\$ -	\$ -
Total Inventory	\$ -	\$ -	\$ -	\$ -
Total Total Current Assets	\$ 9,000,000.00	\$ 10,000,000.00	\$ (9,000,000.00)	\$ 10,000,000.00

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.

1 Left-click on a balance to drill down to details

	ABACUS US	ABACUS GLOBAL	ELIMINATION	BALANCE
1000 - Cash	\$ —	\$ 1,000,000.00	\$ —	\$ 1,000,000.00
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
Total Cash & Cash Equivalents	\$ 9,000,000.00	\$ 1,000,000.00	\$ —	\$ 10,000,000.00

2 The details view shows all transactions that contribute to the balance. Leverage views for filtering

Number	Status	Ledger	Location ID	Account Number	Account Type	Account Subtype	Cost Center ID	TX Date	Post Date
00000002	Draft	Financial	1010	1001	Asset	Cash		01/31/2023	01/31/2023

3 Further drill to open any transaction. Review the details and audit log

Journal #2

SOURCE LEDGER	Financial	LOCATION	0 - Abacus Global
REFERENCE	Initial Investment in Abacus US Software	IC LOCATION	1010 - Abacus US Products
STATUS	Draft	POSTED CURRENCY	USD
ENTRYTYPE	Standard	CUSTOMER	--
TRANSACTION DATE	01/31/2023	INVOICE	--

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).

Intercompany documents are invoices/bills that involve multiple locations. They can be reviewed, managed and posted in their journal format here

Journal templates are ideal for transactions regularly performed such as invoices, bills and some journals

After a journal template is created, use recurring journals to automate regular postings over a time schedule (such as for revenue recognition, monthly accruals, depreciation)

Left-click + New to draft a new (standard) journal

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.

Add Journal fields are pre-populated - by standard defaults (Transaction Date = current date), from your structures (Location and Currency reflect the current selected location), or as defined in Account Settings

✕
Add Journal

Entry Type
Standard

Reference
Required

Transaction Date
08/15/2023

Posted Date
08/15/2023

Currency
USD

Location
Abacus Global

IC Location
 Eliminate

Customer
+

Vendor
+

Ledger Account	Cost Center	Product	Description	Debit	Credit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	\$0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	\$0.00

+ LINE

Notes
 Normal

CANCEL
SUBMIT

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.

Journal Entry Type can be standard, reversing or recurring (when set up)

Edit the transaction and posting dates as needed - use 02/28/2023 so we can clearly see the transaction in our February reporting period

✕
Add Journal

Entry Type
Standard

Reference
Long term loan to fund Abacus Europe

Transaction Date
02/28/2023

Posted Date
02/28/2023

Currency
USD

Location
Abacus Global

IC Location
 Eliminate

Customer
+

Vendor
+

Ledger Account	Cost Center	Product	Description	Debit	Credit
1000 - Cash				\$5,000,000.00	\$0.00
3300 - Loans				\$0.00	\$5,000,000.00
				\$ 5,000,000.00	\$ 5,000,000.00

+ LINE

Notes
 Normal

CANCEL
SUBMIT

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.

1 Navigate to Financial > Locations

2 In the Locations area, left-click + New to open the Edit Location popup and add the details for the new Europe location

3 Add the name and ID for our Europe location (description is optional)

4 Europe's parent location is Abacus Global

5 Select EUR for its default currency

6 Select our standard forex gain/loss account

7 When completed, left-click to submit

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).

1 Use Actions to edit each location and add the Gain/Loss Acc.

ID ↑	Name	Description	Currency	Parent	Gain/Loss Acc.	Actions
0	Abacus Global	Global parent company for all of Abacus	USD	--	5900 - Foreign Currency Gains and Losses	⋮
10	Abacus US	Abacus US is the parent company for all U...	USD	0 - Abacus Global	5900 - Foreign Currency Gains and Losses	⋮
1010	Abacus US Products	Abacus US Products sells products	USD	10 - Abacus US	5900 - Foreign Currency Gains and Losses	⋮
1020	Abacus US Services	Abacus US Services sells professional ser...	USD	10 - Abacus US	5900 - Foreign Currency Gains and Losses	⋮
20	Abacus Europe	Abacus Europe is the parent company for ...	EUR	0 - Abacus Global	5900 - Foreign Currency Gains and Losses	⋮

Abacus Europe is now added to the location hierarchy

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.

