



PBS General Ledger Training

Agenda – Part 3 – Pulling it Apart – Reporting and Extracting Data

- I) Review of Last Week
 - a. 5 Methods of Entering Data into GL
 - 1. MLE Entry
 - 2. Distribution Entry
 - 3. Distribution Interface
 - 4. Recurring Journal
 - i Setup
 - ii Fixed versus Variable
 - iii Select for Use – Auto vs Manual, Fixed vs. Variable
 - 5. (Standard Journal)
 - i Primarily Included for Compatibility
 - ii Posted once per accounting period.
 - iii All of the debits and credits are posted directly to the GL
 - iv Entries are left on file in the Standard Journal.
 - v Fixed versus Variable – Edit selection function
 - b. Interfacing - Review ([show interface PDF diagram](#))
 - 1. Each Accounting App has it own Distribution to GL file (APDIST, ARDIST etc.)
 - 2. Transaction marked as interfaced or not
 - 3. Can only interface 1 application at a time
 - 4. Sub-ledgers each have their own list program for the interface data
 - 5. Can purge during interface or later
 - 6. Can compress during interfacing (pre V12 only)
 - 7. Once in the GL transactions can be edited, new transaction added or old ones deleted.

- II) The GL System Flow - recap ([show system Flow Diagram](#))
 - a. Walk through the GL Menu

- III) Reports and Displays
 - a. TB (recap)
 - b. TB – subtotal levels
 - c. Source Cross Reference (recap) – method for reconstructing GL posting batches
 - d. Navigator view

- IV) Budgets and Comparatives
 - a. What is a Budget
 - b. Structure of Budgets
 - c. Generation of Budgets
 - d. What is a Comparative

- V) Financial Statements – Part 1
 - a. Structure of Financial Statement – Layouts & Specifications
 - b. Layouts – brief review of options
 - 1. Accounts and Ranges
 - 2. Print or Accumulate
 - 3. SUB's and PAT/PATR
 - 4. SR#/ER#

- VI) Financial Statements – Part 2
 - a. Specifications
 - 1. Setup
 - 2. Budgets & Actuals
 - b. Running Financial Statements
 - 1. Print Next Run
 - 2. Run Time Options
 - 3. Export Option

