

4. Budget And Reporting

This Chapter

This chapter covers Account Balances, Budgets, Financial Reports and the Chart of Accounts.

4.1. How To Work With Account Balances

Getting There

The following shows you how to get to the Work With Account Balance display:

Signing On

Sign on, and you will see the User Application Menu, as shown in Figure 1.

Figure 1

User →
Application
Menu

```
ZZMENUR  DISPLAY  1/02/96 08:00:00
                                User Application Menu
User Id YOU
Your Name
Type options, press Enter.
1=Select Menu Option  2=Change Current Application Company

? Application Description          Company.
AP      Accounts Payable          YOURCO
AR      Accounts Receivables      YOURCO
CM      Contact management        YOURCO
GL      General Ledger            YOURCO
IC      Inventory Control         YOURCO
IT      Incident (project) Tracking OTHRCO
OE      Order Entry               YOURCO
PO      Purchase Orders           YOURCO
UU      Union Information System   OTHRCO
ZZ      Run Time                  YOURCO

F3=Exit
```

The Applications

Here is a display of the applications you have been given to work with.

- In this display, YOURCO is short for Your Company, and OTHRCO is short for Other Company.
- The Other Company would be one that your company owns or is affiliated with.
- In Figure 1, option number 1 lets you select an application.

Selecting An Application

We are going to work with the General Ledger application. Tab across then down to GL, key in a **I**, as shown in Figure 2, and press **Enter**.

- If you tab too far by mistake, use the **↑** to take you back up.

Figure 2

Here's the number 1 →

```

ZZMENUR   DISPLAY   .....
:                                     Run Application Menu   :
User Id YOU   : YOURCO   TEST Manufacturing Co. Ltd.   :
Your Name    : GL       General Ledger               :
Type options, press Enter. : Select Menu options using '1' :
1=Select Menu Option 2=Chang : ? Menu Description       :
:                                     Work With Journal Entries :
? Application Description   : Budget & Reporting Menu   :
AP   Accounts Payabl : GL Report Setup Menu     :
AR   Accounts Receiv : GL Setup Menu            :
CM   Contact Managem : GL Month End Menu        :
1 GL   General Ledger : Prompt GL Year End       :
IC   Inventory Contr : Common Menu Functions    :
IT   Incident (proje :                               :
OE   Order Entry     :                               :
PO   Purchase Orders :                               :
UU   Union Informati :                               :
ZZ   Run Time        :                               :
:                                     :
:                                     F3=Exit   F17=Change Current Company :
:                                     :
F3=Exit   .....
  
```

Here's the new window

General Ledger

A window appears on the right, partially covering the previous display.

- Although you are now working with one of the applications, you can still see your user ID and your choice of options on the left.
- This information is useful for troubleshooting.

Tab down and key in a **I** beside Budget & Reporting Menu, as shown in Figure 3.

Figure 3

Here's the number 1 →

```

ZZMENUR   DISPLAY   .....
:                                     Run Application Menu   :
User Id YOU   : YOURCO   TEST Manufacturing Co. Ltd.   :
Your Name    : GL       General Ledger               :
Type options, press Enter. : Select Menu options using '1' :
1=Select Menu Option 2=Chang : ? Menu Description       :
:                                     Work With Journal Entries :
? Application Description   → 1 Budget & Reporting Menu   :
AP   Accounts Payabl : GL Report Setup Menu     :
AR   Accounts Receiv : GL Setup Menu            :
CM   Contact Managem : GL Month End Menu        :
1 GL   General Ledger : Prompt GL Year End       :
IC   Inventory Contr : Common Menu Functions    :
IT   Incident (proje :                               :
OE   Order Entry     :                               :
PO   Purchase Orders :                               :
UU   Union Informati :                               :
ZZ   Run Time        :                               :
:                                     :
:                                     F3=Exit   F17=Change Current Company :
:                                     :
F3=Exit   .....
  
```

You're working with this window

Account Balance Press **Enter**, and your display will look like Figure 6.

Figure 6

<p>Work With →</p> <p>Account Balance</p> <p><i>Search Fields</i> →</p> <p><i>Options</i> →</p> <p><i>Function Keys</i> →</p>	<pre> GLAFDFR DISPLAY 1/02/96 08:00:00 Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Fiscal From To Centre Code Account Description Year Period Period ----- Type options, press Enter. 5=Display 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Total Total Centre Code Account Amount Units 0000 Balance Sheet .00 .00 0100 Assets .00 .00 0105 Current Assets .00 .00 0110 Cash .00 .00 0120 Cash General Account .00 .00 0121 City Bank General Account .00 .00 0122 City Trust (Credit Cards) .00 .00 0125 CB US Cash Account .00 .00 0126 US Account Exchange .00 .00 + F3=Exit </pre>
---	---

Work With Order Entry Customers

The **Work With Account Balance** display fills up your entire screen.

Search Fields

At the top, there are fields to help you find Accounts quickly.

The Options

The Options are explained throughout this chapter.

The Account List

In the lower half, there is a selection of Accounts in Account Code order.

Function Keys

Along the bottom, there is a list of the Function keys and what they do.

A Main Starting Point

The next 4 Subsections begin at the **Work With Account Balance** display.

- Think of this display as The Main Starting Point for all of the functions available to you in this part of the General Ledger module.
- Knowing this starting point, will be useful to you in the future, if you ever need to look back at this book to refresh your skills.

4.1.1. How To Display Account Balances

The Main Starting Point

Figure 1 shows the Work With Account Balance display.

Figure 1

Work With →
Account
Balance

GLAFDFR		DISPLAY		Work With Account Balance			1/02/96 08:00:00		
Company Code	YOURCO TEST	Manufacturing Co. Ltd.			Fiscal	From	To		
GL Cost Account	GL Sub Account	Description			Year	Period	Period		
Type options, press Enter.									
5=Display 8=Details 9=Notes									
? GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount		Total Units			
	0000		Balance Sheet	.00		.00			
	0100		Assets	.00		.00			
	0105		Current Assets	.00		.00			
	0110		Cash	.00		.00			
	0120		Cash General Account	.00		.00			
	0121		City Bank General Ac	.00		.00			
	0122		City Trust (Credit C	.00		.00			
	0125		CB US Cash Account	.00		.00			
	0126		US Account Exchange	.00		.00	+		
F3=Exit									

The Scenario

We are going to display the Details for the Prepaid Insurance Account.

- First we need to search for the Prepaid Insurance Account.

Searching For Prepaid Insurance

Tab over to the Account Description search field, and key in *Prepaid*, as shown in Figure 2.

Figure 2

Prepaid →

GLAFDFR		DISPLAY		Work With Account Balance			1/02/96 08:00:00		
Company Code	YOURCO TEST	Manufacturing Co. Ltd.			Fiscal	From	To		
GL Cost Account	GL Sub Account	Description			Year	Period	Period		
Type options, press Enter.									
5=Display 8=Details 9=Notes									
? GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount		Total Units			
	0000		Balance Sheet	.00		.00			
	0100		Assets	.00		.00			
	0105		Current Assets	.00		.00			
	0110		Cash	.00		.00			
	0120		Cash General Account	.00		.00			
	0121		City Bank General Acc	.00		.00			
	0122		City Trust (Credit Ca	.00		.00			
	0125		CB US Cash Account	.00		.00			
	0126		US Account Exchange	.00		.00	+		
F3=Exit									

Press **Enter**, and your display will look like Figure 3.

Figure 3

5 = Display →

Prepaid Insurance →

GLAFDFR	DISPLAY	Work With Account Balance			1/02/96 08:00:00		
Company Code	YOURCO TEST	Manufacturing Co. Ltd.					
GL Cost Centre	Account Code	GL Sub Account	Account Description	Fiscal Year	From Period	To Period	
			Prepaid				
Type options, press Enter.							
5=Display 8=Details 9=Notes							
? GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount		Total Units	
	0399		Prepaid Expenses	.00		.00	
	0400		Prepaid Advertising	.00		.00	
	0410		Prepaid Exhibitions	.00		.00	
	0420		Prepaid Insurance	.00		.00	
	0430		Prepaid Promotional	.00		.00	
	0440		Prepaid Property Tax	.00		.00	
	0480		Prepaid Miscellaneous	.00		.00	
F3=Exit							

Found

The Prepaid Insurance Account appears on the display.

- Option number 5 lets you display the Account Details.

Displaying Details

Tab across, then down to Prepaid Insurance, and key in a 5, as shown in Figure 4.

Figure 4

Here's the number 5 →

GLAFDFR	DISPLAY	Work With Account Balance			1/02/96 08:00:00		
Company Code	YOURCO TEST	Manufacturing Co. Ltd.					
GL Cost Centre	Account Code	GL Sub Account	Account Description	Fiscal Year	From Period	To Period	
			Prepaid				
Type options, press Enter.							
5=Display 8=Details 9=Notes							
? GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount		Total Units	
	0399		Prepaid Expenses	.00		.00	
	0400		Prepaid Advertising	.00		.00	
	0410		Prepaid Exhibitions	.00		.00	
5	0420		Prepaid Insurance	.00		.00	
	0430		Prepaid Promotional	.00		.00	
	0440		Prepaid Property Tax	.00		.00	
	0480		Prepaid Miscellaneous	.00		.00	
F3=Exit							

Press **Enter**, and your display will look like Figure 5.

Figure 5

**Display →
General
Ledger
Account
Details**

```

GLDID1K   DISPLAY                               1/02/96 08:00:00
                                     Display General Ledger Account Details
Company Code . . . : YOURCO TEST Manufacturing Co. Ltd.

GL Cost Centre . . . :
GL Account Code . . : 0420
GL Sub Account . . . :

GL Account Type Code
Description . . . . : Prepaid Insurance
Balance to Bracket : C
Posting Account . . : Y
Statistical Account : N
Account Level . . . : 9
Units Label . . . . :

GL Account Status :

F3=Exit
    
```

Your Choices

Figure 5 shows the Display General Ledger Account Details display.

- This is a static display, no changes can be made.
- You can use the **Screen Print** key to create a print-out.
- **F3** lets you exit this display.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With Account Balance .

Figure 6

**Work With →
Account
Balance**

```

GLAFDFR   DISPLAY                               1/02/96 08:00:00
                                     Work With Account Balance
Company Code YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account           Fiscal From To
Centre Code    Account Description      Year  Period Period
-----
Prepaid

Type options, press Enter.
5=Display  8=Details  9=Notes

? GL Cost Account GL Sub Account Description Total      Total
  Centre Code    Account          Total Amount      Units
  0399          0400      Prepaid Expenses      .00          .00
  0400          0410      Prepaid Advertising    .00          .00
  0410          0420      Prepaid Exhibitions    .00          .00
  0420          0430      Prepaid Insurance      .00          .00
  0430          0440      Prepaid Promotional    .00          .00
  0440          0480      Prepaid Property Tax   .00          .00
  0480          0480      Prepaid Miscellaneou  .00          .00

F3=Exit
    
```

The Result

You have successfully displayed the Account Details for the Prepaid Insurance Account.

You Are Done

This completes Subsection 4.1.1., How To Display Account Balances.

4.1.2. How To Work With Account Balance Details

Figure 1 shows the Work With Account Balance display.

The Main Starting Point

Work With Account Balance →

Figure 1

GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount	Total Units
0000			Balance Sheet	.00	.00
0100			Assets	.00	.00
0105			Current Assets	.00	.00
0110			Cash	.00	.00
0120			Cash General Account	.00	.00
0121			City Bank General Ac	.00	.00
0122			City Trust (Credit C	.00	.00
0125			CB US Cash Account	.00	.00
0126			US Account Exchange	.00	.00
					.00 +

The Scenario

We are going to work with the Details for the Prepaid Insurance Account.

- First, we need to search for the Prepaid Insurance Account.

Searching For Prepaid Insurance

Tab over to the Account Description search field, and key in *Prepaid*, as shown in Figure 2.

Prepaid →

Figure 2

GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount	Total Units
0000			Balance Sheet	.00	.00
0100			Assets	.00	.00
0105			Current Assets	.00	.00
0110			Cash	.00	.00
0120			Cash General Account	.00	.00
0121			City Bank General Ac	.00	.00
0122			City Trust (Credit C	.00	.00
0125			CB US Cash Account	.00	.00
0126			US Account Exchange	.00	.00
					.00 +

Press **Enter**, and your display will look like Figure 3.

Figure 3

GLAFDFR		DISPLAY		Work With Account Balance			1/02/96 08:00:00		
Company Code		YOURCO TEST		Manufacturing Co. Ltd.					
GL Cost	Account	GL Sub	Account				Fiscal	From	To
Centre	Code	Account	Description				Year	Period	Period
Prepaid									
Type options, press Enter.									
5=Display 8=Details 9=Notes									
? GL Cost Account GL Sub Account Description Total Total									
Centre	Code	Account			Amount		Units		
	0399			Prepaid Expenses		.00			.00
	0400			Prepaid Advertising		.00			.00
	0410			Prepaid Exhibitions		.00			.00
	0420			Prepaid Insurance		.00			.00
	0430			Prepaid Promotional		.00			.00
	0440			Prepaid Property Tax		.00			.00
	0480			Prepaid Miscellaneous		.00			.00
F3=Exit									

8 = Details →

Prepaid →

Found

The **Prepaid Insurance Account** appears on the display.

- Option number **8** lets you work with the Account Details.

Working With Account Details

Tab across, then down to **Prepaid Insurance**, and key in an **8**, as shown in Figure 4.

Figure 4

GLAFDFR		DISPLAY		Work With Account Balance			1/02/96 08:00:00		
Company Code		YOURCO TEST		Manufacturing Co. Ltd.					
GL Cost	Account	GL Sub	Account				Fiscal	From	To
Centre	Code	Account	Description				Year	Period	Period
Prepaid									
Type options, press Enter.									
5=Display 8=Details 9=Notes									
? GL Cost Account GL Sub Account Description Total Total									
Centre	Code	Account			Amount		Units		
	0399			Prepaid Expenses		.00			.00
	0400			Prepaid Advertising		.00			.00
	0410			Prepaid Exhibitions		.00			.00
8	0420			Prepaid Insurance		.00			.00
	0430			Prepaid Promotional		.00			.00
	0440			Prepaid Property Tax		.00			.00
	0480			Prepaid Miscellaneous		.00			.00
F3=Exit									

Here's the number 8 →

Press **Enter**, and your display will look like Figure 5.