The screenshot shows the 'Edit Ledger Account' form with the following callouts:

- Navigate to Financial > Accounts
- Left-click +New
- Set the account number and name
- Optional long form account description
- Left-click and select the primary account type (Cash is an Asset)
- Left-click and select sub-type (grouping of Asset types, edit to add your own) which will be leveraged in your reporting and analysis
- We'll accept the default location, Abacus Global. We could limit the account to be available for Europe transactions only
- Set to "yes" for Revalue Forex Rates
- Submit when ready

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).

The screenshot shows the 'Add Journal' form with the following callouts:

- Confirm Eliminate? is set to on and SoftLedger will automatically create the intercompany elimination entries for consolidated reporting
- Detailed descriptions can be used for later search, auditing and filters
- Edit the transaction and posting dates as needed - use 02/28/2023 so we can clearly see the transaction in our February reporting period
- Enter/select the Ledger Account. This is the debit/credit posting for the primary Location Abacus Global
- Enter/select the IC Account. This is the debit/credit posting for the IC Location Abacus Europe
- Preview of eliminating entries
- The cash transaction is not eliminated - at Abacus Global we will report cash held by each location
- The \$4m debit/credit entries will simultaneously post to Abacus Global and Abacus Europe. In Abacus Europe the \$4m will be converted to euros based on the transaction date's currency rate

Eliminate	Ledger Account	Location	Cost Center	Product	Description	Debit	Credit
<input checked="" type="checkbox"/>	1190 - Intercompany ...	Abacus Global			Global to Europe funds trans	\$4,000,000.00	\$0.00
<input type="checkbox"/>	3090 - Intercomp...	20 - Abacus Europe				\$0.00	\$4,000,000.00
<input type="checkbox"/>	1190 - Intercompany Receivable	0 - Abacus Global				\$4,000,000.00	
<input type="checkbox"/>	3090 - Intercompany Payable	0 - Abacus Global					\$4,000,000.00
<input type="checkbox"/>	1000 - Cash	Abacus Global			Global to Europe funds trans	\$0.00	\$4,000,000.00
<input type="checkbox"/>	1003 - Cash Abac...	20 - Abacus Europe				\$4,000,000.00	\$4,000,000.00

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

✎ 📄 📄 🗑

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

Journal #5

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.

Name	Type	Start Date	End Date	EXPORT		REFRESH		Intercompany cash movements are eliminated	
SoftLedger Default Balance Sheet	Location	2023-01-01	2023-09-18						
				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	\$	—	\$	—	\$	—	\$	—	\$ —

Use the ^ to expand/▼ collapse controls to account types and sub-types for viewing reports

Intercompany cash movements are eliminated

Step 5 - Working with multiple currencies

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

The screenshot shows the 'Financials' report for 'ABACUS GLOBAL (USD)' on 08/30/2023. A 'Select Location' popup is open, listing 'ABACUS GLOBAL (USD)', 'ABACUS US (USD)', 'ABACUS US PRODUCTS (USD)', 'ABACUS US SERVICES (USD)', and 'ABACUS EUROPE (EUR)'. The 'ABACUS EUROPE (EUR)' option is highlighted. Three numbered callouts provide instructions: 1. Left-click the location picker to open the Select Location popup. 2. Left-click to switch the location level to Abacus Europe. 3. Hit Esc or left-click anywhere outside the Selection Location popup to return to the balance sheet which is now displaying at the Europe level.

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.

1 Left-click and update to EUR

2 Generate the balance sheet report in EUR

SoftLedger will use the transaction date (of the journal, invoice, bill, receipt, payment, etc.) to calculate the currency. In each month end close process you can choose to revalue to your monthly rate.

