

## GL Self-Study Guide Test

Dealer Name: \_\_\_\_\_

Dealer #: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

### **LESSON 1:**

1. What is the purpose of General Ledger?
2. How do transactions get to G/L from other applications?

### **LESSON 2:**

1. The chart of accounts are divided into two major sections, they are \_\_\_\_\_ Accounts and \_\_\_\_\_ Accounts.
2. The standard accounting equation is:  
Owner's Equity = \_\_\_\_\_ - \_\_\_\_\_.
3. Debits increase \_\_\_\_\_ and Expenses and decrease \_\_\_\_\_, \_\_\_\_\_ and Revenue.

4. Credits increase \_\_\_\_\_, \_\_\_\_\_, and Revenue and decrease \_\_\_\_\_ and Expenses.

### **LESSON 3:**

1. What are the two standard chart of accounts we can create for you?
2. When setting up the chart of accounts, the \_\_\_\_\_ portion is required and the other parts are optional.
3. You may have up to \_\_\_\_\_ parts and any part may be up to \_\_\_\_\_ digits as long as the total number does not exceed fifteen characters.
4. All reports that recap account activity will recap by each \_\_\_\_\_ center.

### **LESSON 4:**

1. The \_\_\_\_\_ of \_\_\_\_\_ is the nucleus of the SouthWare General Ledger System.
2. What field in the account record controls the detail of posting from other applications?

3

5

12

There isn't one

3. The special transaction type for Beginning Balances is \_\_\_\_\_?

**\*\*\* Include your Beginning Balance Edit Listing with this test (Report #1)**

### **LESSON 5:**

1. Where do you set up special security features for entering transactions?

Control Record

Transaction Operators

SwiftMate

You don't

2. If I had to enter a recurring transaction to pay my power bill and I didn't know the monthly bill, but I knew that half the bill went to department A and half went to department B, what recurring type would I use?

A

P

F

Any one will do

**\*\*\* Don't forget to include the reports printed in this lesson:  
GL-04-10 (#2), GL-04-11 (#3), and GL05-01 (#4).**

## **LESSON 6:**

1. What are the two key points to remember about the budgeting workfile:

1.

2.

2. What are the three budget types stored in each account record:

1.

2.

3.

3. Only one budget type can be printed on a Financial Statement.

True

False

## **LESSON 7:**

1. An "RV" type transaction is used to enter transaction for a prior year.

True

False

2. An "MM" type transaction must balance before posting.

True

False

**\*\*\* Don't forget to include a copy of GL-01-02 (#5)**

## **LESSON 9:**

1. A \_\_\_\_\_ is the vertical layout of a report.
2. What are the three options for format detail?
  - 1.
  - 2.
  - 3.
3. What is an "F" Format Line Type?
4. A level 7 total is a Major Total and a level 1 is a minor total.

True

False

**\*\* Include a copy of the report printed for this lesson: Report #6 (GL-03-02 Format Listing).**

## **LESSON 10:**

**\*\* Include a copy of the financial statement you printed for this lesson: Report #7.**

## **LESSON 11:**

1. The General Ledger account inquiry program gives you powerful \_\_\_\_\_ and \_\_\_\_\_ of your G/L accounts and transactions.

2. You must print the G/L Trial Balance in detail.

True

False

3. What report should be used to recreate an account balance situation for a 3 month period of time:

G/L Trial Balance

G/L Transaction History Report

**\*\* Include a copy of the G/L Trial Balance (GL-04-01) you printed for this lesson: Report #8.**