Figure 5

Display GL →
Balances

8 = Details →

Example item →

GLFTDFR	DISPLAY				1/02/96 08:00:00
Display GL Balances					
Company	YOURCO	TEST	Manufacturing Co.	Ltd.	
Year	Period	Budget	GL Period	GL Period	
	Code	Code	Amount	Units	
_____	_____	_____	.00	.00	
Type options, press Enter.					
8=Details					
? Year	Period	Budget	GL Period	GL Period	
	Code	Code	Amount	Units	
01996	001		.00	.00	
F3=Exit					

Your Choices

Figure 5 shows the Display GL Balances display.

- This display shows the most recent Entries made against this Account.
- Option number 8 lets you review each Entry in more detail.

More Details

Tab across, then down to the example item, and key in an **8**, as shown in Figure 6.

Figure 6

Here's the
number 8 →

GLFTDFR	DISPLAY				1/02/96 08:00:00
Display GL Balances					
Company	YOURCO	TEST	Manufacturing Co.	Ltd.	
Year	Period	Budget	GL Period	GL Period	
	Code	Code	Amount	Units	
_____	_____	_____	.00	.00	
Type options, press Enter.					
8=Details					
? Year	Period	Budget	GL Period	GL Period	
	Code	Code	Amount	Units	
8 01996	001		.00	.00	
F3=Exit					

Press **Enter**, and your display will look like Figure 7.

Figure 7

GL JE For Account/Period
Year and Period
Options
Functions

```

GLFJDFR    DISPLAY                                1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.          Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE  6=Print JE Details  8=JE Details  9=Notes
? JE   Line #  Year  Period  GL   Description              JE Sts
Number  Source Debit   Credit              Units
0000307 0000030 1996  1    GLR  Reverse Example Journal Entry  9
                                1000.00
0000304 0000030 1996  1    GLR  Example Journal Entry          9
                                1000.00
0000301 0000010 1996  1    GL   Payroll                      0
                                500.00
0000300 0000010 1996  1    GL   Capital Exp.                  0
                                500.00
0000258 0001150 1996  1    GL   Wire chgs                     10.00
                                10.00
                                +

F3=Exit  F21=Print JE's for the Account Period
  
```

Your Choices

Figure 7 shows the GL JE For Account/Period display.

- The Year and Period fields at the top let you select the Accounting Period that you want to work with.
- There are several functions and options available, and they have all been covered in Section 3.6., How To Work With Journal Entry Entry Details.
- We will look at each function and option briefly.

Printing The Journal Entries

F21 lets you print the Journal Entries for the selected period.

Figure 8

F21 = Print

```

GLFJDFR    DISPLAY                                1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.          Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE  6=Print JE Details  8=JE Details  9=Notes
? JE   Line #  Year  Period  GL   Description              JE Sts
Number  Source Debit   Credit              Units
0000307 0000030 1996  1    GLR  Reverse Example Journal Entry  9
                                1000.00
0000304 0000030 1996  1    GLR  Example Journal Entry          9
                                1000.00
0000301 0000010 1996  1    GL   Payroll                      0
                                500.00
0000300 0000010 1996  1    GL   Capital Exp.                  0
                                500.00
0000258 0001150 1996  1    GL   Wire chgs                     10.00
                                10.00
                                +

F3=Exit  F21=Print JE's for the Account Period
  
```

Press **F21**, and your display will look like Figure 9.

Figure 9

```

GLFJDFR   DISPLAY                               1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL        Acct.          Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE  6=Print JE Details  8=JE Details  9=Notes
? JE      Line # Year Period  GL   Description              JE Sts
Number    Source Debit      Credit              Units
0000307 0000030 1996  1    GLR   Reverse Example Journal Entry  9
                                1000.00
0000304 0000030 1996  1    GLR   Example Journal Entry          9
                                1000.00
0000301 0000010 1996  1    GL    Payroll                          0
                                500.00
0000300 0000010 1996  1    GL    Capital Exp.                    0
                                500.00
0000258 0001150 1996  1    GL    Wire chgs                          0
                                10.00
                                10.00
                                +

F3=Exit  F21=Print JE's for the Account Period
Processing Print List...
  
```

Processing →

The Processing Print List message appears in the bottom left.

Completed

In a few seconds, the Completed Printing List message appears, as shown in Figure 10.

Figure 10

```

GLFJDFR   DISPLAY                               1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL        Acct.          Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE  6=Print JE Details  8=JE Details  9=Notes
? JE      Line # Year Period  GL   Description              JE Sts
Number    Source Debit      Credit              Units
0000307 0000030 1996  1    GLR   Reverse Example Journal Entry  9
                                1000.00
0000304 0000030 1996  1    GLR   Example Journal Entry          9
                                1000.00
0000301 0000010 1996  1    GL    Payroll                          0
                                500.00
0000300 0000010 1996  1    GL    Capital Exp.                    0
                                500.00
0000258 0001150 1996  1    GL    Wire chgs                          0
                                10.00
                                10.00
                                +

F3=Exit  F21=Print JE's for the Account Period
Completed Printing List
  
```

Completed →

Printed

The Printing is done, go to the printer and gather your print-out.

Displaying Journal Entries

Option number 5 lets you display the Journal Entries.

Figure 11

5 = Display JE →

```

GLFJDFR   DISPLAY                               1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.                Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE   6=Print JE Details   8=JE Details   9=Notes
? JE      Line # Year Period  GL   Description              JE Sts
Number    Source Debit      Credit              Units
0000307  0000030  1996  1    GLR   Reverse Example Journal Entry  9
                                1000.00
0000304  0000030  1996  1    GLR   Example Journal Entry          9
                                1000.00
0000301  0000010  1996  1    GL    Payroll                        0
                                500.00
0000300  0000010  1996  1    GL    Capital Exp.                   0
                                500.00
0000258  0001150  1996  1    GL    Wire chgs                      0
                                10.00
                                10.00
                                +

F3=Exit   F21=Print JE's for the Account Period
  
```

Tab across, then down to Journal Entry number 307, and key in a 5, as shown in Figure 12.

Figure 12

Here's the number 5 →

```

GLFJDFR   DISPLAY                               1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.                Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE   6=Print JE Details   8=JE Details   9=Notes
? JE      Line # Year Period  GL   Description              JE Sts
Number    Source Debit      Credit              Units
5 0000307  0000030  1996  1    GLR   Reverse Example Journal Entry  9
                                1000.00
0000304  0000030  1996  1    GLR   Example Journal Entry          9
                                1000.00
0000301  0000010  1996  1    GL    Payroll                        0
                                500.00
0000300  0000010  1996  1    GL    Capital Exp.                   0
                                500.00
0000258  0001150  1996  1    GL    Wire chgs                      0
                                10.00
                                10.00
                                +

F3=Exit   F21=Print JE's for the Account Period
  
```

Press **Enter**, and your display will look like Figure 13.

Figure 13

Display GL →
Journal Entry
Details

GLJJD1R	DISPLAY	Display GL Journal Entry Details		1/02/96 08:00:00
JE Number	:	0000307		
Year	:	01996		
Period Code	:	001		
GL Source Code	:	GLR		
Description	:	Reverse Example Journal Entry		
JE Status	:	9		
F3=Exit				

Your Choices

Figure 13 shows the Display GL Journal Entry Details display.

- This is the same display that was shown in Section 3.4., How To Display Journal Entries.
- This is a static display, no changes can be made.
- You can use the **Screen Print** key to create a print-out.
- **F3** lets you exit this display.

Exiting

Press **F3** to return to the GL JE For Account/Period display.

Figure 14

GL JE For →
Account/
Period

6 = Print →
JE Details

GLFJDFR	DISPLAY	GL JE For Account/Period		1/02/96 08:00:00	
Company YOURCO TEST Manufacturing Co. Ltd.					
GL	Acct.	Code	GL account	Int. Company	
	Year _1996	Period _1	_____1		
Type options, press Enter.					
5=Display JE 6=Print JE Details 8=JE Details 9=Notes					
? JE	Line #	Year	Period	GL Description	JE Sts
Number				Source Debit Credit	Units
0000307	0000030	1996	1	GLR Reverse Example Journal Entry	9
					1000.00
0000304	0000030	1996	1	GLR Example Journal Entry	9
					1000.00
0000301	0000010	1996	1	GL Payroll	0
					500.00
0000300	0000010	1996	1	GL Capital Exp.	0
					500.00
0000258	0001150	1996	1	GL Wire chgs	
					10.00 +
F3=Exit F21=Print JE's for the Account Period					

Option number 6 lets you print Journal Entry Details.

Printing Journal Entry Details

Tab across, then down to Journal Entry Number 307, and key in a **6**, as shown in Figure 15.

Figure 15

Here's the number 6 →

```

GLFJDFR   DISPLAY                               1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.          Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE  6=Print JE Details  8=JE Details  9=Notes
? JE   Line #  Year  Period  GL   Description
? JE   Number  Source Debit   Credit   JE Sts
6 0000307 0000030 1996  1   GLR  Reverse Example Journal Entry 9
                                1000.00
0000304 0000030 1996  1   GLR  Example Journal Entry 9
                                1000.00
0000301 0000010 1996  1   GL   Payroll 0
0000300 0000010 1996  1   GL   Capital Exp. 500.00 0
0000258 0001150 1996  1   GL   Wire chgs 500.00
                                10.00      +

F3=Exit  F21=Print JE's for the Account Period
    
```

Printing

Press **Enter**, and your display will look like Figure 16.

Figure 16

Processing →

```

GLFJDFR   DISPLAY                               1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.          Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE  6=Print JE Details  8=JE Details  9=Notes
? JE   Line #  Year  Period  GL   Description
? JE   Number  Source Debit   Credit   JE Sts
6 0000307 0000030 1996  1   GLR  Reverse Example Journal Entry 9
                                1000.00
0000304 0000030 1996  1   GLR  Example Journal Entry 9
                                1000.00
0000301 0000010 1996  1   GL   Payroll 0
0000300 0000010 1996  1   GL   Capital Exp. 500.00 0
0000258 0001150 1996  1   GL   Wire chgs 500.00
                                10.00      +

F3=Exit  F21=Print JE's for the Account Period
Processing Print List...
    
```

The Processing Print List message appears in the bottom left.

Completed

In a few seconds, the Completed Printing List message appears, as shown in Figure 17.

Figure 17

```
GLFJDFR   DISPLAY                               1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.          Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE   6=Print JE Details   8=JE Details   9=Notes
? JE   Line # Year  Period  GL   Description
Number      Source Debit      Credit      JE Sts
6 0000307 0000030 1996   1   GLR   Reverse Example Journal Entry 9
                                1000.00
0000304 0000030 1996   1   GLR   Example Journal Entry          9
                                1000.00
0000301 0000010 1996   1   GL    Payroll                      0
                                500.00
0000300 0000010 1996   1   GL    Capital Exp.                    0
                                500.00
0000258 0001150 1996   1   GL    Wire chgs                       10.00      +

F3=Exit   F21=Print JE's for the Account Period
Completed Printing List
```

Completed →

Printed

The Printing is done, go to the printer and gather your print-out.

Working With Journal Entry Details

Option number 8 lets you work with the Journal Entry Details.

Figure 18

```
GLFJDFR   DISPLAY                               1/02/96 08:00:00
                                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.          Code      GL account
                                Int. Company
                                Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE   6=Print JE Details   8=JE Details   9=Notes
? JE   Line # Year  Period  GL   Description
Number      Source Debit      Credit      JE Sts
0000307 0000030 1996   1   GLR   Reverse Example Journal Entry 9
                                1000.00
0000304 0000030 1996   1   GLR   Example Journal Entry          9
                                1000.00
0000301 0000010 1996   1   GL    Payroll                      0
                                500.00
0000300 0000010 1996   1   GL    Capital Exp.                    0
                                500.00
0000258 0001150 1996   1   GL    Wire chgs                       10.00      +

F3=Exit   F21=Print JE's for the Account Period
```

8 = JE Details →

Tab across, then down to Journal Entry Number 307 , and key in an 8, as shown in Figure 19.

Figure 19

Here's the number 8 →

```

GLFJDFR   DISPLAY                               1/02/96 08:00:00
                GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.      Code      GL account
                Year _1996      Period _1      Int. Company
                _____1

Type options, press Enter.
5=Display JE   6=Print JE Details   8=JE Details   9=Notes
? JE   Line #   Year   Period   GL   Description   JE Sts
Number                                     Source Debit   Credit   Units
8 0000307 0000030 1996   1   GLR   Reverse Example Journal Entry 9
                                     1000.00
0000304 0000030 1996   1   GLR   Example Journal Entry          9
                                     1000.00
0000301 0000010 1996   1   GL    Payroll                          0
                                     500.00
0000300 0000010 1996   1   GL    Capital Exp.                       0
                                     500.00
0000258 0001150 1996   1   GL    Wire chgs                          10.00
                                     10.00
                                     +

F3=Exit   F21=Print JE's for the Account Period
  
```

Press **Enter**, and your display will look like Figure 20.

Figure 20

Display GL →
JE Details

```

GLFGDFR   DISPLAY                               1/02/96 8:00:00
                Display GL JE Details
Company YOURCO TEST Manufacturing Co. Ltd.
Journal Entry Totals . . . :   1000.00   1000.00
  Line #   GL   Acct.   Code   Debit       Credit       Units
  -----
Type options, press Enter.
2=Change   4=Delete
? Line #   GL   Acct.   Code   Debit       Credit       Units
0000020           2100           1000.00
0000030           0121           1000.00

F3=Exit   F6=Add   F21=Print List
  
```

Your Choices

Figure 20 shows the Display GL JE Details display.

- This display is identical to the Work With Journal Entry Details display that is covered in Section 3.6., How To Work With Journal Entry Details.
- See the Subsections 3.6.1. through 3.6.4., for demonstrations of the functions and options available here.
- **F3** lets you exit.

Exiting

Press **F3**, to return to the GL JE For Account/Period display.