	ABACUS EUROPE	ELIMINATION	BALANCE
	\$ 4,000,000.00	\$ -	\$ 4,000,000.00

	ABACUS EUROPE	ELIMINATION	BALANCE
	€ 3,407,328.00	€ -	€ 3,407,328.00

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.

1 Navigate to Financial > Journals

The location remains Abacus Europe - new journal (and all other transaction types) location fields will intelligently prepopulate at this level

2 Left-click + New to draft the journal

The Abacus Global journals are not seen/filtered out to reflect the current Abacus Europe view level

View	Number ↓	Ledger	Type	Location	ICLocation	Reference	Posted Date	Transaction Date	Create
Rows per page: 25 0 - 0 of 0									

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).

Add Journal

Location is Abacus Europe

Edit the transaction and posting dates as needed - use 03/01/2023 so we can clearly see the transaction in our March reporting period

Entry Type: Standard
 Reference: Transfer cash to long term investment
 Transaction Date: 03/01/2023
 Posted Date: 03/01/2023
 Currency: EUR

Location: Abacus Europe
 IC Location: [dropdown]
 Vendor: [dropdown]

In Abacus Europe we're posting in euros (any location can post in any currency)

Ledger Account	Cost Center	Product	Debit	Credit
1010 - Investments			€3,000,000.00	€0.00
1003 - Cash Abacus Europe			€0.00	€3,000,000.00
			3,000,000.00 €	3,000,000.00

Depositing into 1010 Investments, crediting from the 1003 Cash Abacus Europe account

Submit when ready

CANCEL SUBMIT

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

ABACUS EUROPE (EUR) Financials 08/30/2023 NEILT

SoftLedger Default Balance Sheet Location 2023-01-01 2023-08-30 EXPORT

1 Left-click the 1003 Cash Abacus Europe balance to drill into the transactions (and can then further drill to a transactions journal lines and audit detail)

Balance sheet reflects the long term investment transaction

ABACUS EUROPE		BALANCE	
1003 - Cash Abacus Europe	€ 407,328.00	€ —	€ 407,328.00
1010 - Investments	€ 3,000,000.00	€ —	€ 3,000,000.00
Total Cash & Cash Equivalents	€ 3,407,328.00	€ —	€ 3,407,328.00

Number	Status	Ledger	Location ID	Account Number	Account Type	Account Subtype	Cost Center ID	TX Date	Post Date
00000007	Draft	Financial	20	1003	Asset	Cash		03/01/2023	03/01/2023
00000006	Draft	Financial	20	1003	Asset	Cash		02/28/2023	02/28/2023

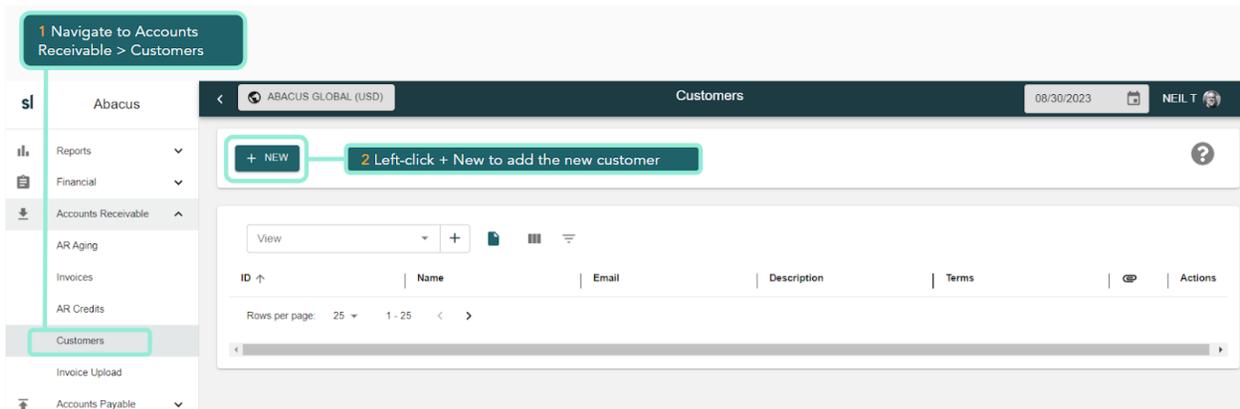
Part 3 Working with Accounts Receivable and collecting cash

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.

