Training Participant Guide – General Ledger

# General journals

## Basics

* Create a General journal\*
* Validate a General journal
* Post a General journal\*

## Other Journals

* Save a voucher template
* Enter a General journal by selecting a voucher template
* Enter a General journal from the Excel Add-in
* Enter a Reversing journal\*
* Void a posted General journal\*

# Base Configuration

* Add a Main account\*
* Add a new Dimension value\*
* Add a new Fund value\*
* Create and/or edit Financial reasons

# Reports and Inquiries

* Print a General journal\*
* Audit trail inquiry
* Transactions by Main account or Financial dimension
* Trial balance