Figure 21

GL JE For →
Account/
Period

9 = Notes →

```
GLFJDFR   DISPLAY                               1/02/96  8:00:00
                                     GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.          Code      GL account
                                     Int. Company
      Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE  6=Print JE Details  8=JE Details  9=Notes
? JE      Line #  Year  Period  GL      Description      JE Sts
Number    Source Debit      Credit      Units
0000307  0000030  1996  1    GLR    Reverse Example Journal Entry  9
                                     1000.00
0000304  0000030  1996  1    GLR    Example Journal Entry          9
                                     1000.00
0000301  0000010  1996  1    GL     Payroll                          0
                                     500.00
0000300  0000010  1996  1    GL     Capital Exp.                      0
                                     500.00
0000258  0001150  1996  1    GL     Wire chgs                          0
                                     10.00
                                     10.00
                                     +

F3=Exit  F21=Print JE's for the Account Period
```

Option number 9 lets you display Journal Entry Notes.

Displaying Notes

Tab across, then down to Journal Entry Number 307, and key in a **9**, as shown in Figure 22.

Figure 22

Here's the
number 9 →

```
GLFJDFR   DISPLAY                               1/02/96  08:00:00
                                     GL JE For Account/Period
Company YOURCO TEST Manufacturing Co. Ltd.
GL          Acct.          Code      GL account
                                     Int. Company
      Year _1996      Period _1      _____1

Type options, press Enter.
5=Display JE  6=Print JE Details  8=JE Details  9=Notes
? JE      Line #  Year  Period  GL      Description      JE Sts
Number    Source Debit      Credit      Units
9 0000307  0000030  1996  1    GLR    Reverse Example Journal Entry  9
                                     1000.00
0000304  0000030  1996  1    GLR    Example Journal Entry          9
                                     1000.00
0000301  0000010  1996  1    GL     Payroll                          0
                                     500.00
0000300  0000010  1996  1    GL     Capital Exp.                      0
                                     500.00
0000258  0001150  1996  1    GL     Wire chgs                          0
                                     10.00
                                     10.00
                                     +

F3=Exit  F21=Print JE's for the Account Period
```

Press **Enter**, and your display will look like Figure 23.

Figure 23

Display GL →
 JE Notes
 Example note →

```

GLFJDFR  DISPL ..... 1/02/96  8:00:00
          :                Display GL JE Notes          :
Company YOURCO T :   JE Number :   0000307           :
GL           :                This is a sample note.       :
          Year 19 :                :
          :                :
Type options, pr :                :
5=Display JE 6 :                :
? JE   Line # :                :                JE Sts
Number      :                :                Units
9 0000307 000003 :                :   Entry 9
          :   F3=Exit          :   : 00
          :                :   : 9
          :                :   : 0
          :                :   : 500.00
0000300 0000011 1996 5  GL   test je                : 0
          :                :   : 500.00
0000258 0001158 1996 5  GL   SEA400-wire chgs
          :                :   : 10.00
          :                :   :
F3=Exit  F21=Print JE's for the Account Period
  
```

You're working with this window

Your Choices

Figure 23 shows the Display GL JE Notes window.

- This is a static display, no changes can be made.
- See Section 3.7., How To Work With Journal Entry Notes, for more about how Journal Entry Notes may be created and edited.
- You can use the **Screen Print** key to create a print-out.
- **F3** lets you exit this display.

Exiting

Press **F3**, to return to the GL JE For Account/Period display.

Figure 24

GL JE For →
 Account/
 Period

```

GLFJDFR  DISPLAY ..... 1/02/96  8:00:00
          :                GL JE For Account/Period      :
Company YOURCO TEST Manufacturing Co. Ltd.
GL           Acct.          Code      GL account
          Year _1996      Period _1      Int. Company
          :                :                :
Type options, press Enter.
5=Display JE 6=Print JE Details 8=JE Details 9=Notes
? JE   Line # Year Period GL   Description          JE Sts
Number      :                :   Source Debit      Credit      Units
0000307 0000030 1996 1  GLR   Reverse Example Journal Entry 9
          :                :                :   1000.00
0000304 0000030 1996 1  GLR   Example Journal Entry          9
          :                :                :   1000.00
0000301 0000010 1996 1  GL    Payroll                          0
          :                :                :   500.00
0000300 0000010 1996 1  GL    Capital Exp.                          0
          :                :                :   500.00
0000258 0001150 1996 1  GL    Wire chgs
          :                :                :   10.00
          :                :                :
F3=Exit  F21=Print JE's for the Account Period
  
```

F3 = Exit →

F3 lets you exit this display.

Press **F3**, and your display will look like Figure 25.

Figure 25

Display GL →
Balances

GLFTDFR		DISPLAY		1/02/96 8:00:00	
Display GL Balances					
Company YOURCO TEST Manufacturing Co. Ltd.					
Year	Period	Budget	GL Period	GL Period	
Code	Code	Code	Amount	Units	
			.00	.00	
Type options, press Enter.					
8=Details					
? Year	Period	Budget	GL Period	GL Period	
Code	Code	Code	Amount	Units	
01996	001		.00	.00	
F3=Exit					

F3 = Exit →

Your Choices

Figure 25 shows the Display GL Balances display.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With Account Balance.

Figure 26

Work With →
Account
Balance

GLAFDFR		DISPLAY		1/02/96 8:00:00	
Work With Account Balance					
Company Code YOURCO TEST Manufacturing Co. Ltd.					
GL Cost	Account	GL Sub	Account	Fiscal	From To
Centre	Code	Account	Description	Year	Period Period
Type options, press Enter.					
5=Display 8=Details 9=Notes					
? GL Cost	Account	GL Sub	Account Description	Total	Total
Centre	Code	Account		Amount	Units
	0000		Balance Sheet	.00	.00
	0100		Assets	.00	.00
	0105		Current Assets	.00	.00
	0110		Cash	.00	.00
	0120		Cash General Account	.00	.00
	0121		City Bank General Account	.00	.00
	0122		City Trust (Credit Cards)	.00	.00
	0125		CB US Cash Account	.00	.00
	0126		US Account Exchange	.00	.00 +
F3=Exit					

The Result

You have successfully looked at all of the functions and options available from displaying the Account Balances and Journal Entries attached to the GL Accounts.

You Are Done

This completes Subsection 4.1.2., How To Display Account Balance Details

4.1.3. How To Display Account Balance Notes

Figure 1 shows the Work With Account Balance display.

The Main Starting Point

Work With →
Account
Balance

Figure 1

GLAFDFR		DISPLAY		Work With Account Balance			1/02/96 8:00:00	
Company Code	YOURCO TEST	Manufacturing Co. Ltd.			Fiscal From	To		
GL Cost Account	GL Sub Account	Description			Year	Period	Period	
Type options, press Enter.								
5=Display 8=Details 9=Notes								
? GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount		Total Units		
	0000		Balance Sheet			.00		.00
	0100		Assets			.00		.00
	0105		Current Assets			.00		.00
	0110		Cash			.00		.00
	0120		Cash General Account			.00		.00
	0121		City Bank General Ac			.00		.00
	0122		City Trust (Credit C			.00		.00
	0125		CB US Cash Account			.00		.00
	0126		US Account Exchange			.00		.00 +
F3=Exit								

The Scenario

We are going to display the Notes that are attached directly to the Prepaid Insurance Account.

- First we need to search for the Prepaid Insurance Account.

Searching For Prepaid Insurance

Tab over to the Account Description search field, and key in *Prepaid*, as shown in Figure 2.

Figure 2

Prepaid →

GLAFDFR		DISPLAY		Work With Account Balance			1/02/96 8:00:00	
Company Code	YOURCO TEST	Manufacturing Co. Ltd.			Fiscal From	To		
GL Cost Account	GL Sub Account	Description			Year	Period	Period	
Type options, press Enter.								
5=Display 8=Details 9=Notes								
? GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount		Total Units		
	0000		Balance Sheet			.00		.00
	0100		Assets			.00		.00
	0105		Current Assets			.00		.00
	0110		Cash			.00		.00
	0120		Cash General Account			.00		.00
	0121		City Bank General Ac			.00		.00
	0122		City Trust (Credit C			.00		.00
	0125		CB US Cash Account			.00		.00
	0126		US Account Exchange			.00		.00 +
F3=Exit								

Press **Enter**, and your display will look like Figure 3.

Figure 3

9 = Notes →

Prepaid Insurance →

GLAFDFR	DISPLAY	Work With Account Balance			1/02/96	8:00:00
Company Code	YOURCO TEST	Manufacturing Co. Ltd.				
GL Cost	Account	GL Sub	Account		Fiscal	From To
Centre	Code	Account	Description		Year	Period Period
			Prepaid			
Type options, press Enter.						
5=Display 8=Details 9=Notes						
? GL Cost	Account	GL Sub	Account	Description	Total	Total
Centre	Code	Account			Amount	Units
	0399		Prepaid	Expenses	.00	.00
	0400		Prepaid	Advertising	.00	.00
	0410		Prepaid	Exhibitions	.00	.00
	0420		Prepaid	Insurance	.00	.00
	0430		Prepaid	Promotional	.00	.00
	0440		Prepaid	Property Tax	.00	.00
	0480		Prepaid	Miscellaneous	.00	.00
F3=Exit						

Displaying Notes

Tab across, then down to the Prepaid Insurance Account, and key in a **9**, as shown in Figure 4.

Figure 4

Here's the number 9 →

GLAFDFR	DISPLAY	Work With Account Balance			1/02/96	08:00:00
Company Code	YOURCO TEST	Manufacturing Co. Ltd.				
GL Cost	Account	GL Sub	Account		Fiscal	From To
Centre	Code	Account	Description		Year	Period Period
			Prepaid			
Type options, press Enter.						
5=Display 8=Details 9=Notes						
? GL Cost	Account	GL Sub	Account	Description	Total	Total
Centre	Code	Account			Amount	Units
	0399		Prepaid	Expenses	.00	.00
	0400		Prepaid	Advertising	.00	.00
	0410		Prepaid	Exhibitions	.00	.00
9	0420		Prepaid	Insurance	.00	.00
	0430		Prepaid	Promotional	.00	.00
	0440		Prepaid	Property Tax	.00	.00
	0480		Prepaid	Miscellaneous	.00	.00
F3=Exit						

Press **Enter**, and your display will look like Figure 5.

Figure 5

Display GL →
Account Notes

```

GLAF ..... 0:00
:                               Display GL Account Notes :
Com : GL Cost GL Account GL Sub :
GL : Centre Code Account :
Ce :          0121 : iod
:
:
Type :
5=Di :
:
? GL :
Ce :
:
:
: F3=Exit
9 : No data to display.
:
: .....
          0126          US Account Exchange          .00          .00 +
F3=Exit
    
```

You're working with this window

Your Choices

Figure 5 shows the Display GL Account Notes window.

- This is a static display, no changes can be made.
- See Section 3.7., How To Work With Journal Entry Notes, for more about how Journal Entry Notes may be created and edited.
- You can use the **Screen Print** key to create a print-out.
- **F3** lets you exit this display.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With Account Balance .

Figure 6

Work With →
Account
Balance

```

GLAFDFR   DISPLAY                               1/02/96 08:00:00
:                               Work With Account Balance :
Company Code YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account          Fiscal From To
Centre Code   Account Description      Year  Period Period
-----
Prepaid
Type options, press Enter.
5=Display  8=Details  9=Notes

? GL Cost Account GL Sub Account Description Total Total
Centre Code   Account Description      Amount  Units
:
: 0399          Prepaid Expenses          .00      .00
: 0400          Prepaid Advertising        .00      .00
: 0410          Prepaid Exhibitions        .00      .00
: 0420          Prepaid Insurance          .00      .00
: 0430          Prepaid Promotional        .00      .00
: 0440          Prepaid Property Tax       .00      .00
: 0480          Prepaid Miscellaneou      .00      .00
F3=Exit
    
```

The Result

You have successfully displayed the Notes attached to the Prepaid Insurance Account.

You Are Done

This completes Subsection 4.1.3., How To Display Account Balance Notes.

Budgets

Press **Enter**, and your display will look like Figure 3.

Figure 3

```
Work With → GLF9DFR   DISPLAY                               1/02/96  8:00:00
Budgets      Work With Budgets
              Company YOURCO TEST Manufacturing Co. Ltd.
              Budget  Description
              Code

Options →    Type options, press Enter.
              2=Change  3=Copy  4=Delete  5=Display  6=Print Details  8=Details

Sample budget → ? Budget  Description
                  Code
                  PLAN      Current Year Plan

Functions →

              F3=Exit  F6=Add  F21=Print List
```

Your Choices

Figure 3 shows the `Work With Budgets` display.

- There are several functions and options available on this display.
- This is the most seldom used part of the General Ledger Module, no further documentation for this feature is available at this time.

Exiting

Press **F3** to return to the `GL Budget Menu`.

Figure 4

```
GL Budget   ZZMENUR   DISPLAY
Menu →      : .....
              :                               :
User Id YOU  :                               : Run Application Menu :
Your Name   : YOURCO TEST Manufacturing Co. Ltd. :
              : GL      General Ledger           :
              : ..... ons using '1'           :
              : Run Application Sub Menu         : ion
              : GLBUDGET  GL Budget Menu         : rnal Entries
              : Select Menu options using '1'     : rting Menu
              : ? Menu Description                 : up Menu
              : Work With Account Balance         :
              : Work With Budgets                 : Menu
              : Run Financial Report               : unctions
              : Work With Chart of Accounts         :
              :                               :
              :                               :
              :                               :
              :                               :
              :                               :
              : F3=Exit                           :
              :                               :
              :                               :
              : .....: .....
```

You're working with this window

The Result

You have successfully brought up the `Work With Budgets` display.

You Are Done

This completes Section 4.2., `How To Work With Budgets`.

Press **Enter**, and your display will look like Figure 3.

Figure 3

Run Financial Reports →	GLIHDFR DISPLAY Run Financial Report 1/02/96 8:00:00
	Report Number Report Description

<i>Options</i> →	Type options, press Enter. 2=Change 6=Print Reports 8=Details
<i>Sample budget</i> →	? Report Number Report Description Company Code Structure Code Entity 10 Income Statement YOURCO
<i>Functions</i> →	F3=Exit F21=Print List

Run Financial Report

The Run Financial Report display fills up your entire screen.

Search Fields

At the top, there are fields to help you find Reports quickly.

The Options

The Options are explained throughout this chapter.

The Report List

In the lower half, there is a selection of Reports sorted in Report Number order.

Function Keys

Along the bottom, there is a list of the Function keys and what they do.

A Main Starting Point

Most of the Subsections in this Section begin at the Run Financial Report display.

- Think of this display as The Main Starting Point for all of the functions available to you in this part of the General Ledger module.
- Knowing this starting point, will be useful to you in the future, if you ever need to look back at this book to refresh your skills.

