



PracticalTek

SINCE 1997

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General Ledger Course Syllabus

General Ledger Overview:

This course will cover all things related to your General Ledger. From the initial setup and structure to the Setups, Daily Operations and Report/Dashboard outputs included.

This course will cover:

- Applicable GL Setup Programs
 - Charts, Segments, Control Codes, Defining Books etc.
- Understanding the General Ledger General Operation Processes: Entering Invoices, Credit Memos, G/L Control Codes, Budgets, Cost Rollup etc.
- Month/Year End Processes
- Job Costing
 - Completing/Closing Jobs
 - Variance
 - Adjustment
- Posting Rules, Outlining a Chart of Accounts
- Processing Journal Entries

The following are the key components to set up the General Ledger:

- Fiscal Calendar - At least one Fiscal Calendar has to be setup
 - Standard or 4-4-5
- Chart of Accounts Structure – more than one COA can be made if needed
- Confirm/Create Categories
- Account Segment Values
- Create G/L Accounts
- Asset Management