

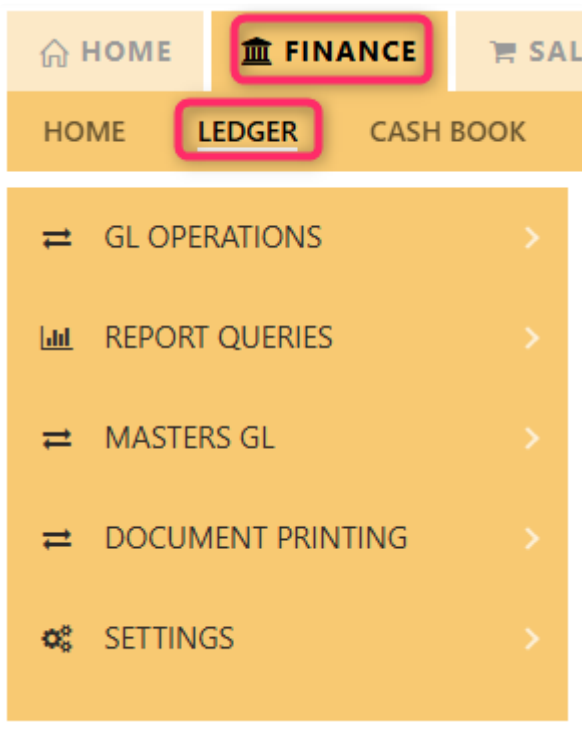
Overview - Ledger

The **LEDGER UNDER FINANCE MODULE** is the heart of Uniq365. It ties the different modules and allows for :

- Entry of GL Transactions (Journal vouchers entry)
- Auto-posting from Receivables, Payables, Sales, Procurement, Inventory & Fixed Assets modules

MENU NAVIGATION

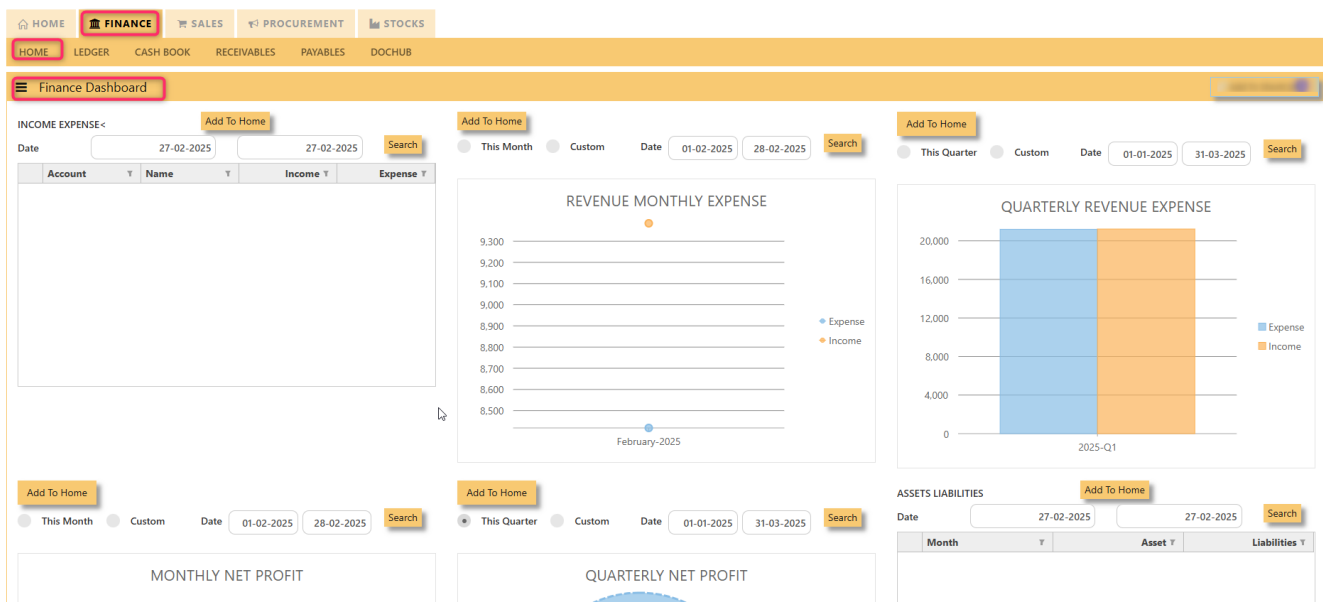
Sub-menu items of **LEDGER** are listed below:



The **LEDGER UNDER FINANCE MODULE** , otherwise known as **GENERAL LEDGER or GL**, has 6 tabs, as shown above, which are GL Operations, Reports Queries, Master GL, Document printing and Settings:

- **GL OPERATIONS** is where transactions such as Journal Vouchers, Year Ending, Enter GL Opening Balance, Repost of GL transactions, A2000ERP year end, Posting recurring journal, Recurring Journal Voucher, Period Locking and Monthly Stock Entry.
- **REPORT QUERIES** lists all the available reports in the GL Module.
- **MASTERS GL** contains all the masters which are related to GL such as GST type tables, Currency, Project, Department, Section, Unit [simplified as PDSU] and Exchange Rates [Daily Currency -by currency and Daily Currency -by date.
- **DOCUMENT PRINTING** - where you can print transaction by batch.
- **SETTINGS** is where Chart of Accounts [COA], Final Accounts Layout [FAL], Control Account GL [CAG], Chart of Accounts Data Import [CADI].

FINANCE DASHBOARD NAVIGATION



- **FINANCE DASHBOARD** - showing the company performance thru graphical presentations.
- **ADD TO HOME** - select the graph or dashboard to home
- **SEARCH** - select date range

FLOW OF GENERAL LEDGER OR GL MANUAL

The flow of this manual is not designed to address every single feature in **Uniq365**. However, it will enable the user to :

- Be competent to handle the main functions and workflow of the module,
- Be confident enough to create new codes and transactions in this module,

- Know how to troubleshoot data entry errors and set up the system properly.

Users are advised to refer to the supplementary training section or the user guide for other features not mentioned in this manual.

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