



## General Ledger

**Duration:** ½ day

### Entrance Requirements

Computer literacy and Bookkeeping Knowledge.

### Course Content:

Chart of Accounts	Reports
<ul style="list-style-type: none"> <li>• Add/Modify General Ledger Accounts</li> <li>• View Periodic History</li> <li>• Add/Modify/Delete Budgets</li> <li>• Detailed transactions with drill down</li> <li>• Fiscal Set Comparisons</li> </ul>	<ul style="list-style-type: none"> <li>• Chart of Accounts</li> <li>• Trail Balance</li> <li>• Transaction Listing</li> <li>• Source Journals</li> <li>• Batch Status</li> <li>• Batch Listing</li> <li>• Posting Journals</li> <li>• Account Structures</li> <li>• Segment Codes</li> <li>• Source Codes</li> <li>• Source Journal Profiles</li> <li>• Options</li> <li>• Recurring Entries</li> </ul>
Transaction	
<ul style="list-style-type: none"> <li>• Batch List</li> <li>• Journal Entry</li> <li>• Post Batches</li> </ul>	