4.3.1. How To Print The Financial Report List

Figure 1 shows the Run Financial Report display.

The Main
Starting Point

Run Financial →
Report

Figure 1

```
GLIHDFR    DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
  Report    Report Description
  Number
  -----
Type options, press Enter.
2=Change   6=Print Reports   8=Details

? Report   Report Description           Company Structure Entity
  Number                               Code      Code
    10    Income Statement             YOURCO

F3=Exit   F21=Print List
```

F21 = Print List →

Printing

Press **F21**, and your display will look like Figure 2.

Figure 2

```
GLIHDFR    DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
  Report    Report Description
  Number
  -----
Type options, press Enter.
2=Change   6=Print Reports   8=Details

? Report   Report Description           Company Structure Entity
  Number                               Code      Code
    10    Income Statement             YOURCO

F3=Exit   F21=Print List
Processing Print List...
```

Processing →

The Processing Print List message appears in the bottom left.

Completed

In a few seconds, the Completed Printing List message appears, as shown in Figure 3.

Figure 3

```
GLIHDFR      DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report      Report Description
Number
-----
Type options, press Enter.
2=Change   6=Print Reports   8=Details

? Report   Report Description           Company Structure Entity
Number                                Code      Code
    10   Income Statement             YOURCO

F3=Exit   F21=Print List
Completed Printing List
```

Completed →

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the Financial Report List.

You Are Done

This completes Subsection 4.3.1., How To Print The Financial Report List.

4.3.2. How To Change The GL Reporting Company

Figure 1 shows the Run Financial Report display.

The Main Starting Point

Run Financial Report →

2 = Change →

Figure 1

```
GLIHDFR    DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report      Report Description
Number
-----
Type options, press Enter.
2=Change   6=Print Reports   8=Details

? Report   Report Description           Company Structure Entity
Number    Code      Code
   10     Income Statement           YOURCO

F3=Exit   F21=Print List
```

The Scenario

We are going to add a Structure Code and an Entity Code to Report Number 10 .

Changing

Tab across, then down to Report Number 10 , and key in a 2, as shown in Figure 2.

Here's the number 2 →

Figure 2

```
GLIHDFR    DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report      Report Description
Number
-----
Type options, press Enter.
2=Change   6=Print Reports   8=Details

? Report   Report Description           Company Structure Entity
Number    Code      Code
  2      10     Income Statement           YOURCO

F3=Exit   F21=Print List
```

Press **Enter**, and your display will look like Figure 3.

Figure 3

Edit GL Report Company →
GL Structure Code →
F4 = Prompt →

```

GLIHDFR   DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report   Report Description
Number
-----
T :                                     Edit GL Report Company
2 :                                     :
:   GL Report Number   . . .   10
? :   Report Description :   Income Statement
:                                     :
2 :   Company Code    . . .   YOURCO TEST Manufacturing Co. Ltd.
:                                     :
:   GL Structure Code . . .   _____
:   GL Entity Code    . . .   ____
:                                     :
:                                     :
:   F3=Exit   F4=Prompt   F12=Key screen
:                                     :
:                                     :
:                                     :
F3=Exit   F21=Print List
  
```

You're working with this window

Your Choices

Figure 3 shows the Edit GL Report Company window.

- You can change the Company Code, GL Structure Code, and GL Entity Code.
- **F4** lets you prompt the Code fields.
- We are going to prompt the GL Structure Code field.

Prompting

Tab down to the GL Structure Code field., press **F4**, and your display will look like Figure 4.

Figure 4

Select GL Reporting Entity →
1 = Select →

```

GLIHDFR   DISPLAY                               1/02/96  8:00:00
-----
                                     Select GL Reporting Entity
:   GL Structure   GL Entity   GL Entity   Description
:   Code           Code         Code
:   _____   _____   _____
:   1=Select request
:
:   ?   GL Structure   GL Entity   GL Entity   Description
:   Code           Code         Code
:   LE           1           TOP LEVEL HOLDING COMPANY
:
:
:
:   F3=Exit
:
:
:
:
  
```

You're working with this window

Your Choices

Figure 4 shows the Select GL Reporting Entity window.

- Option number 1 lets you select a GL Reporting Entity.
- **F3** lets you exit without making a selection.

Selecting

Tab across, then down to GL Structure Code LE , and key in a **I**, as shown in Figure 5.

Figure 5

```
GLIHDFR      DISPLAY                      1/02/96  8:00:00
.....
:                               Select GL Reporting Entity
: GL Structure  GL Entity  GL Entity  Description
: Code         Code      Code
: _____
: 1=Select request
:
: ? GL Structure  GL Entity  GL Entity  Description
:   Code         Code      Code
: 1 LE          1          TOP LEVEL HOLDING COMPANY
:
:
:
: F3=Exit    F4=Prompt
:
:
:.....
```

Here's the number 1 →

You're working with this window

Press **Enter**, and your display will look like Figure 6.

Figure 6

```
GLIHDFR      DISPLAY                      1/02/96  8:00:00
.....
:                               Run Financial Report
: Report  Report Description
: Number
: _____
: T :                               Edit GL Report Company
: 2 :
:   GL Report Number . . :          10
: ? : Report Description :   Income Statement
:
: 2 : Company Code . . . . YOURCO TEST Manufacturing Co. Ltd.
:
:   GL Structure Code . . :   LE
:   GL Entity Code . . . :   1
:
:
:   F3=Exit    F4=Prompt    F12=Key screen
:
:
: F3=Exit    F21=Print List
:.....
```

Edit GL Report Company →

The Codes are filled in →

You're working with this window

Your Choices

Figure 6 shows the Edit GL Report Company window.

- Both the GL Structure Code and GL Entity Code fields have been filled in.
- **Enter** lets you process the change.

Processing

Press **Enter**, and your display will look like Figure 7

Figure 7

```
GLIHDFR   DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report   Report Description
Number
-----
T :                                     Edit GL Report Company
2 :
:   GL Report Number   . . :           10
? :   Report Description :   Income Statement
:
2 :   Company Code    . . . : YOURCO TEST Manufacturing Co. Ltd.
:
:   GL Structure Code . . :   LE
:   GL Entity Code    . . :   1
:
:
:   F3=Exit   F4=Prompt   F12=Key screen
:
:                                     :   CONFIRM: Y (Y/N) :
:   F3=Exit   F21=Print List
:                                     :
```

The CONFIRM window

Confirming

You will be asked to confirm your changes.

Confirmation Tips

The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing your changes, press **N** then **F3**.

Returning To The Main Starting Point

Press **Enter** to return to Run Financial Report .

Figure 8

Run Financial Report →

*The report has
been changed* →

```
GLIHDFR   DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report   Report Description
Number
-----
Type options, press Enter.
2=Change  6=Print Reports  8=Details
? Report   Report Description   Company Structure Entity
  Number   Number              Code    Code
      10   Income Statement     YOURCO  LE      1

F3=Exit   F21=Print List
```

The Result

You have successfully changed a report.

You Are Done

This completes Subsection 4.3.2., How To Change The GL Reporting Company.

4.3.3. How To Work With Financial Report Columns And Lines

The Main Starting Point

Figure 1 shows the Run Financial Report display.

Figure 1

Run Financial Report →

8 = Details →

```
GLIHDFR  DISPLAY  Run Financial Report  1/02/96  8:00:00
Report Number  Report Description
-----
Type options, press Enter.
2=Change  6=Print Reports  8=Details
? Report Number  Report Description  Company Code  Structure Code  Entity
      10  Income Statement  YOURCO

F3=Exit  F21=Print List
```

The Scenario

We are going to make some changes to the Report Columns and Lines.

Tab across, then down to Report Number 10 , and key in an 8, as shown in Figure 2.

Figure 2

Here's the number 8 →

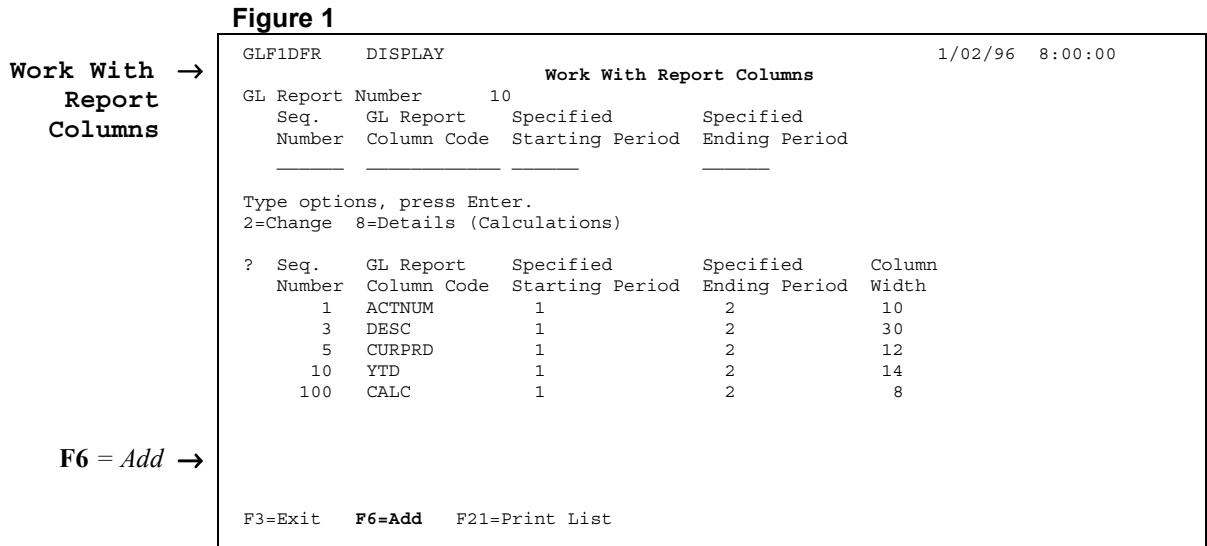
```
GLIHDFR  DISPLAY  Run Financial Report  1/02/96  8:00:00
Report Number  Report Description
-----
Type options, press Enter.
2=Change  6=Print Reports  8=Details
? Report Number  Report Description  Company Code  Structure Code  Entity
      8      10  Income Statement  YOURCO

F3=Exit  F21=Print List
```


4.3.3.1. How To Add Columns

The Main Starting Point

Figure 1 shows the Work With Report Columns display.



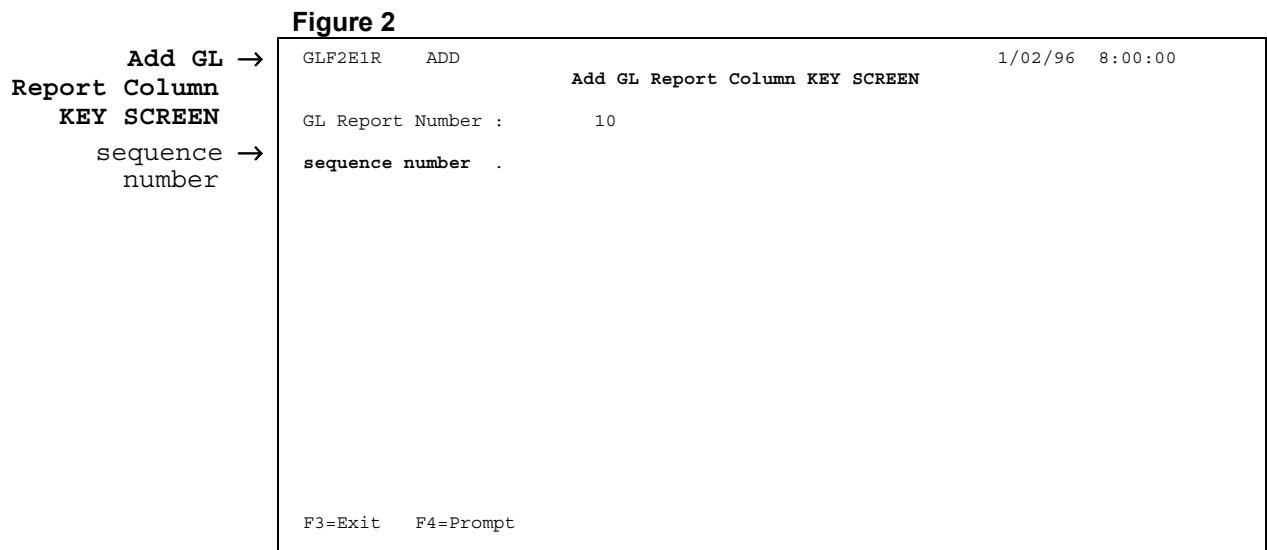
The Scenario

We are going to add a new Column to this Report.

- In Figure 1, **F6** lets you add new Columns.

Adding A Column

Press **F6**, and your display will look like Figure 2.



Your Choices

Figure 2 shows the Add GL Report Column KEY SCREEN display.

- The sequence number field needs to be filled.
- The sequence number will place the column towards the left or right depending if the number is higher or lower than the sequence numbers of the existing columns.
- We will choose 20 as the sequence number to place the new column between the YTD and the Calc columns.

Sequence Number Key *20* into the sequence number field, as shown in Figure 3.

Figure 3

GLF2E1R ADD 1/02/96 8:00:00
Add GL Report Column KEY SCREEN

GL Report Number : 10
sequence number . 20__

F3=Exit F4=Prompt

20 →

More Data Entry Fields

Press **Field Exit** then **Enter**, and your display will look like Figure 4.

Figure 4

GLF2E1R ADD 1/02/96 8:00:00
Add GL Report Column Details

GL Report Number 10
sequence number 20

GL Report Column Code . . . _____
Specified Starting Period . _____
Specified Ending Period . . _____
Column Width _____
Number of Decimals -
Parenthesis Code -

F3=Exit **F4=Prompt** F12=Key screen

Add GL Report Column Details →
The data entry fields →
F4 = Prompt →

Your Choices

Figure 4 shows the Add GL Report Column Details display.

- There are 6 data entry fields.
- **F4** lets you prompt the Code fields.

Prompting

Press **F4**, and your display will look like Figure 5.

