



General Ledger, Bank Rec and Budgets Online Training

- **General Ledger Maintenance**
 - Setting Up Chart of Accounts
 - ◆ Account Maintenance options
 - Chart of Account Breaks
- **Journal Entries**
- **Recurring Journal Entries and Account Allocation Entries**
- **Daily Detail Register**
- **Month End and Year End Procedures**
 - Reports to run
 - Period End Update
- **Bank Reconciliation**
 - Check Processing
 - Other Transaction Processing
 - Balance Check Book
- **Budgets**
 - Create and Maintain
 - Update from Excel