Add Customer

1 Add the customer name and other applicable information including payment terms

Customers can be made inactive if needed

2 Submit when ready

Click or Drop here to add attachments

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

Add new, save, open and manage customer table views

Export this view to Excel

Show/hide columns in this view

Filter the view by standard or custom fields (e.g. to all Europe customers)

Customer summary based on display preferences and current view filters

Actions to edit or delete the customer

ID ↑	Name	Email	Description	Terms	Actions
1	US Customer	uscustomer@example.com	US Customer HQ (buys for all US Custo...	30 days	

Rows per page: 25 | 1 - 25

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.

1 Navigate to Accounts Receivable > Invoices

Design your templates for PDF format with Invoice Templates

Create recurring invoices to automate monthly and quarterly invoicing routines

2 Left-click + New to add the new invoice

Abacus

ABACUS GLOBAL (USD) | 08/17/2023 | NEIL T

INVOICES SUMMARY | INVOICE DETAIL | INVOICE TEMPLATES | RECURRING INVOICES

+ NEW

View

Number ↓	Status	Type	Reference	Invoice Date	Customer	Location	IC I
Rows per page: 25 0 - 0 of 0							

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 to confirm the exchange rate (we use a direct integration with Open Exchange Rates (<https://openexchangerates.org/>)).

1 We'll invoice our new customer

2 We'll invoice from our US Software location

3 Edit the invoice/transaction and posting dates as needed - use 04/30/2023 so we can clearly see the transaction in our April reporting period

4 Select the AR account

5 Set the invoice currency

6 Free format description

Item	Description	Cost Center	Product	Invoice Account	Quantity	Amount	Tax Code	Tax Amount	Total
Products	Products	Sales and Mark.	Product X	5000 - Products ...	1	\$15,000.00		\$0.00	\$ 15,000.00
Products	Products	Sales and Mark.	Product Y	5000 - Products ...	1	\$7,500.00		\$0.00	\$ 7,500.00
Products	Products	Sales and Mark.	Product Z	5000 - Products ...	1	\$5,000.00		\$0.00	\$ 5,000.00
Services	Services	Sales and Mark.	Training	5100 - Services ...	1	\$2,500.00		\$0.00	\$ 2,500.00

7 We can post to our Sales and Marketing cost center (dimension uploaded earlier)

8 Select the Products (we imported earlier)

9 Enter the appropriate revenue accounts, 5000 Products and 5100 Services

10 Enter the quantity and per unit price amount for each line item. If we need, we can set up Tax Code(s) to apply, calculate and post automatically here as part the our invoice transaction

11 Submit when ready

The Item column represents either products with a description only, or as part of products held in inventory (finished goods as one item or a kit). Add as many invoice lines as needed

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.

Invoice Detail shows all invoices and their line items

Invoice summary based on display preferences and current view filters

Use the ^ expand/v collapse controls to see details or left-click on the invoice number of customer to drill into more detail

Actions to edit or delete the invoice

Filter the view by standard or custom fields (e.g. all Europe customers)

Show/hide columns in this view

Number	Status	Type	Reference	Invoice Date	Customer	Location	IC Location	Sales Order	Amount	Unpaid Amount	Actions
000001	Created			04/30/2023	1 - US Customer	Abacus US Products			\$ 30,000.00	\$ 30,000.00	

Save, open and manage customer views. Export to XLS

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.

Review emails related to this invoice

Check full/partial payments for this invoice

Review the journal lines created

Invoice 1

DETAILS | EMAILS | PAYMENTS | TRANSACTIONS | AUDIT LOG

Detailed audit log record of all activities involving this invoice

Tools to manage the invoice including print to PDF, edit (if still in draft) issue (posted v draft), copy, use for a new template, or delete.