Figure 5

Select GL Report Column →

```

GLF2E1R  ADD                                1/02/96  8:00:00
                                Add GL Report Column Details

GL Re .....                               :
seque :                                Select GL Report Column :
:      GL Report  Budget Description      :
GL Re :      Column Code Code              :
:      _____                          :
Speci :                                     :
Speci : 1=Select request                    :
Colum : ? GL Report  Budget Description      GL Report :
Numbe :      Column Code Code              Column Type  :
Paren :      ACTNUM          Account Number  A           :
:      CALC          Calculation            C           :
:      CURPRD          Current Period        F           :
:      DESC          Account Description     T           :
:      OPEN          Opening Balances       F           + :
:                                     :
:      F3=Exit                                     :
:                                     :
: .....                               :
F3=Exit  F4=Prompt  F12=Key screen

```

You're working with this window

Your Choices

Figure 5 shows the Select GL Report Column display.

- We will add a column for variances, first we need to search for the code.

Searching

Tab over to the Description search field, and key in *Var*, as shown in Figure 6.

Figure 6

Var →

```

GLF2E1R  ADD                                1/02/96  8:00:00
                                Add GL Report Column Details

GL Re .....                               :
seque :                                Select GL Report Column :
:      GL Report  Budget Description      :
GL Re :      Column Code Code              :
:      _____                          :
Speci :                                     :
Speci : 1=Select request                    :
Colum : ? GL Report  Budget Description      GL Report :
Numbe :      Column Code Code              Column Type  :
Paren :      ACTNUM          Account Number  A           :
:      CALC          Calculation            C           :
:      CURPRD          Current Period        F           :
:      DESC          Account Description     T           :
:      OPEN          Opening Balances       F           + :
:                                     :
:      F3=Exit                                     :
:                                     :
: .....                               :
F3=Exit  F4=Prompt  F12=Key screen

```

You're working with this window

Selecting

Press **Enter**, and your display will look like Figure 7.

Figure 7

```
GLF2E1R  ADD                                1/02/96  8:00:00
                                Add GL Report Column Details

GL Re .....
seque :                               Select GL Report Column      :
:      GL Report  Budget Description                               :
GL Re :      Column Code Code                                         :
:      _____  _____  Var_____                          :
Speci :                               :                               :
Speci : 1=Select request                                             :
Colum : ? GL Report  Budget Description                               :
Numbe :      Column Code Code                                         :
Paren →  VAR                               Variance                 C   :
:      :                                                               :
:      :                                                               :
:      :                                                               :
:      :                                                               :
:      F3=Exit                                                         :
:      :                                                               :
:      :                                                               :
F3=Exit  F4=Prompt  F12=Key screen
```

1 = Select →

Variance →

You're working with this window

The **Variance** column type appears on the display.

- Option number 1 lets you select this column type.

Tab across, then down to **Variance**, and key in a **1**, as shown in Figure 8.

Figure 8

```
GLF2E1R  ADD                                1/02/96  8:00:00
                                Add GL Report Column Details

GL Re .....
seque :                               Select GL Report Column      :
:      GL Report  Budget Description                               :
GL Re :      Column Code Code                                         :
:      _____  _____  Var_____                          :
Speci :                               :                               :
Speci : 1=Select request                                             :
Colum : ? GL Report  Budget Description                               :
Numbe :      Column Code Code                                         :
Paren → 1 VAR                               Variance                 C   :
:      :                                                               :
:      :                                                               :
:      :                                                               :
:      :                                                               :
:      F3=Exit                                                         :
:      :                                                               :
:      :                                                               :
F3=Exit  F4=Prompt  F12=Key screen
```

Here's the number 1 →

You're working with this window

The Column Code Is Filled

Press **Enter**, and your display will look like Figure 9.

Figure 9

Add GL Report →
Column
Details
Var →

```
GLF2E1R  ADD                                1/02/96  8:00:00
                                Add GL Report Column Details
GL Report Number . . . . .      10
sequence number . . . . .      20
GL Report Column Code . . . .  Var__
Specified Starting Period . . .  __
Specified Ending Period . . . .  __
Column Width . . . . .          __
Number of Decimals . . . . .    -
Parenthesis Code . . . . .      -

F3=Exit  F4=Prompt  F12=Key screen
```

Your Choices

Figure 9 shows the Add GL Report Column Details display.

- The GL Report Column Code field is filled.
- We will now fill the other fields.

Filling In The Other Fields

Fill in the next 4 fields, as shown in Figure 10, and tab down to the Parenthesis Code field.

Figure 10

Filled in →
You are here →

```
GLF2E1R  ADD                                1/02/96  8:00:00
                                Add GL Report Column Details
GL Report Number . . . . .      10
sequence number . . . . .      20
GL Report Column Code . . . .  VAR
Specified Starting Period . . .  1
Specified Ending Period . . . . 2
Column Width . . . . .          10
Number of Decimals . . . . .    2
Parenthesis Code . . . . .    -

F3=Exit  F4=Prompt  F12=Key screen
```

Prompting

Press **F4**, and your display will look like Figure 11.

Figure 11

```
GLF2E1R  ADD                                     1/02/96  8:00:00
                                     Add GL Report Column Details

GL Report Number . . . . .      10
sequence number . . . . .      20

GL Report Column Code . . .    VAR

Specified Starting Period .     1
Specified Ending Period . .    2
Column Width . . . . .        10
Number of Decimals . . . . .   2
Parenthesis Code . . . . .    : .....
                               :  Default  :
                               :  Minus   :
                               :  *none   :
                               :  .....   :
```

F3=Exit F4=Prompt F12=Key screen

You're working with this drop-box

Your Choices

Figure 11 shows a drop box with 3 codes.

- Use either the mouse or the keyboard to select a code.
- With the mouse, point and click with the left button.
- From the keyboard, use the arrow keys to move the cursor up and down, then press **Enter** to select a code.
- We will select the **Default** code.

Selecting From The Drop-Box

Press **Enter** to select **Default** .

Figure 12

```
GLF2E1R  ADD                                     1/02/96  8:00:00
                                     Add GL Report Column Details

GL Report Number . . . . .      10
sequence number . . . . .      20

GL Report Column Code . . .    VAR

Specified Starting Period .     1
Specified Ending Period . .    2
Column Width . . . . .        10
Number of Decimals . . . . .   2
Parenthesis Code . . . . .    : .....
                               :  Default  :
                               :  Minus   :
                               :  *none   :
                               :  .....   :
```

F3=Exit F4=Prompt F12=Key screen

You're working with this drop-box

**All Fields
Are Filled**

Your display will look like Figure 13.

Figure 13

```
GLF2E1R  ADD                                1/02/96  8:00:00
                                Add GL Report Column Details

GL Report Number . . . . . :          10
sequence number . . . . . :          20

GL Report Column Code . . .  VAR

Specified Starting Period .    1
Specified Ending Period . .    2
Column Width . . . . .       10
Number of Decimals . . . . .  2
Parenthesis Code . . . . .    (

F3=Exit  F4=Prompt  F12=Key screen
```

(→

Your Choices

A (fills the Parenthesis Code field.

- **Enter** lets you process this new column.

Processing

Press **Enter**, and your display will look like Figure 14.

Figure 14

```
GLF2E1R  ADD                                1/02/96  8:00:00
                                Add GL Report Column Details

GL Report Number . . . . . :          10
sequence number . . . . . :          20

GL Report Column Code . . .  VAR

Specified Starting Period .    1
Specified Ending Period . .    2
Column Width . . . . .       10
Number of Decimals . . . . .  2
Parenthesis Code . . . . .    (

F3=Exit  F4=Prompt  F12=Key screen

CONFIRM: Y (Y/N)
```

CONFIRM →

Confirming

Confirmation Tips

You will be asked to confirm the new column.

The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing the new column, press **N** then **F3**.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With Report Columns.

Figure 15

**Work With
Report
Columns** →

VAR →

GLF1DFR	DISPLAY	Work With Report Columns			1/02/96 8:00:00
GL Report Number		10			
Seq. Number	GL Report Column Code	Specified Starting Period	Specified Ending Period		
Type options, press Enter. 2=Change 8=Details (Calculations)					
? Seq. Number	GL Report Column Code	Specified Starting Period	Specified Ending Period	Column Width	
1	ACTNUM	1	2	10	
3	DESC	1	2	30	
5	CURPRD	1	2	12	
10	YTD	1	2	14	
20	VAR	1	2	10	
100	CALC	1	2	8	
F3=Exit F6=Add F21=Print List					

**The Result
You Are Done**

You have successfully added a new Column to the Report.
This completes Subsection 4.3.3.1., How To Add Columns.

4.3.3.2. How To Print The Column Header List

The Main Starting Point

Figure 1 shows the Work With Report Columns display.

Work With Report Columns →

Figure 1

```
GLF1DFR    DISPLAY                                1/02/96  8:00:00
                                     Work With Report Columns
GL Report Number      10
Seq.   GL Report      Specified      Specified
Number Column Code   Starting Period Ending Period
-----
Type options, press Enter.
2=Change  8=Details (Calculations)

? Seq.   GL Report      Specified      Specified      Column
  Number Column Code   Starting Period Ending Period  Width
   1    ACTNUM          1                2              10
   3    DESC            1                2              30
   5    CURPRD          1                2              12
  10    YTD             1                2              14
  20    VAR             1                2              10
 100    CALC            1                2               8

F3=Exit  F6=Add  F21=Print List
```

F21 = Print List →

The Scenario

We are going to print the Column Header list.

- In Figure 1, **F21** lets you print the list.

Printing

Press **F21**, and your display will look like Figure 2.

Figure 2

Processing →

```
GLF1DFR    DISPLAY                                1/02/96  8:00:00
                                     Work With Report Columns
GL Report Number      10
Seq.   GL Report      Specified      Specified
Number Column Code   Starting Period Ending Period
-----
Type options, press Enter.
2=Change  8=Details (Calculations)

? Seq.   GL Report      Specified      Specified      Column
  Number Column Code   Starting Period Ending Period  Width
   1    ACTNUM          1                2              10
   3    DESC            1                2              30
   5    CURPRD          1                2              12
  10    YTD             1                2              14
  20    VAR             1                2              10
 100    CALC            1                2               8

F3=Exit  F6=Add  F21=Print List
Processing Print List...
```

The Processing Print List message appears in the bottom left.

Completed

In a few seconds, the Completed Printing List message appears, as shown in Figure 3.

Figure 3

```
GLF1DFR      DISPLAY                               1/02/96  8:00:00
                                     Work With Report Columns
GL Report Number      10
Seq.  GL Report      Specified      Specified
Number Column Code   Starting Period Ending Period
-----
Type options, press Enter.
2=Change  8=Details (Calculations)

? Seq.  GL Report      Specified      Specified      Column
  Number Column Code   Starting Period Ending Period   Width
   1  ACTNUM           1             2             10
   3  DESC             1             2             30
   5  CURPRD           1             2             12
  10  YTD              1             2             14
  20  VAR              1             2             10
 100  CALC             1             2              8

F3=Exit  F6=Add  F21=Print List
Completed Printing List
```

Completed →

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the Column Header list.

You Are Done

This completes Subsection 4.3.3.2., How To Print The Column Header List.

4.3.3.3. How To Change Column Formats

Figure 1 shows the Work With Report Columns display.

The Main Starting Point

Work With Report Columns →

2 = Change →

Figure 1

```

GLF1DFR  DISPLAY                                1/02/96  8:00:00
                                Work With Report Columns
GL Report Number 10
Seq.  GL Report  Specified  Specified
Number Column Code Starting Period Ending Period
-----
Type options, press Enter.
2=Change 8=Details (Calculations)

? Seq.  GL Report  Specified  Specified  Column
  Number Column Code Starting Period Ending Period Width
    1  ACTNUM      1           2           10
    3  DESC        1           2           30
    5  CURPRD      1           2           12
   10  YTD         1           2           14
   20  VAR         1           2           10
  100  CALC        1           2            8

F3=Exit  F6=Add  F21=Print List
  
```

The Scenario

We are going to look at the display that lets you make format changes to the Columns.

- This process uses a display that is identical to the one used for adding new Columns, as shown in Subsection 4.3.3.1., How To Add Columns.

Changing

Tab across, then down to VAR , and key in a 2, as shown in Figure 2.

Figure 2

Here's the number 2 →

```

GLF1DFR  DISPLAY                                1/02/96  8:00:00
                                Work With Report Columns
GL Report Number 10
Seq.  GL Report  Specified  Specified
Number Column Code Starting Period Ending Period
-----
Type options, press Enter.
2=Change 8=Details (Calculations)

? Seq.  GL Report  Specified  Specified  Column
  Number Column Code Starting Period Ending Period Width
    1  ACTNUM      1           2           10
    3  DESC        1           2           30
    5  CURPRD      1           2           12
   10  YTD         1           2           14
  2   20  VAR         1           2           10
   100  CALC        1           2            8

F3=Exit  F6=Add  F21=Print List
  
```

The Edit Display Press **Enter**, and your display will look like Figure 3.

Figure 3

Edit GL →
Report Column
Details

Changeable fields →

```

GLF3E1R  CHANGE                                1/02/96  8:00:00
                                Edit GL Report Column Details
GL Report Number . . . . . :          10
sequence number . . . . . :          20

GL Report Column Code . . .  VAR

Specified Starting Period .  1
Specified Ending Period . .  2
Column Width . . . . .      10
Number of Decimals . . . . .  2
Parenthesis Code . . . . .  (

F3=Exit  F4=Prompt
  
```

Your Choices

Figure 3 shows the Edit GL Report Column Details display.

- There are 6 changeable fields.
- Changing the columns is a similar task to adding new ones, see Subsection 4.3.3.1., How To Add Columns, for further instructions.
- **F3** lets you exit without making changes.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With Report Columns.

Figure 4

Work With →
Report
Columns

```

GLF1DFR  DISPLAY                                1/02/96  8:00:00
                                Work With Report Columns
GL Report Number 10
Seq.  GL Report  Specified  Specified
Number Column Code Starting Period Ending Period

Type options, press Enter.
2=Change  8=Details (Calculations)

? Seq.  GL Report  Specified  Specified  Column
   Number Column Code Starting Period Ending Period Width
   1  ACTNUM      1          2          10
   3  DESC        1          2          30
   5  CURPRD      1          2          12
  10  YTD         1          2          14
  20  VAR         1          2          10
 100  CALC        1          2           8

F3=Exit  F6=Add  F21=Print List
  
```

The Result

You have successfully looked at the display that lets you make format changes to the Columns.

You Are Done

This completes Subsection 4.3.3.3., How To Change Column Formats.

4.3.3.4. How To Edit Column Calculation Details

Figure 1 shows the Work With Report Columns display.

