



Course Aim

The aim of the General Ledger Advanced course is to provide the attendee with the ability to utilise the General Ledger module fully, in terms of importing journals from a spreadsheet and to concentrate on reporting requirements.

Pre-requisites

The attendee should have attended both the General Ledger – Maintenance and General Ledger – Operational courses and ideally has use the General Ledger in an operational capacity.

Suggested Attendees

This course is intended for management responsible for producing reports and also responsible for links to third party systems.

Course Content

Importing General Ledger Journals

- **Import Templates**
The aim is for the attendees to understand fully the way Agresso QL deals with importing text files whether they are fixed length or comma separated and to set up templates to read in such files. Also to distinguish between reading information from a file or generating information from the templates.
- **Setting up Import Files**
Using Microsoft Excel to set up a spreadsheet of journal information, all required fields will be explained in terms of field positions in the file, valid codes used, data types and how to generate a CSV file from the spreadsheet. The advantage of importing journals is where there are multiple lines to enter or if the information is being generated from a third party system, e. g. Payroll.
- **Importing Journals**
Demonstration of how the journal entry screens in Agresso QL are utilised to import journal information. Included are checks to determine all information has been imported correctly.

Reporting

- **User-Defined Reporting**
An in-depth session on creation of user defined reporting using wild cards, code ranges and lists for current period year-to-date and budget figures.
- **General Ledger Cross Tab Summariser**
Explanation and demonstration of the summariser report by general codes using ranges, lists, wild cards for production of an Excel spreadsheet. Values included are de-finable such as commitments, budgets, actuals for current period, history or forward periods. A workshop scenario will take place whereby specific report formats are designed to suit the attendees requirements.
- **Link to Excel**
Shows the uses of using the "link to Excel option" on enquiries screens and the summariser.

Course Objectives

Advanced interrogation skills in the General Ledger.

Methodology

Each aspect above will be thoroughly explained and demonstrated by the course trainer with "hands on" tasks for attendees.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso's Swansea Training
Centre or customer site

Cost

POA - dependant on location.