1 Left-click to issue (from draft to posted status) our invoice

Invoice #000001

Invoice reference information

CUSTOMER	1 - US Customer	AMOUNT	\$	30,000.00
STATUS	Created	AMOUNT DUE	\$	30,000.00
APPROVED ON		INVOICE DATE		04/30/2023
APPROVED BY		POSTING DATE		04/30/2023
APPROVED EMAIL		DUE DATE		05/30/2023
Shipping Address	Default	LOCATION		1010 - Abacus US Products
Billing Address	Default	IC LOCATION		--
		AR ACCOUNT		1100 - Accounts Receivable
		SALES ORDER		--
		REFERENCE		--
		EXTERNAL ID		--
		TERMS		30 days
		TYPE		--

Line #	Kit	Item	Description	Ledger Account	Cost Center	Product	Unit Amount	Quantity	Tax	Total
0	--	--	Products	5000 - Products Revenue	Sales and Marketing	Product X	\$ 15,000.00	1	\$ --	15,000.00
1	--	--	Products	5000 - Products Revenue	Sales and Marketing	Product Y	\$ 7,500.00	1	\$ --	7,500.00
2	--	--	Products	5000 - Products Revenue	Sales and Marketing	Product Z	\$ 5,000.00	1	\$ --	5,000.00
3	--	--	Services	5100 - Services Revenue	Sales and Marketing	Training	\$ 2,500.00	1	\$ --	2,500.00

SUBTOTAL	\$	30,000.00
TAX	\$	--
TOTAL	\$	30,000.00

Attachments

Invoice line item details

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.

1 Navigate to Accounts Receivable > AR Aging

Include draft (for reports to include invoices created but not issued/posted yet)

Aging based on payment terms as compared to the current system date

The system date (can edit to see aging update and move)

ABACUS GLOBAL (USD) | **AR Aging** | 08/18/2023 | NEIL T

Consolidated | **Include Draft**

Customer ↑	Total	0-30	31-60	61-90	91-120	121-150
US Customer	\$ 30,000.00	\$ --	\$ --	\$ --	\$ 30,000.00	\$ --
Total	\$ 30,000.00	\$ --	\$ --	\$ --	\$ 30,000.00	\$ --

Rows per page: 25 | 1 - 1 of 1

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.

You can use the location menu to navigate down to Abacus US level (to see Abacus US Products and Abacus US Services balance sheet (this view is at the Abacus Global and highest level))

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

Report: SoftLedger Default Balance Sheet Type: Location Currency: USD

Start Date: 01/01/2023 End Date: 08/30/2023 Journal Status: [Dropdown]

GENERATE

Abacus US (the parent of Abacus US Products and Abacus US Services) includes our invoice as an accounts receivable

Currently all journals are being accounted for in the balance sheet report. Use the Journal Status to select All, Posted (will remove draft) or Draft (will remove posted)

	ABACUS US	ABACUS EUROPE	ABACUS GLOBAL	ELIMINATION	BALANCE
Total Cash & Cash Equivalents	\$ 9,000,000.00	\$ 4,000,000.00	\$ 2,000,000.00	\$ —	\$ 15,000,000.00
Total Accounts Receivable	\$ 30,000.00	\$ —	\$ 13,000,000.00	\$ (13,000,000.00)	\$ 30,000.00

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).

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

Report: SoftLedger Default Income Statement Type: Location Currency: USD

Start Date: 01/01/2023 End Date: 08/30/2023 Journal Status: [Dropdown]

GENERATE

1 Left-click Report and select the Income Statement, then 2 left-click Generate to run the report

Abacus US (the parent of Abacus US Software and Abacus US Services) is reporting the consolidated product and services revenues

	ABACUS US	ABACUS EUROPE	ABACUS GLOBAL	ELIMINATION	BALANCE
Total Revenue	\$ 30,000.00	\$ —	\$ —	\$ —	\$ 30,000.00

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.

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

Add Cash Receipt

Type: wire | Amount: \$25,000.00

Description: Wire received XYZ0001

Number: 0001 | Customer: US Customer

Ledger Account: 1001 - Cash Abacus US Pr... | Unapplied Cash Account: 1000 - Cash

Location: Abacus US Products | Currency: USD

Receive Date: 05/31/2023 | Posting Date: 05/31/2023

CANCEL | SUBMIT

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).

