GENERAL LEDGER (GL) OVERVIEW WINDOW

The Pontem General Ledger ‘Overview Window’ is displayed at the beginning of every GL session.

Different versions of this window appear depending on:
— Whether a database is open
— If the database was opened by the System Administrator

This is how the screen looks when no user is logged into the database.
This is how the screen looks when a user IS logged into the database.

The ‘Overview Window’ is particularly useful as it enables you to quickly switch between activities.

If at any time you would like to return to the ‘Overview Window’ simply click on the Overview quick link in the ‘Primary Tasks Navigator’ or press ‘F4’ on the keyboard.
Primary Task Navigator

The tasks in the ‘Primary Task Navigator’ allow a user to:

- Quickly return to the ‘Overview Window’
- Manage ledger accounts
- Manage journal entries
- Manage preliminary and finalized budgets

Tools and Reports Navigator

A unique feature of the ‘Tools and Reports Navigator’ is both tabs are dynamic, displaying reports and tools that are associated with the task being performed. Whatever task a user may be performing, relevant reports and tools are available with a single click.
Quick Search Utility

The ‘Quick Search’ section of the ‘Overview Window’ has different views that are tied to the task being performed.

When working within ‘Ledger Accounts’ or ‘Journal Entries’ this utility allows users to easily search existing transactions. Advanced filtering options are also provided allowing users to specify any combination of criteria to help in refining their search.
Primary Workspace

The ‘Primary Workspace’ is the area of the screen in which users will do the majority of their work.

When no task is selected, the ‘Primary Workspace’ offers direct hyperlinks to the Pontem Software website as well as links to other websites that can provide accounting information to aid in maintaining the General Ledger.

When working within a ‘Primary Task’ such as Journal Entries, the primary workspace changes such that the user can enter or edit information.
There are two different ways to view information within a ‘Primary Task.’

**Transaction Detail View**

- View journal entry details of a specific transaction
- Enter a new transaction
- Change an existing transaction
- Toggle to the ‘Transaction List View’

**Transaction List View**

The ‘Transaction List View’ is primarily used along with the ‘Journal Entry Quick Search’ or the ‘Journal Filter.’ The user can change the criteria to control which records are displayed in the list.

From the ‘Transaction List View’ users can:

- Change the selection criteria to display a new sub-set of transactions displayed in the list
- Display the ‘Transaction Detail’ view for the transaction selected in the transaction list.
- Edit a transaction
- Record a new transaction
- Return to the ‘Transaction Detail’ view without synchronizing to the transaction selected in the transaction list.

**NOTE:** You may use the Scroll Bar, Arrow keys and/or the Page Up and Page Down keys to scroll through the records in the list.
Menu Bar

The ‘Menu Bar’ is common to nearly all applications and provides quick access to frequently used functions within the General Ledger program. When clicked, each item on the ‘Menu Bar’ offers additional options and routines:

File: Used to navigate in and out of the database(s), to perform maintenance, and to manage database administration such as backing-up data and Importing and Exporting Data.

Edit: Used to cut, copy, paste, or select text within the program. Users can also Adjust Preferences for the program with this selection.

Reports: Allows users to choose a category of reports to run, forwarding the user to a Report Selection screen.

Help: Offers users the option of searching Help topics by keyword or phrase. The link can also be used to check the Internet for program updates or link to program help on the web for further assistance.
Drop-Down Lists

Throughout the program drop-down fields are used to simplify data entry. Users may complete this field one of three ways: By typing the selection in the field, By choosing the selection from the correlated list with a mouse, or keyboard keys.

NOTE: If a user types in this field the numbers or letters entered must match one of the items currently included in the list. The program will not allow a user to add a selection to the list by simply typing it into a drop-down list.

If the user clicks on the arrow portion of this field the program will display a list of possible, relevant entries specific to each field. Users can then highlight the desired selection by moving the mouse over the selection and clicking the left mouse button.

If the cursor is in this field the user can browse through the list to make a selection.

This is done using the up and down arrow keys and the page up and page down keys on the keyboard.
Drop-Down Menus

Pontem’s General Ledger software uses drop-down menus, or pull-down menus to display secondary and tertiary options that correlate to menu options.

Throughout the program drop-down menus may be accessed by clicking on an item in the ‘Menu Bar’ or by using standard keyboard shortcuts.

When a menu selection with an arrow next to it appears, this indicates that an additional, or secondary, menu is available. Click on that item to highlight further options.
Technical Support...

If you require additional assistance with your Pontem software please don't hesitate to contact a member of our Support Team. Our goal is to help you get the most out of your Pontem Software investment. We would be happy to help.

Pontem Help Desk

Call 888.237.8531 toll-free
Submit an online support request at: http://www.pontem.com/Support-1
Email: support@pontem.com