The Main Starting Point

Work With Report Columns →

8 = Details →

Figure 1

```

GLF1DFR   DISPLAY                               1/02/96   8:00:00
                                     Work With Report Columns
GL Report Number      10
Seq.   GL Report     Specified   Specified
Number Column Code   Starting Period Ending Period
-----
Type options, press Enter.
2=Change  8=Details (Calculations)

? Seq.   GL Report     Specified   Specified   Column
  Number Column Code   Starting Period Ending Period Width
    1   ACTNUM         1           2           10
    3   DESC           1           2           30
    5   CURPRD         1           2           12
   10   YTD            1           2           14
   20   VAR            1           2           10
  100   CALC           1           2            8

F3=Exit  F6=Add   F21=Print List
    
```

The Scenario

We are going to work with the Calculation Details for the Variances Column.

- In Figure 1, option number 8 lets you work with the Calculation Details.

Working With The Column Calculation Details

Tab across, then down to VAR , and key in a 8, as shown in Figure 2.

Here's the number 8 →

Figure 2

```

GLF1DFR   DISPLAY                               1/02/96   8:00:00
                                     Work With Report Columns
GL Report Number      10
Seq.   GL Report     Specified   Specified
Number Column Code   Starting Period Ending Period
-----
Type options, press Enter.
2=Change  8=Details (Calculations)

? Seq.   GL Report     Specified   Specified   Column
  Number Column Code   Starting Period Ending Period Width
    1   ACTNUM         1           2           10
    3   DESC           1           2           30
    5   CURPRD         1           2           12
   10   YTD            1           2           14
8  20   VAR            1           2           10
  100   CALC           1           2            8

F3=Exit  F6=Add   F21=Print List
    
```


Processing

Press **Enter**, and your display will look like Figure 8.

Figure 8

```
GLF1DFR   DISPLAY                               1/02/96  8:00:00
                                     Work With Report Columns
.....
:                                     Edit Calculation Details
:                                     :
: GL Report Number . . . . . : 10
: sequence number . . . . . : 20
:                                     :
: Column 1 sequence number . . . . . : 10
: GL Calculation . . . . . : -
: Column 2 sequence number . . . . . : 5
:                                     : n
:                                     :
: F3=Exit  F4=Prompt  F11=Delete
:                                     :
:                                     : CONFIRM: Y (Y/N) :
:                                     :
: 100  CALC          0
:                                     :
F3=Exit  F6=Add  F21=Print List
```

The CONFIRM window

Confirming

You will be asked to confirm your changes.

Confirmation Tips

The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing your changes, press **N** then **F3**.

Returning To The Main Starting Point

Press **Enter** to return to Work With Report Columns.

Figure 9

Work With →
Report
Columns

```
GLF1DFR   DISPLAY                               1/02/96  8:00:00
                                     Work With Report Columns
GL Report Number 10
Seq.  GL Report  Specified  Specified
Number Column Code Starting Period Ending Period
-----
Type options, press Enter.
2=Change  8=Details (Calculations)
? Seq.  GL Report  Specified  Specified  Column
  Number Column Code Starting Period Ending Period Width
   1  ACTNUM      1           2           10
   3  DESC        1           2           30
   5  CURPRD      1           2           12
  10  YTD         1           2           14
  20  VAR         1           2           10
 100  CALC        1           2            8
F3=Exit  F6=Add  F21=Print List
```

The calculation changes do not appear on this display.

The Result

You have successfully worked with the calculation Details for the Variances Column.

You Are Done

This completes Subsection 4.3.3.4., How To Edit Column Calculation Details.

4.3.3.5. How To Change From Working With Columns To Working With Lines

The Main Starting Point

Figure 1 shows the Work With Report Columns display.

Work With Report Columns →

Figure 1

GL Report Number	Seq. Number	GL Report Column Code	Specified Starting Period	Specified Ending Period
10				
1		ACTNUM	1	2
3		DESC	1	2
5		CURPRD	1	2
10		YTD	1	2
20		VAR	1	2
100		CALC	1	2

Type options, press Enter.
2=Change 8=Details (Calculations)

? Seq. Number	GL Report Column Code	Specified Starting Period	Specified Ending Period	Column Width
1	ACTNUM	1	2	10
3	DESC	1	2	30
5	CURPRD	1	2	12
10	YTD	1	2	14
20	VAR	1	2	10
100	CALC	1	2	8

F3=Exit F6=Add F21=Print List

F3 = Exit →

The Scenario

Now that we have worked with the columns, the Exit function takes us to the Work With Report Lines display.

The New Main Starting Point

Press F3, and your display will look like Figure 2.

Work With Report Lines →

Figure 2

GL Report Number	Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)
10					
10		INCOME	9	Income Statement	Y
20		PROFIT	3	Gross Profit	Y

Type options, press Enter.
2=Change 4=Delete

F3=Exit F6=Add F21=Print List

The Result You Are Done

You have successfully gone to Work With Report Lines. This completes Subsection 4.3.3.5., How To Change From Working With Columns To Working With Lines

4.3.3.6. How To Add Lines

The Main Starting Point

Figure 1 shows the Work With Report Lines display.

Work With Report Lines →

Figure 1

```

GLIBDFR  DISPLAY                                1/02/96  8:00:00
                                Work With Report Lines
GL Report Number      10
Seq. GL Report      Account  Description
Number Range Code   Level
-----
Type options, press Enter.
2=Change  4=Delete

? Seq.  GL Report  Account  Description          Print
Number Range Code Level                               Line (Y/N)
   10   INCOME     9        Income Statement     Y
   20   PROFIT     3        Gross Profit         Y

F3=Exit  F6=Add  F21=Print List
  
```

F6 = Add →

The Scenario

We are going to add a new Report Line to this Report.

- F6 lets us add lines.

Adding Lines

Press F6, and your display will look like Figure 2.

Add GL Report Line KEY SCREEN
sequence number →

Figure 2

```

GLICE1R  ADD                                1/02/96  8:00:00
                                Add GL Report Line KEY SCREEN
GL Report Number :      10
sequence number .  _____

F3=Exit
  
```

Your Choices

Figure 2 shows the Add GL report line KEY SCREEN display.

- We need to fill in a sequence number.

Filling In The Sequence Number

Key in **30**, as shown in Figure 3.

Figure 3

30 →

```
GLICE1R  ADD                                1/02/96  8:00:00
                                Add GL Report Line KEY SCREEN
GL Report Number :           10
sequence number  .  30_____

F3=Exit
```

Press **Field Exit**, then **Enter**, and your display will look like Figure 4.

Figure 4

Add GL Report Line Details →

The data entry fields →

F4 = Prompt →

```
GLICE1R  ADD                                1/02/96  8:00:00
                                Add GL Report Line Details
GL Report Number . . . . :           10
sequence number . . . . :           30
GL Report Range Code . . _____
Account Level . . . . . _____
Description . . . . . _____
GL Line Item Type . . . . _
Use as Base of % Calc? . _
Print Line (Y/N) . . . . _

F3=Exit  F4=Prompt  F12=Key screen
```

Your Choices

Figure 4 shows the Add GL Report Line Details display with its data entry fields.

- **F4** lets you prompt the Code fields.

Press **Enter**, and your display will look like Figure 7.

Figure 7

Add GL report →
Line Details

BALS →

```
GLICE1R  ADD                                1/02/96  8:00:00
                                     Add GL Report Line Details
GL Report Number . . . . :           10
sequence number . . . . :           30
GL Report Range Code . . :   BALS
Account Level . . . . . :   ___
Description . . . . . :   _____
GL Line Item Type . . . . :   _
Use as Base of % Calc? . :   _
Print Line (Y/N) . . . . :   _

F3=Exit  F4=Prompt  F12=Key screen
```

Your Choices

Figure 7 shows the Add GL Report Line Details display.

- The GL Report Range Code field is filled in.
- We will now fill in the others.
- The Account Level must be in a range from 1 to 9, we will fill in *1*.
- The Description field will help you work with this Report Line in the future, we will call this Report line a test item.

**Filling In
The Fields**

Tab down to Account Level and key in a *1*, tab down to Description and key in *Test Item*, and tab again, as shown in Figure 8.

Figure 8

1 →
Test Item →
You are here →

```
GLICE1R  ADD                                1/02/96  8:00:00
                                     Add GL Report Line Details
GL Report Number . . . . :           10
sequence number . . . . :           30
GL Report Range Code . . :   BALS
Account Level . . . . . :   1__
Description . . . . . :   Test Item_____
GL Line Item Type . . . . :   _
Use as Base of % Calc? . :   _
Print Line (Y/N) . . . . :   _

F3=Exit  F4=Prompt  F12=Key screen
```

Prompting

Press **F4**, and your display will look like Figure 9.

Figure 9

Display →
Allowed
Values

Detail →

```
ZZVLLSR                                     1/02/96  8:00:00
                                     Display Allowed Values

Field . . . : GL Line Item Type
List name . : *ALL values

_____  _____ <== Position

Type options, press Enter.
1=Select

Opt Value      Description
  D             Detail
  S             Sub total
  T             Text

F3=Exit  F5=Refresh  F12=Cancel
```

Your Choices

Figure 9 shows the Display Allowed Values display.

- Option number 1 lets you select a Line Item Type.
- We are going to select **Detail**.

Selecting

Tab across, then down to **Detail**, and key in a **1**, as shown in Figure 10.

Figure 10

Here's the
number 1 →

```
ZZVLLSR                                     1/02/96  8:00:00
                                     Display Allowed Values

Field . . . : GL Line Item Type
List name . : *ALL values

_____  _____ <== Position

Type options, press Enter.
1=Select

Opt Value      Description
1 D             Detail
  S             Sub total
  T             Text

F3=Exit  F5=Refresh  F12=Cancel
```

Press **Enter**, and your display will look like Figure 11.

Figure 11

**Add GL report →
Line Details**

```
GLICE1R  ADD                                     1/02/96  8:00:00
                                     Add GL Report Line Details
GL Report Number . . . . :          10
sequence number . . . . :          30
GL Report Range Code . . :  BALS
Account Level . . . . . :  1__
Description . . . . . :  Test Item_____
GL Line Item Type . . . :  D
Use as Base of % Calc? . :  _
Print Line (Y/N) . . . . :  _

F3=Exit  F4=Prompt  F12=Key screen
```

D →

Your Choices

Figure 11 shows the Add GL Report Line Details display.

- The GL Line Item Type field is now filled.
- We will tab down and fill in the last two fields.

**Finishing The
Data Entry**

Tab down to Use as Base of % Calc? and key in an **N**, then, in the Print Line (Y/N) field, key in a **Y**, as shown in Figure 12.

Figure 12

N →

Y →

```
GLICE1R  ADD                                     1/02/96  8:00:00
                                     Add GL Report Line Details
GL Report Number . . . . :          10
sequence number . . . . :          30
GL Report Range Code . . :  BALS
Account Level . . . . . :  1__
Description . . . . . :  Test Item_____
GL Line Item Type . . . :  D
Use as Base of % Calc? . :  N
Print Line (Y/N) . . . . :  Y

F3=Exit  F4=Prompt  F12=Key screen
```

Processing

Press **Enter**, and your display will look like Figure 13.

Figure 13

GLICE1R ADD 1/02/96 8:00:00
Add GL Report Line Details

GL Report Number . . . : 10
sequence number . . . : 30

GL Report Range Code . . BALS

Account Level 1

Description Test Item

GL Line Item Type D

Use as Base of % Calc? . . N

Print Line (Y/N) Y

CONFIRM →

F3=Exit F4=Prompt F12=Key screen

CONFIRM: Y (Y/N)

Confirming

You will be asked to confirm your data entry.

Confirmation Tips

The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing your data entry, press **N** then **F3**.

Returning To The Main Starting Point

Press **Enter** to return to Work With Report Lines .

Figure 14

GLIBDFR DISPLAY 1/02/96 8:00:00
Work With Report Lines

GL Report Number 10
Seq. GL Report Account Description
Number Range Code Level

Type options, press Enter.
2=Change 4=Delete

? Seq. GL Report Account Description Print
Number Range Code Level Line (Y/N)

10 INCOME 9 Income Statement Y
20 PROFIT 3 Gross Profit Y
30 BALS 1 Test Item Y

F3=Exit F6=Add F21=Print List

Work With →
Report Lines

The new Line →

The Result

You have successfully added a new Report Line.

You Are Done

This completes Subsection 4.3.3.6., How To Add Lines.

4.3.3.7. How To Print The Line Header List

The Main Starting Point

Figure 1 shows the Work With Report Lines display.

Work With →
Report Lines

Figure 1

GLIBDFR	DISPLAY	Work With Report Lines		1/02/96	8:00:00
GL Report Number	10				
Seq. Number	GL Report Range Code	Account Level	Description		
Type options, press Enter.					
2=Change		4=Delete			
? Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)	
10	INCOME	9	Income Statement	Y	
20	PROFIT	3	Gross Profit	Y	
30	BALS	1	Test Item	Y	
F3=Exit	F6=Add	F21=Print List			

F21 = Print List →

The Scenario

We are going to print the Report Line Header List.

- In Figure 1, **F21** lets you print the list.

Printing

Press **F21**, and your display will look like Figure 2.

Figure 2

GLIBDFR	DISPLAY	Work With Report Lines		1/02/96	8:00:00
GL Report Number	10				
Seq. Number	GL Report Range Code	Account Level	Description		
Type options, press Enter.					
2=Change		4=Delete			
? Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)	
10	INCOME	9	Income Statement	Y	
20	PROFIT	3	Gross Profit	Y	
30	BALS	1	Test Item	Y	
F3=Exit	F6=Add	F21=Print List			
Processing Print List...					

Processing →

The Processing Print List message appears in the bottom left.

Completed

In a few seconds, the Completed Printing List message appears, as shown in Figure 3.

Figure 3

```
GLIBDFR    DISPLAY                               1/02/96  8:00:00
                                     Work With Report Lines
GL Report Number      10
Seq.      GL Report  Account  Description
Number    Range Code  Level
-----
Type options, press Enter.
2=Change  4=Delete

? Seq.      GL Report  Account  Description          Print
Number    Range Code  Level
   10      INCOME     9       Income Statement    Y
   20      PROFIT     3       Gross Profit        Y
   30      BALS       1       Test Item           Y

F3=Exit  F6=Add  F21=Print List
Completed Printing List
```

Completed →

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the Report Line Header List.