1 Navigate to Admin > Dimension Upload

2 Select Vendors from the Dimension menu

3 Left-click upload to open the choose file popup

4 Browse to choose the "Abacus Vendors to upload.xls", then left-click upload to complete

5 Once complete the upload process will be recorded in this table and the Vendors are now added

Name	Run On ↓	Type	ID	Status	Progress	Actions
Abacus Vendors to upload...	08/21/2023 20:40:33	Vendors	4fb1c685-e02a-41b0-b1c1-ef386d9b93e4	completed	100%	

Navigate to Accounts Payable > Vendors to review our upload.

1 Navigate to Accounts Payable > Vendors

ABACUS GLOBAL (USD) Vendors 08/21/2023 NEIL T

+ NEW Add a new vendor manually (can upload new vendors if preferred)

Save, open and manage vendor views Show/hide columns in this view Filter the view by standard or custom fields (e.g. all Europe customers)

ID ↑	Name	Account Number	Email	Terms	Expense Account	Actions
1	Vendor A		ap@vendora.com	Net 30	7590 - Miscellaneous	
2	Vendor D		ap@vendord.com	Net 30	7590 - Miscellaneous	
3	Vendor E		ap@vendore.com	Net 30	7590 - Miscellaneous	
4	Vendor B		ap@vendorb.com	Net 30	7590 - Miscellaneous	
5	Vendor C		ap@vendorc.com	Net 30	7590 - Miscellaneous	

Rows per page: 25 1 - 25 < >

Customer summary based on display preferences and current view filters

Actions to edit or delete the customer

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.

1 Navigate to Accounts Payable > Vendors

ABACUS GLOBAL (USD) Bill Upload 08/21/2023 NEIL T

UPLOAD 2 Left-click upload and select the "Abacus Bills to upload.xls" file

View + Show/hide columns in this view Refresh

Name	Run On ↓	Type	ID	Status	Progress	Actions
Rows per page: 25 0 - 0 of 0 < >						

3 When uploading, ensure you import your transactions by currency. Left-click upload when ready

The Bills area is used for manually bill data entry

Bulk Bill Upload

Choose File Abacus Bills to upload.xlsx Currency USD UPLOAD

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.

1 Navigate to Accounts Receivable > AP Aging

Reviewing at Abacus Global level, with all locations consolidated (the entire Abacus Global AP position)

Include draft (for reports to include bills created but not approved/posted yet)

Aging based on payment terms as compared the bill date

Vendor	Total	0-30	31-60	61-90	91-120	121-150	150+
Vendor A	\$ 6,500.00	\$ —	\$ 6,500.00	\$ —	\$ —	\$ —	\$ —
Vendor B	\$ 2,000.00	\$ —	\$ 2,000.00	\$ —	\$ —	\$ —	\$ —
Vendor C	\$ 5,000.00	\$ —	\$ 5,000.00	\$ —	\$ —	\$ —	\$ —
Vendor D	\$ 5,500.00	\$ —	\$ 5,500.00	\$ —	\$ —	\$ —	\$ —
Vendor E	\$ 1,500.00	\$ —	\$ 1,500.00	\$ —	\$ —	\$ —	\$ —
Total	\$ 20,500.00	\$ —	\$ 20,500.00	\$ —	\$ —	\$ —	\$ —

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.

2 Select the income statement and generate the report

1 Navigate to Reports > Financials

The journal lines (draft status) for our uploaded bills are immediately processed and reported in the balance sheet and income statement

