



Course Aim

The aim of the General Ledger Maintenance Course is to provide the attendee with the ability to create new General Ledger codes, set up project codes, cash accounts and cost centres. Also to be able to set General Ledger codes dormant and to be able to delete codes.

Pre-requisites

The attendee should have attended the Desktop Navigation training day and to have been good knowledge of their Chart Of Accounts structure & reporting requirements.

Suggested Attendees

This course is intended for the management responsible for the Chart of Accounts.

Course Content

- **Introduction to General Ledger**
A description of the basic concepts of the General Ledger in Agresso QL.
- **Project Codes (optional)**
Project analysis explained. Set up a project code structure (outside of the normal Chart of Accounts) which holds a separate balance and budget, therefore providing the ability to report and analyse variances against budgets.
- **Cost Centres**
The association of General Ledger codes to a cost centre (separate to the Chart of Accounts) and the enquiries and reporting facilities available on these cost centres are discussed.
- **General Ledger Codes**
 - Code Structure and Levels** – The aim is for the attendees to fully understand the way Agresso QL deals with their Chart of Accounts structure and how the number of sections/levels and lengths of the levels are referred to. Some examples of level codes should be set up.
 - Code Maintenance** – Creation of valid codes by means of manually creating the links or automated via account creation. The account type (profit & loss, balance sheet) will also be explained. Short name look-ups for codes will also be demonstrated along with the budget allocation.
 - Code Deletion** – How codes can be removed prior to having balances against them.
 - Dormant Codes** – An understanding of the facility to make certain codes or levels dormant. An explanation of the three dormant status levels; Display, Edit and Display & Edit, will be given, together with their relationship to Workgroup access.

Course Objectives

The attendee will gain a fuller understanding of the General Ledger code structures form basis for reports & enquiries.

Methodology

All topics will be demonstrated and explained before "hands on" Tasks are set for the 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.