You Are Done

This completes Subsection 4.3.3.7., How To Print The Line Header List.

4.3.3.8. How To Change Lines

The Main Starting Point

Figure 1 shows the Work With Report Lines display.

Work With Report Lines →

2 = Change →

Figure 1

```
GLIBDFR  DISPLAY 1/02/96 8:00:00
Work With Report Lines
GL Report Number 10
Seq. GL Report Account Description
Number Range Code Level
-----
Type options, press Enter.
2=Change 4=Delete

? Seq. GL Report Account Description Print
Number Range Code Level Line (Y/N)
10 INCOME 9 Income Statement Y
20 PROFIT 3 Gross Profit Y
30 BALS 1 Test Item Y

F3=Exit F6=Add F21=Print List
```

The Scenario

We are going to look at the display that lets you make changes to the Report Lines.

- In Figure 1, option number 2 lets you make changes.

Changes

Tab across, then down to Test Item, and key in a 2, as shown in Figure 2.

Here's the number 2 →

Figure 2

```
GLIBDFR  DISPLAY 1/02/96 8:00:00
Work With Report Lines
GL Report Number 10
Seq. GL Report Account Description
Number Range Code Level
-----
Type options, press Enter.
2=Change 4=Delete

? Seq. GL Report Account Description Print
Number Range Code Level Line (Y/N)
10 INCOME 9 Income Statement Y
20 PROFIT 3 Gross Profit Y
2 30 BALS 1 Test Item Y

F3=Exit F6=Add F21=Print List
```


Press **Enter**, and your display will look like Figure 3.

Figure 3

**Edit GL →
Report Line
Details**

Changeable fields →

```
GLIDE1R  CHANGE                                1/02/96  8:00:00
                                Edit GL Report Line Details
GL Report Number . . . . :          10
sequence number . . . . :          30
GL Report Range Code . . :  BALS
Account Level . . . . . :          1
Description . . . . . :  Test Item
GL Line Item Type . . . . :  D
Use as Base of % Calc? . :  N
Print Line (Y/N) . . . . :  Y

F3=Exit  F4=Prompt  F12=Key screen
```

Your Choices

Figure 3 shows the Edit GL Report Line Details display.

- There are 6 changeable fields.
- Changing the lines is a similar task to adding new ones, see Subsection 4.3.3.6., How To Add Lines, for further instructions.
- **F3** lets you exit without making changes.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With Report Lines.

Figure 4

**Work With →
Report Lines**

```
GLIBDFR  DISPLAY                                1/02/96  8:00:00
                                Work With Report Lines
GL Report Number      10
Seq. GL Report      Account  Description
Number Range Code   Level
-----
Type options, press Enter.
2=Change  4=Delete

? Seq.  GL Report  Account  Description          Print
  Number Range Code Level          Line (Y/N)
   10   INCOME     9         Income Statement    Y
   20   PROFIT     3         Gross Profit        Y
   30   BALS       1         Test Item           Y

F3=Exit  F6=Add  F21=Print List
```

The Result

You have successfully looked at the display that lets you make changes to the Report Lines.

You Are Done

This completes Subsection 4.3.3.8., How To Change Lines.

4.3.3.9. How To Delete Lines

The Main Starting Point

Figure 1 shows the Work With Report Lines display.

Work With →
Report Lines

4 = Delete →

Figure 1

GLIBDFR	DISPLAY	Work With Report Lines			1/02/96	8:00:00
GL Report Number	10					
Seq. Number	GL Report Range Code	Account Level	Description			
Type options, press Enter.						
2=Change		4=Delete				
? Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)		
10	INCOME	9	Income Statement	Y		
20	PROFIT	3	Gross Profit	Y		
30	BALS	1	Test Item	Y		
F3=Exit F6=Add F21=Print List						

The Scenario

We are going to delete the Test Item line.

- In Figure 1, option number 4 lets you delete.

Deleting

Tab across, then down to Test Item, and key in a 4, as shown in Figure 2.

Here's the number 4 →

Figure 2

GLIBDFR	DISPLAY	Work With Report Lines			1/02/96	8:00:00
GL Report Number	10					
Seq. Number	GL Report Range Code	Account Level	Description			
Type options, press Enter.						
2=Change		4=Delete				
? Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)		
10	INCOME	9	Income Statement	Y		
20	PROFIT	3	Gross Profit	Y		
4 30	BALS	1	Test Item	Y		
F3=Exit F6=Add F21=Print List						

Press **Enter**, and your display will look like Figure 3.

Figure 3

Delete GL
Report Line →

```

GLIBDFR   DISPLAY                               1/02/96  8:00:00
                                Work With Report Lines
GL Report Number      10
Seq.  GL Report      Account  Description
Number Range Code    Level
-----
T :                               Delete GL Report Line
2 :                               :
:   Press Enter to confirm deletion
? :                               :   Print
:   GL Report Number . . . :      10   :   Line (Y/N)
:   sequence number . . . :      30   :   Y
:                               :   Y
4 :   GL Report Range Code . . :   BALS :   Y
:   Account Level . . . . . :      1   :
:   Test Line Item
:                               :
:   F3=Exit
:                               :
:                               :
:                               :
F3=Exit  F6=Add  F21=Print List
  
```

You're working with this window

Your Choices

Figure 3 shows the Delete GL Report Line window.

- **Enter** lets you process the delete request.
- **F3** lets you exit without deleting.

Processing

Press **Enter**, and your display will look like Figure 4.

Figure 4

```

GLIBDFR   DISPLAY                               1/02/96  8:00:00
                                Work With Report Lines
GL Report Number      10
Seq.  GL Report      Account  Description
Number Range Code    Level
-----
T :                               Delete GL Report Line
2 :                               :
:   Press Enter to confirm deletion
? :                               :   Print
:   GL Report Number . . . :      10   :   Line (Y/N)
:   sequence number . . . :      30   :   Y
:                               :   Y
4 :   GL Report Range Code . . :   BALS :   Y
:   Account Level . . . . . :      1   :
:   Test Line Item
:                               :
:   F3=Exit
:                               :
:                               :
:                               :
:                               :   CONFIRM: Y (Y/N)
:                               :
F3=Exit  F6=Add  F21=Print Li :
  
```

The CONFIRM window

Confirming

You will be asked to confirm the delete request.

Confirmation Tips

The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing the delete request, press **N** then **F3**.

**Returning To
The Main
Starting Point**

Press **Enter** to return to Work With Report Lines .

Figure 5

GLIBDFR	DISPLAY				1/02/96	8:00:00
Work With Report Lines						
GL Report	Number	10				
Seq.	GL Report	Account	Description			
Number	Range Code	Level				
Type options, press Enter.						
2=Change 4=Delete						
? Seq.	GL Report	Account	Description	Print		
Number	Range Code	Level		Line (Y/N)		
10	INCOME	9	Income Statement	Y		
20	PROFIT	3	Gross Profit	Y		
30	BALS	1	* DELETED *	Y		
F3=Exit F6=Add F21=Print List						

Deleted →

**The Result
You Are Done**

You have successfully deleted one of the Report Lines.
This completes Subsection 4.3.3.9., How To Delete Lines.

4.3.3.10. How To Return To Run Financial Report

Figure 1 shows the Work With Report Lines display.

The Main Starting Point

Work With Report Lines →

Figure 1

GLIBDFR	DISPLAY	Work With Report Lines			1/02/96	8:00:00
GL Report Number	10					
Seq. Number	GL Report Range Code	Account Level	Description			
Type options, press Enter.						
2=Change		4=Delete				
? Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)		
10	INCOME	9	Income Statement	Y		
20	PROFIT	3	Gross Profit	Y		
F3=Exit F6=Add F21=Print List						

F3 = Exit →

The Scenario

We have worked with the Report Columns and Lines, and we are going to return to the Run Financial Report display.

- In Figure 1, **F3** lets you exit.

Exiting

Press **F3**, and your display will look like Figure 2.

Figure 2

Run Financial Report →

GLIHDFR	DISPLAY	Run Financial Report			1/02/96	8:00:00
Report Number	Report Description					
Type options, press Enter.						
2=Change		6=Print Reports		8=Details		
? Report Number	Report Description	Company Code	Structure Code	Entity		
10	Income Statement	YOURCO	LE	1		
F3=Exit F21=Print List						

The Result

You have successfully returned to the Run Financial Report display.

You Are Done

This completes Subsection 4.3.3.10., How To Return To Run Financial Report, and Subsection 4.3.3., How To Work With Financial Report Columns And Lines.

4.3.4. How To Print The GL Reports

Figure 1 shows the Run Financial Report display.

The Main Starting Point

Run Financial Report →

6 = Print Reports →

Figure 1

```
GLIHDFR   DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report     Report Description
Number
-----
Type options, press Enter.
2=Change  6=Print Reports  8=Details

? Report  Report Description      Company Structure Entity
Number   Code      Code
   10    Income Statement      YOURCO  LE      1

F3=Exit  F21=Print List
```

The Scenario

We are going to print the Income Statement Report.

- In Figure 1, option number 6 lets you print Reports.

Printing

Tab across, then down to the Income Statement Report, and key in a 6, as shown in Figure 2

Here's the number 6 →

Figure 2

```
GLIHDFR   DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report     Report Description
Number
-----
Type options, press Enter.
2=Change  6=Print Reports  8=Details

? Report  Report Description      Company Structure Entity
Number   Code      Code
   6     10    Income Statement      YOURCO  LE      1

F3=Exit  F21=Print List
```

Printing

Press **Enter**, and your display will look like Figure 3.

Figure 3

```
GLIHDFR      DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report      Report Description
Number
-----
Type options, press Enter.
2=Change   6=Print Reports   8=Details

? Report   Report Description           Company Structure Entity
Number                                Code   Code
6      10  Income Statement           YOURCO LE      1

F3=Exit   F21=Print List
Processing Print List...
```

Processing →

The **Processing Print List** message appears in the bottom left.

- After several minutes, a **Query running** message will appear, followed by a **Performing calculations** message.

Completed

When the print job is complete, the messages will disappear from the bottom left, as shown in Figure 4.

- Go to the printer and gather your print-out.

Figure 4

```
GLIHDFR      DISPLAY                               1/02/96  8:00:00
                                     Run Financial Report
Report      Report Description
Number
-----
Type options, press Enter.
2=Change   6=Print Reports   8=Details

? Report   Report Description           Company Structure Entity
Number                                Code   Code
      10  Income Statement           YOURCO LE      1

F3=Exit   F21=Print List
```

*The messages
have disappeared* →

The Result You Are Done

You have successfully printed the **Income Statement Report**. This completes Subsection 4.3.4., **How To Print The GL Reports**.

4.4. How To Work With The Chart Of Accounts

GL Budget Menu

Figure 1 shows the GL Budget Menu window.

Figure 1

GL Budget
Menu →

```

ZZMENUR   DISPLAY
:
: Run Application Menu
User Id YOU : YOURCO TEST Manufacturing Co. Ltd.
Your Name : GL General Ledger
:
: .. ons using '1'
: Run Application Sub Menu : ion
: GLBUDGET GL Budget Menu : rnal Entries
: Select Menu options using '1' : rting Menu
: ? Menu Description : up Menu
: Work With Account Balance :
: Work With Budgets : Menu
: Run Financial Report : unctions
: Work With Chart of Accounts :
:
:
:
:
: F3=Exit
:
:
:
:

```

You're working with this window

The Scenario

We are going to bring up the Work With Chart of Accounts display.

Tab down to Work With Chart of Accounts , and key in a **1**, as shown in Figure 2.

Figure 2

Here's the
number 1 →

```

ZZMENUR   DISPLAY
:
: Run Application Menu
User Id YOU : YOURCO TEST Manufacturing Co. Ltd.
Your Name : GL General Ledger
:
: .. ons using '1'
: Run Application Sub Menu : ion
: GLBUDGET GL Budget Menu : rnal Entries
: Select Menu options using '1' : rting Menu
: ? Menu Description : up Menu
: Work With Account Balance :
: Work With Budgets : Menu
: Run Financial Report : unctions
: 1 Work With Chart of Accounts :
:
:
:
:
: F3=Exit
:
:
:
:

```

You're working with this window

Chart Of Accounts Press **Enter**, and your display will look like Figure 3.

Figure 3

**Work With →
General
Ledger Chart
of Accounts**

Options →

The Accounts →

Functions →

GLDQDFK	DISPLAY				1/02/96	8:00:00
Work With General Ledger Chart of Accounts						
Company YOURCO TEST Manufacturing Co. Ltd.						
GL Cost	Account	GL Sub	Account	Description		Account Status
Centre	Code	Account	Type			
Type options, press Enter.						
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes	
? GL Cost	Account	GL Sub	Account	Description		Account Status
Centre	Code	Account	Type			
	0000			Balance Sheet		
	0100			Assets		A
	0105			Current Assets		
	0110			Cash		
	0120			Cash General Account		
	0121			City Bank General Accou		
	0122			City Trust (MasterCard) Cash		
	0125			CB US Cash Account		
	0126			US Account Exchange		
	0130			Payroll Clearing		+
F3=Exit F6=Add F21=Print List						

**Work With
General Ledger
Chart of Accounts**

Search Fields

The Options

The Account List

Function Keys

The Work With General Ledger Chart of Accounts display fills up your entire screen.

At the top, there are fields to help you find Reports quickly.

The Options are explained throughout this chapter.

In the lower half, there is a selection of Accounts sorted in Account Number order.

Along the bottom, there is a list of the Function keys and what they do.

**A Main
Starting Point**

Most of the Subsections in this Section begin at the Work With General Ledger Chart of Accounts display.

- Think of this display as The Main Starting Point for all of the functions available to you in this part of the General Ledger module.
- Knowing this starting point, will be useful to you in the future, if you ever need to look back at this book to refresh your skills.

4.4.1. How To Add Accounts

The Main Starting Point

Figure 1 shows the Work With General Ledger Chart of Accounts display.

Work With →
General
Ledger Chart
of Accounts

Figure 1

GL Cost Centre	Account Code	GL Sub Account	Account Type	Description	Account Status
Type options, press Enter.					
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes
? GL Cost Centre	Account Code	GL Sub Account	Account Type	Description	Account Status
	0000			Balance Sheet	
	0100			Assets	A
	0105			Current Assets	
	0110			Cash	
	0120			Cash General Account	
	0121			City Bank General Accou	
	0122			City Trust (MasterCard) Cash	
	0125			CB US Cash Account	
	0126			US Account Exchange	
	0130			Payroll Clearing	+

F6 = Add →

The Scenario

We are going to add a new Account to the General Ledger.