	ABACUS US	ABACUS EUROPE	ABACUS GLOBAL	ELIMINATION	BALANCE
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
Operating Gain/Loss					
Total Cost of Revenue	\$ —	\$ —	\$ —	\$ —	\$ —
Total Cost of Other Revenue	\$ —	\$ —	\$ —	\$ —	\$ —
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	\$ —	\$ —	\$ 1,500.00	\$ —	\$ 1,500.00
7510 - Legal Fees	\$ —	\$ —	\$ 1,000.00	\$ —	\$ 1,000.00
7530 - Licenses	\$ —	\$ —	\$ 1,000.00	\$ —	\$ 1,000.00
Total General and Administrative	\$ —	\$ —	\$ 20,500.00	\$ —	\$ 20,500.00
Total Operating Gain/Loss	\$ —	\$ —	\$ (20,500.00)	\$ —	\$ (20,500.00)
Total Gain/Loss before Income Taxes	\$ —	\$ —	\$ —	\$ —	\$ —
Net Gain/Loss	\$ —	\$ —	\$ —	\$ —	\$ —
Total Net Gain/Loss	\$ —	\$ —	\$ —	\$ —	\$ —
Total Income Statement	\$ 30,000.00	\$ —	\$ (20,500.00)	\$ —	\$ 9,500.00

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.

The screenshot shows the 'Accounting Periods' page for 'ABACUS GLOBAL (USD)' on 08/30/2023. The interface includes a sidebar with 'Admin > Acc Periods' highlighted. The main table lists accounting periods from 2023, with columns for AR, AP, Financial, Inventory, Crypto, and Forex. Callouts provide the following instructions:

- 1 Navigate to Admin > Acc Periods** (pointing to the sidebar)
- The final lock closes the accounting period. All periods can be reopened, and posted into, if needed** (pointing to the lock icon for the 11/01/2023 - 11/30/2023 period)
- This lock closes the 2023 year** (pointing to the lock icon for the 12/01/2023 - 12/31/2023 period)
- Left-clicking this lock will invoke the foreign exchange revaluation routine, where you can update to your standard rates, and execute to post gains/losses** (pointing to the lock icon for the 09/01/2023 - 09/30/2023 period)
- To close our January accounting period, left-click the lock icons and Confirm. We can close the AR and AP ledgers as our invoices and bills are posted** (pointing to the lock icons for the 01/01/2023 - 01/31/2023 period)
- Left-clicking the financial ledger lock causes an alert message. We cannot close the financial ledger as our 3 journals (the opening entries we imported) are in draft status** (pointing to the lock icon for the 01/01/2023 - 01/31/2023 period)

An alert message is visible at the bottom: 'Close Financial Ledger? You have 3 draft Journal(s) for this ledger during this period.' with 'CANCEL' and 'CONFIRM' buttons.

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.

1 Navigate to Financial > Journals

2 Left-click the row toggle (you can select all or some of your draft journals)

3 use the left-click Post here to bulk update

Create and save views to manage the table view for repeated monthly routines

Number	Ledger	Type	Location	ICLocation	Reference	Posted Date	Transaction Date	Create
00000010	Financial					03/01/2023	08/30/2023	08/30/2023
00000009	Financial					01/31/2023	08/29/2023	08/29/2023
00000008	Financial	Standard	Abacus Global	Abacus US Products	Opening journals i...	01/31/2023	08/29/2023	08/29/2023
00000007	Financial	Standard	Abacus Global		Opening journals i...	01/31/2023	08/29/2023	08/29/2023
00000006	Financial	Standard	Abacus Global	Abacus Europe	Initial investment in...	02/28/2023	08/29/2023	08/29/2023
00000004	Financial	Standard	Abacus Global		Long term loan for ...	02/28/2023	08/29/2023	08/29/2023

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.

1 Navigate to Admin > Users

2 Left-click +New to add users. All we need is email, name and a phone number

2 Left-click and create Roles that you can allocate to your users

Add User

Email (Required)

First Name (Required)

Last Name (Required)

Phone Number (Required)

