



Course Aim

The aim of the General Ledger Operational course is to provide the attendee with the ability to enter and post journals, enquire on General Ledger codes and utilise the trial balance and other General Ledger reports.

Pre-requisites

The attendee should have attended the Desktop Navigation training course, be familiar with their Chart of Accounts structure and depending upon the structure of the organisation, have received General Ledger Maintenance training.

Suggested Attendees

This course is intended for users that will enter journals in the General Ledger on a regular basis as well as the Financial Manager or Management Accountant to enable them to understand and utilise the enquiries.

Course Content

- **Introduction to General Ledger**
A description of the basic concepts of the General Ledger.
- **General Ledger Journal Entry**
Journal Entry – A wide variety of journal types are explained and demonstrated, allowing the user to enter normal financial, standing, reversing, recurring, allocation and commitment journals.
Posting Journals – All journals can have notes, responsible persons attached to them for approval, be suspended if required and posted by a batch posting routine. The user will also be made aware that forward period journal postings can also be made.
- **General Ledger Reports**
The user will be expected to run Agresso QL standard reports such as trial balance, budget comparison and commitments vs. budgets utilising the report templates. User-defined reports and the General Ledger cross-tab summariser are also briefly discussed.
- **General Ledger Enquiries**
The comprehensive General Ledger enquiries are covered in detail explaining direct/ accumulated balances, all financial transactions for a specific period (history or forward), commitments and budgets. Any transactions can be expanded to gather more details on a particular transaction. Also demonstrated is the use of wild card searches.
Document Tracking – An understanding of the on-line audit facility, i.e. the total drilling down on any transaction to view the original documents that make up the balance and the relationships between documents. This occurs immediately (on-line) after posting

Course Objectives

The attendee will have a fuller understanding of the Nominal Ledger posting routines and extensive enquiries searches.

Methodology

The theoretical aspects of general ledger processing statistics will be explained followed by "hands on" tasks provided by the Seminar Leader to reinforce the aspects of the course.

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.