

Total General Ledger System (TGLS)

Total General Ledger System (TGLS) effectively manages all complex financial business requirements and improves the business performance.

This system was created specifically for the General Ledger requirements of Water Utility Sector and the excellent solution for immediate financial management needs.

The general sets of features to be supported by the TGLS are:

- ✓ Alphanumeric accounting codes
- ✓ Define user input per segment
- ✓ Definition of valid segments per account
- ✓ Import accounting code strings
- ✓ Reversal of transactions

Accounts Payable

✓ Helps you manage your payables with less effort and with better control over tasks such as disbursement of funds, projection of future demands to avoid cash shortages, maintaining good relationship and credit standing with your suppliers.

- ✓ Prepares voucher payable on expense items
- ✓ Prepares voucher payable on merchandise purchases on account (those with complete supporting documents)
- ✓ Prepares check voucher for invoices due for payment
- ✓ Prepares list of invoices for payment (cash requirement)
- ✓ Updates vendor's subsidiary ledger after payment and receipt of merchandise
- ✓ Updates payables from invoices received and paid.
- ✓ Prepares Accounts Payable reports like:

- a) Check Disbursement journal (special journal)
- b) Direct Payments Reports
- c) Payables Invoice Aging
- d) Master Vendor List
- e) Vendor Payables Balance Sheet (Summary)
- f) Prepares Voucher Payable Journal (special journal)

Accounts Receivables

- ✓ Helps you manage your receivables with less effort and with better control over tasks as collections and projection of future receipt to improve cash management
- ✓ Provides credit limit for every customers
- ✓ Interface with the General Ledger, Cash and Sales modules
- ✓ Inquiry of receivable in summary or detail for current and prior period /years.
- ✓ Allows payment on installment on terms basis.
- ✓ User-defined set-up of receivables
- ✓ Allows liquidation of advances
- ✓ Accepts installment payment (user-defined on installment payment)
- ✓ Collected post-dated check shows as memo entry on customer ledger
- ✓ Keeps track of post-dated checks
- ✓ Updates receivables from collections
- ✓ Updates receivables from sales invoice
- ✓ Prepares credit and debit memos
- ✓ Updates receivables and inventories from debit/credit memos
- ✓ Prepares collection/reminder letter, if needed
- ✓ Prepares Accounts Receivable reports like
 - a) Customer's listing
 - b) Customers statement
 - c) List of Unpaid Invoices
 - d) Accounts Receivable Aging
 - e) Instant customer status
 - f) List of Invoices due for future collection (date range)
 - g) List of post-dated checks for Deposit (date range)
- ✓ Prepares Sales Report
 - a) List of Installment Due for Collection
 - b) List of Post-dated Checks
 - c) List of posted Invoices with GL Distribution
 - d) List of Entered Official Receipt
 - e) Edit List of Entered Invoices
 - f) List of Customer
 - g) List of Invoices deposited to a certain Bank w/ corresponding OR's
 - h) List of Deposits to a certain bank

DIGITAL DATA CORPORATION

MAIN OFFICE

50A Malakas Street, Brgy. Pinyahan, Quezon City

Tel. Nos : (632) 4354300, 7382160

Telefax: (632) 9284942

Mobile: Globe +63917-5541896 / Sun - +63922 8173414

Email: sales@digitaldata.ph

Website: www.digitaldata.ph

MINDANAO OFFICE

2nd Blk., Villanueva Subdivision, Kidapawan City.

Tel. No.: (02) 697-5392

Mobile: Smart +639192657928 / Sun +639323373068

SOUTHERN LUZON OFFICE

Galver Bldg. Executive Village Tugos, Sorsogon City

Mobile: Smart +639219909813 / Sun +639332515119