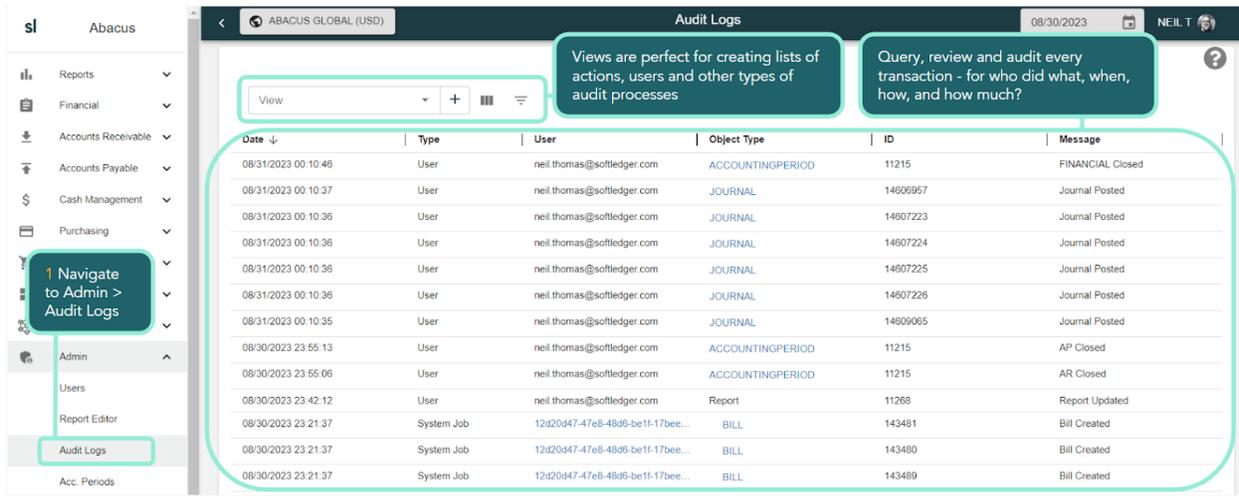
Use MFA

Location: Abacus Global

CANCEL SUBMIT

Step 3 - Review audit logs

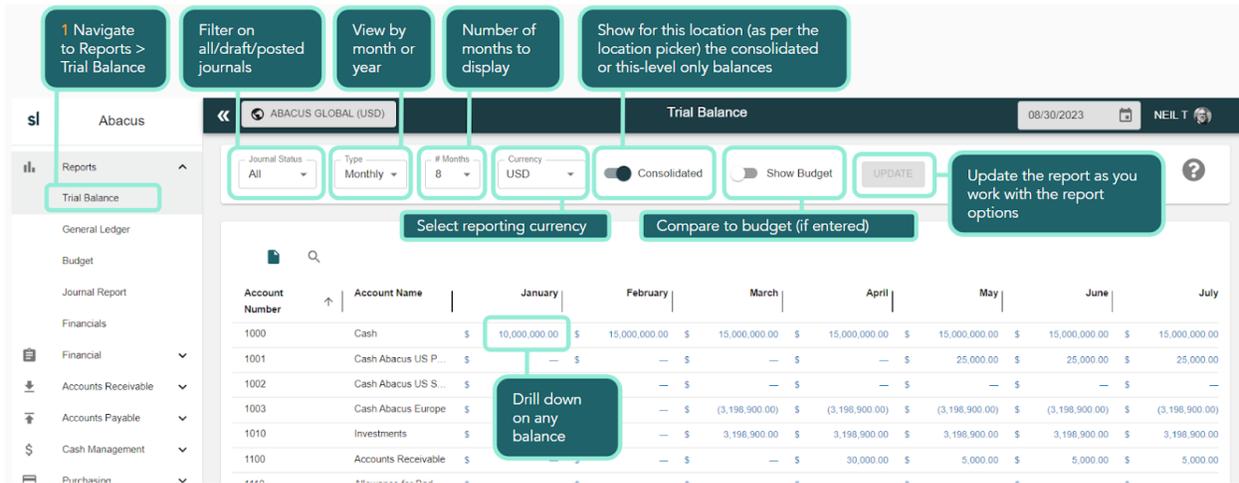
SoftLedger tracks every single interaction (manual, upload or automated via API). Focused audit logs are available throughout the platform. For a complete list to investigate, navigate to Admin > Audit Logs.



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.

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

Report: SoftLedger Default Balance Sheet | Type: Month | Currency: USD

Start Date: 01/01/2023 | End Date: 08/30/2023 | Journal Status: [Dropdown]

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.

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

Name: SoftLedger Default Income Statement | Type: CostCenter | Start Date: 2023-01-01 | End Date: 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.