
1 Getting Started

Introduction.....	1
Secondary (Financial Portrait) Password Entry.....	2
Keyboard Operation.....	3

2 Creating a New Company

General Ledger Main Menu.....	5
Calendar Definition	7
Company Definition	15

3 Setting/Changing the Session Company

Accessing Session Defaults	23
Changing the Session Company	24
Report Output Format and Properties.....	27

4 Chart of Accounts Development

Overview - Optional	29
G/L Account Structure Definition	30
Assign Company Organizations	37
Divisions.....	40
Accounts	43
Organization Code Inquiry	46
G/L Posting Account Maintenance.....	51
Introduction	51
Manual Method.....	53
Automated Via List Method	56
Via List Status Message	58
Inquiry and Review	58

5 Journal Entry and Posting

Manual Journal Entry - 1st Group	63
Navigation	63
Start a New Group of Entries	65
Setup for 1st Journal Entry	66
Credit and Debits Entry - 1st J.E.	71
Setup for 2nd Journal Entry.....	73
Credit and Debits Entry - 2nd J.E.....	76
Review of Batch Totals	83
Posting the 1st Batch of G/L Transactions	87
Introduction	87

Batch Selection	88
Posting and Print Options	89
Viewing the Report Output from the 1st Batch without Printing.....	91
Checking the bottom of the report.....	92
G/L Transaction Register.....	93
Manual Journal Entry - 2nd Group - Optional.....	95
Navigation	95
Start a New Group of Entries	97
Setup for 3rd Journal Entry	98
Credit and Debits Entry - 3rd J.E.	100
Setup for 4th Journal Entry.....	102
Credit and Debits Entry - 4th J.E.....	104
Review of 2nd Batch Totals	106
Posting the 2nd Group of G/L Transactions	109
Introduction	109
Batch Selection	110
Posting and Print Options	111
G/L Transaction Register.....	112
Check Messages	114
Viewing the Report Output from the 2nd Batch without Printing	116
Viewing the list of Server Requests	119

6 General Ledger Reporting

YTD Trial Balance or General Ledger	121
Sequence and Filter Posting Accounts	123
Online Report Viewing.....	126
Example General Ledger and Trial Balance reports	128

7 Management Inquiry and Reporting

Introduction.....	133
Summary Account Development.....	133
Introduction	133
Defining and Building Summary Accounts by Pattern	135
Build Summary Accounts by Pattern Report	143
Example Report	146
Building Summary Accounts Manually	149
Customized Management Reporting	157
Introduction	157
Account Relationships to Print	158
Columns based on Account Balances.....	160
Columns based on Calculations.....	162
Report Description, Margins, Defaults.....	164
Online Review of Income Statement.....	175
Income Statement	177