

2. General Ledger Overview

Accounting Terms

The Accounting Terms used in this module, along with the function and option terms, will be familiar to any trained accountant, and need no further explanation.

2.1. Navigation Terms

The Main Starting Point

The display that begins and ends each task.

The Scenario

A description of the task being demonstrated in each section and subsection.

Your Choices

Used to show the users the results of each step and their available choices. Usually, towards the end of the demonstrations, the choices listed are only those that would lead directly to completing the task in progress. At any time before confirming their choices, the users can use **F3** to abandon the task.

The Result

A recap of the accomplished task.

2.2. Document Terms

Display

When used as a noun, it refers to *the full screen image*.

When used as a verb, it means *to show*.

Functions

The function keys listed at the bottom of the displays and windows. The functions are explained in Section 1.3., How To Use The Function Keys.

Notes

Shared, brief comments, attached to data records, used to enhance workplace communications.

Options

The horizontal menu options, these usually range from 1 to 9, and may include letter such as P for Posting.

Window

A bordered image that partially covers the full screen image.

2.3. User Tips

Number Searches

When searching from a Number search field, such as JE Number , press **Field Exit**, then **Enter** to activate the search. Most of the Number search fields do not allow an **Enter** key stroke from within the field.

If the **Enter** key is pressed while the cursor is inside a number search field, the message Enter key not allowed in field will appear. Press **Reset** to remove the message, then press **Field Exit**, and then **Enter**, to submit the search.

Scan Limit Reached

In searches made through large files, the search range is restricted to avoid system congestion. If the Scan Limit Reached message appears in the bottom left, it means that the search target was not found within the immediate search range, and, the search range did not cover the entire file. Press the **Page Down** key to search the next file portion.

If the search target does not exist in the file, the message, No data to display will appear.

Tabbing

When the cursor is on the first search field, and the documentation instruction says, “Tab across, then down to...” use the cursor arrow to drop one space below the search field line, then press **Tab** once.

The phrase “Tab across, then down to...” is used in the documentation because it is the most precisely correct way to teach new users how to work with the system.