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Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setup and Defining the Chart of Accounts	90 min
3	Lab Exercise 1	25 min
4	Processing and Tracking G/L Transactions	60 min
5	Budgets	20 min
6	Reports, Miscellaneous Options and Close	30 min
7	Review	5 min
8	Lab Exercises 2 and 3	30 min
Total Time		270 min or 1/2 day

BW General Ledger Objectives:

- Learn how to define global parameters for how General Ledger operates
- Learn how to set up and maintain your chart of accounts
- Understand the use of departmental accounting
- Learn how to post standard, recurring, and reversing journal entries
- Understand how to track entries from other BusinessWorks modules
- Practice entering and tracking budgets
- Learn how to print financial statements and other General Ledger reports