

1. Introduction

Welcome

The Users' Guide to the General Ledger Module is divided into 9 chapters. Chapters 3 through 8 cover each of the module's run applications, and their sub-menu options, in step-by-step instructions. Chapter 9 is a review for advanced users covering the entire module as briefly as possible.

Conventions

Following this brief discussion of the different sections, there are some important comments about the formatting conventions used throughout the step-by-step instructions, and the function key conventions used throughout the Core Information System.

Common Terms

The common terms used in the General Ledger are explained throughout this guidebook. Users should use the index to refresh their memories if any of the terms seem confusing.

1.1. How This Book Is Organized

Chapter 2

Chapter 2, General Ledger Overview, gives a brief description of this module and how the components work together. This provides users with a useful reference: encouraging them to take advantage of the many different features available in the General Ledger module.

Chapter 3

Chapter 3, Journal Entries, is where most users will begin working with this book. The functions and options available from the `Work With Journal Entries` display are covered in this chapter.

Chapter 4

Chapter 4, Budget And Reporting, covers Account Balances, Budgets, Financial Reports and the Chart of Accounts.

Chapter 5

Chapter 5, GL Report Setup, covers the report layout, their Columns and Lines, their Ranges, and the Reporting Structures.

Chapter 6

Chapter 6, GL Setup, is a large chapter covering Account Types, GL Sources, Currencies, Banks, Fiscal Periods, Companies and Recurring Journal Entries.

Chapter 7

Chapter 7, GL Month End, covers Copying Recurring Journals into the current period, and purging the old, disposable GL Journal Entries.

Chapter 8

Chapter 8 is a brief look at the `Prompt GL Year End` display.

Chapter 9

Chapter 9, Guide For Advanced Users, is a review of all of the applications covered in Chapters 3 through 8, with the briefest explanations possible. Once users are familiar with the General Ledger module, they will find this chapter useful as a quick reminder. Some sections, that take several pages to explain in the previous chapters, are covered here in one page.

1.2. What You Should Know About The Text

Text Formatting	To make the text easier to read, several formatting conventions have been used throughout the step-by-step instructions:
Bold	Aside from the headings, and the text highlighted in the displays, bold text is used to describe the use of keyboard keys. Example: Press Enter .
Italics	<i>Italics</i> are used in the “Display Pointers” which can be seen on the left side of each display figure in Chapters 3 through 8.
Bold Italics	<i>Bold Italics</i> are used for anytime the user is meant to key in a stream of text. Whenever bold italics are used, the characters are meant to be keyed as shown, using the same capitals or lower case letters as written in the instruction. Example: Key in <i>ABC</i> ...
Courier Font	Courier Font is used to describe text found in the displays. This font is used as a substitute for quotation marks because sometimes there can be some confusion as to whether the quotation marks are included as part of the example or not. Example: ... Work With GL Source.

1.3. How To Use The Function Keys

Function Keys	This is a discussion of some of the function keys and their uses. If the users have older terminal, the function keys may be labeled as Cmd such as Cmd1 or Cmd3 . In most cases they are labeled as F1 and F3 .
F1 = Help	F1 will always bring up the on-line help displays.
F3 = Exit	F3 always lets the user exit out the current display. F3 is used at the User Application Menu, to sign off.
F5 = Refresh	F5 will update the display if the user has made a change to the data.
F7 = Scroll Up	F7 lets the users scroll upwards through lists.
F8 = Scroll Down	F8 lets the users scroll down through lists.
Other F Keys	There are other F keys used for different purposes and their uses are displayed at the bottom the displays where they are active. These keys are discussed in Chapter 9, Guide For Advanced Users.
F13 Through F24	On a PC keyboard, F13 is activated by holding down the Shift key and pressing F1 . F14 = Shift+F2 , and so on. Below is a chart showing how to activate the higher numbered F keys:

These F Keys = Shift+	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12

1.4. How To Use Some Of The Other Keys

Field Exit	This key appears as the right-hand Ctrl key on the PC keyboard. The Field Exit key is familiar to AS/400 users as a means of clearing a field to the right of the cursor location.
Reset	This key appears as the left-hand Ctrl key on the PC keyboard. Reset is the normal response to many system error messages. Consult with the installing programmer for clarification.
Escape	The Esc key brings down the Attention Key Menu which offers short cut access to commonly used functions such as Work With Addresses , and Price And Availability . The Attention Key Menu is maintained with the Run Time Application.
Print Screen	The Print Screen key is useful for making hard copies of static displays. After each screen print, the message Print operation complete to the default printer device file appears, notifying the user that the screen print was successful. This message must be removed, using the Reset key, before the user can continue with their task.