- In Figure 1, F6 lets you add new Accounts.

Adding

Press F6, and your display will look like Figure 2.

Add General →
Ledger
Account
Details
The data
entry fields →

Figure 2

GL Cost Centre	Account Code	GL Sub Account	Account Type	Description	Account Status
Type options, press Enter.					
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes
? GL Cost Centre	Account Code	GL Sub Account	Account Type	Description	Account Status
	0000			Balance Sheet	
	0100			Assets	A
	0105			Current Assets	
	0110			Cash	
	0120			Cash General Account	
	0121			City Bank General Accou	
	0122			City Trust (MasterCard) Cash	
	0125			CB US Cash Account	
	0126			US Account Exchange	
	0130			Payroll Clearing	+

Your Choices

Figure 2 shows the Add General Ledger Account Details display.

- There are 10 data fields.
- The first task is to choose the Account Type, whether it is a GL Cost Centre, a GL Account Code or a GL Sub Account.
- We will choose the GL Account Code.

Searching

Tab across to the Description search field, and key in **Rev**, as shown in Figure 5.

Figure 5

```
GLDKE1K  ADD 1/02/96 8:00:00
.....
:                               Select GL Account Type :
Compa :   Account Description Account Posting :
:   Type Purge Account :
GL Co :   Code Rev - - :
GL Ac :                               :
GL Su :                               :
:   Type options, press Enter. :
GL Ac :                               :
Descr : 1=Select request :
: ? Account Description Account Posting :
Balan :   Type Purge Account :
Posti :   Code Flag Account :
Stati :   AST Assets B Y :
Accou :   DUES Dues Revenue P Y :
Units :   EXP Expenses P Y + :
:                               :
GL Ac : F3=Exit :
:                               :
:                               :
F3=Exit F4=Prompt
No value selected.
```

Rev →

You're working with this window

Press **Enter**, and your display will look like Figure 6.

Figure 6

```
GLDKE1K  ADD 1/02/96 8:00:00
.....
:                               Select GL Account Type :
Compa :   Account Description Account Posting :
:   Type Purge Account :
GL Co :   Code Rev :
GL Ac :                               :
GL Su :                               :
:   Type options, press Enter. :
GL Ac :                               :
Descr : 1=Select request :
: ? Account Description Account Posting :
Balan :   Type Purge Account :
Posti :   Code Flag Account :
Stati :   DUES Dues Revenue P Y :
Accou :   REV Revenue Account P Y :
Units :                               :
:                               :
GL Ac : F3=Exit :
:                               :
:                               :
F3=Exit F4=Prompt
No value selected.
```

REV →

You're working with this window

Found

The Revenue Account Account Type appears in the window.

Selecting

Tab across, then down to Revenue Account, and key in a **I**, as shown in Figure 7.

Figure 7

Here's the number 1 →

```

GLDKE1K  ADD                                1/02/96  8:00:00
.....
:                               Select GL Account Type :
Compa :      Account  Description              Account  Posting :
:      Type                               Purge    Account :
GL Co :      Code                               Flag      :
GL Ac :                               Rev                               :
GL Su :                               :                               :
:      Type options, press Enter. :                               :
GL Ac :                               :                               :
Descr :  1=Select request                       :                               :
:  ? Account  Description              Account  Posting :
Baln :      Type                               Purge    Account :
Posti :      Code                               Flag      :
Stati :  DUES      Dues Revenue              P        Y      :
Accou :  1 REV      Revenue Account          P        Y      :
Units :                               :                               :
:                               :                               :
GL Ac :  F3=Exit                               :                               :
:                               :                               :
:                               :                               :
:                               :                               :
F3=Exit  F4=Prompt
No value selected.

```

You're working with this window

Filled

Press **Enter**, and your display will look like Figure 8.

Figure 8

Add General Ledger Account Details
REV →
Description →

```

GLDKE1K  ADD                                1/02/96  8:00:00
Add General Ledger Account Details
Company Code . . . . :          TEST Manufacturing Co. Ltd.
GL Cost Centre . . . :          _____
GL Account Code . . :          0999__
GL Sub Account . . . :          _____
GL Account Type Code :          REV Revenue Account
Description . . . . :          _____
Balance to Bracket . :          -
Posting Account . . :          -
Statistical Account :          -
Account Level . . . :          _____
Units Label . . . . :          _____
GL Account Status :
F3=Exit  F4=Prompt

```

Your Choices

Figure 8 shows the Add General Ledger Account Details display.

- The GL Account Type Code field is filled in.
- We are now going to give the Account a Description.

Description

Tab down to the Description field, and key in *Test Accounting Item*, as shown in Figure 9.

Figure 9

Test Accounting Item →

```
GLDKE1K  ADD                                1/02/96  8:00:00
                                Add General Ledger Account Details

Company Code . . . . :                TEST Manufacturing Co. Ltd.

GL Cost Centre . . . .
GL Account Code . . . 0999
GL Sub Account . . . .

GL Account Type Code  REV Revenue Account
Description . . . .  Test Accounting Item

Balance to Bracket . . -
Posting Account . . . -
Statistical Account . -
Account Level . . . .
Units Label . . . .

GL Account Status :

F3=Exit  F4=Prompt
```

Processing

Press **Enter**, and the other fields will fill in with default values, as shown in Figure 10. Also the CONFIRM prompt will appear in the bottom right.

Figure 10

Filled in →

CONFIRM →

```
GLDKE1K  ADD                                1/02/96  8:00:00
                                Add General Ledger Account Details

Company Code . . . . :                TEST Manufacturing Co. Ltd.

GL Cost Centre . . . .
GL Account Code . . . 0999
GL Sub Account . . . .

GL Account Type Code  REV Revenue Account
Description . . . .  Test Accounting Item

Balance to Bracket . . D
Posting Account . . . Y
Statistical Account . Y
Account Level . . . . 9
Units Label . . . .  Units Sold

GL Account Status :

F3=Exit  F4=Prompt

CONFIRM: Y (Y/N)
```

Confirming

You will be asked to confirm your data.

Confirmation Tips

The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing your data, press **N** then **F3**.

**Returning To
The Main
Starting Point**

Press **Enter** to return to Work With General Ledger Chart of Accounts .

Figure 11

**Work With →
General
Ledger Chart
of Accounts**

GL Cost	Account	GL Sub	Account	Description	Account Status
Type options, press Enter.					
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes
? GL Cost	Account	GL Sub	Account	Description	Account Status
Centre	Code	Account	Type		
	0000			Balance Sheet	
	0100			Assets	A
	0105			Current Assets	
	0110			Cash	
	0120			Cash General Account	
	0121			City Bank General Accou	
	0122			City Trust (MasterCard) Cash	
	0125			CB US Cash Account	
	0126			US Account Exchange	
	0130			Payroll Clearing	+

Almost Done

The new Account has been created, but it does not appear on the display unless we search for it.

Searching

Tab over to the Account Code search field, and key in **0999**, as shown in Figure 12.

Figure 12

0999 →

GL Cost	Account	GL Sub	Account	Description	Account Status
Type options, press Enter.					
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes
? GL Cost	Account	GL Sub	Account	Description	Account Status
Centre	Code	Account	Type		
	0999				
	0000			Balance Sheet	
	0100			Assets	A
	0105			Current Assets	
	0110			Cash	
	0120			Cash General Account	
	0121			City Bank General Accou	
	0122			City Trust (MasterCard) Cash	
	0125			CB US Cash Account	
	0126			US Account Exchange	
	0130			Payroll Clearing	+

Press **Enter**, and your display will look like Figure 13.

Figure 13

**Test Accounting
Item →**

```
GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account  Type                    Status
----- 0999__ -----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account  Type                    Status
                0999          REV          Test Accounting Item

F3=Exit  F6=Add  F21=Print List
```

Found

The Test Accounting Item appears on the display.

**The Result
You Are Done**

You have successfully added an Account to the General Ledger.
This completes Subsection 4.4.1., How To Add Accounts.

4.4.2. How To Print The Account List

The Main Starting Point

Figure 1 shows the Work With General Ledger Chart of Accounts display.

Work With →
General
Ledger Chart
of Accounts

Figure 1

GLDQDFK	DISPLAY				1/02/96	8:00:00
Work With General Ledger Chart of Accounts						
Company	YOURCO	TEST	Manufacturing	Co. Ltd.		
GL Cost	Account	GL Sub	Account	Description		Account
Centre	Code	Account	Type			Status
Type options, press Enter.						
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes	
? GL Cost	Account	GL Sub	Account	Description		Account
Centre	Code	Account	Type			Status
	0000			Balance Sheet		
	0100			Assets		A
	0105			Current Assets		
	0110			Cash		
	0120			Cash General Account		
	0121			City Bank General Accou		
	0122			City Trust (MasterCard) Cash		
	0125			CB US Cash Account		
	0126			US Account Exchange		
	0130			Payroll Clearing		+
F3=Exit	F6=Add	F21=Print List				

F21 = Print List →

The Scenario

We are going to print a list of the Accounts in the General Ledger.

- In Figure 1, **F21** lets you print the Account list.

Printing

Press **F21**, and your display will look like Figure 2.

Figure 2

GLDQDFK	DISPLAY				1/02/96	8:00:00
Work With General Ledger Chart of Accounts						
Company	YOURCO	TEST	Manufacturing	Co. Ltd.		
GL Cost	Account	GL Sub	Account	Description		Account
Centre	Code	Account	Type			Status
Type options, press Enter.						
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes	
? GL Cost	Account	GL Sub	Account	Description		Account
Centre	Code	Account	Type			Status
	0000			Balance Sheet		
	0100			Assets		A
	0105			Current Assets		
	0110			Cash		
	0120			Cash General Account		
	0121			City Bank General Accou		
	0122			City Trust (MasterCard) Cash		
	0125			CB US Cash Account		
	0126			US Account Exchange		
	0130			Payroll Clearing		+
F3=Exit	F6=Add	F21=Print List				
Processing Print List...						

Processing →

The Processing Print List message appears in the bottom left.

Completed

In a few seconds, the Completed Printing List message appears, as shown in Figure 3.

Figure 3

Completed →

```
GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre  Code      Account  Type      Status
-----  -
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
Centre  Code      Account  Type      Status
-----  -
          0000          Balance Sheet
          0100          Assets              A
          0105          Current Assets
          0110          Cash
          0120          Cash General Account
          0121          City Bank General Accou
          0122          City Trust (MasterCard) Cash
          0125          CB US Cash Account
          0126          US Account Exchange
          0130          Payroll Clearing          +

F3=Exit  F6=Add  F21=Print List
Completed Printing List
```

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed a list of the General Ledger Accounts.

You Are Done

This completes Subsection 4.4.2., How To Print The Account List.

Press **Enter**, and your display will look like Figure 3.

Figure 3

5 = Display →
Test Accounting Item →

GLDQDFK	DISPLAY	Work With General Ledger Chart of Accounts			1/02/96	8:00:00
Company YOURCO TEST Manufacturing Co. Ltd.						
GL Cost	Account	GL Sub	Account	Description		Account
Centre	Code	Account	Type			Status
_____	0999__	_____	_____	_____	_____	-
Type options, press Enter.						
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes	
? GL Cost	Account	GL Sub	Account	Description		Account
Centre	Code	Account	Type			Status
	0999		REV	Test Accounting Item		
F3=Exit F6=Add F21=Print List						

Found

The Test Accounting Item appears on the display.

- Option number 5 lets you display the Account Details.

Displaying Details

Tab across, then down to the Test Accounting Item, and key in a **5**, as shown in Figure 4.

Figure 4

Here's the number 5 →

GLDQDFK	DISPLAY	Work With General Ledger Chart of Accounts			1/02/96	8:00:00
Company YOURCO TEST Manufacturing Co. Ltd.						
GL Cost	Account	GL Sub	Account	Description		Account
Centre	Code	Account	Type			Status
_____	0999__	_____	_____	_____	_____	-
Type options, press Enter.						
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes	
? GL Cost	Account	GL Sub	Account	Description		Account
Centre	Code	Account	Type			Status
5	0999		REV	Test Accounting Item		
F3=Exit F6=Add F21=Print List						

Press **Enter**, and your display will look like Figure 5.

Figure 5

**Display →
General Ledger
Account
Details**

```

GLDID1K  DISPLAY                               1/02/96  8:00:00
                                     Display General Ledger Account Details
Company Code . . . : YOURCO TEST Manufacturing Co. Ltd.

GL Cost Centre . . . :
GL Account Code . . : 0999
GL Sub Account . . . :

GL Account Type Code  REV Revenue Account
Description . . . . : Test Accounting Item
Balance to Bracket : D
Posting Account . . : Y
Statistical Account  Y
Account Level . . . : 9
Units Label . . . . : Units Sold

GL Account Status : A

F3=Exit
    
```

Your Choices

Figure 5 shows the Display General Ledger Account Details display.

- This is a static display, no changes can be made.
- You can use the **Screen Print** key to create a print-out.
- **F3** lets you exit this display.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With General Ledger Chart of Accounts .

Figure 6

**Work With →
General
Ledger Chart
of Accounts**

```

GLDQDFK  DISPLAY                               1/02/96  8:00:00
                                     Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account  Type           Status
----- 0999_-----
Type options, press Enter.
2=Change  3=Copy   5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
  Centre Code    Account  Type           Status
    0999          REV           Test Accounting Item

F3=Exit  F6=Add  F21=Print List
    
```

The Result

You have successfully displayed the Account Details for the Test Accounting Item Account.

You Are Done

This completes Section 4.4.3., How To Display Account Details.

4.4.4. How To Display Account Audits

The Main Starting Point

Figure 1 shows the Work With General Ledger Chart of Accounts display.

Work With →
General
Ledger Chart
of Accounts

Figure 1

```

GLDQDFK      DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account Type           Status
-----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
  Centre Code    Account Type           Status
    0000                               Balance Sheet
    0100                               Assets                A
    0105                               Current Assets
    0110                               Cash
    0120                               Cash General Account
    0121                               City Bank General Accou
    0122                               City Trust (MasterCard) Cash
    0125                               CB US Cash Account
    0126                               US Account Exchange
    0130                               Payroll Clearing          +

F3=Exit  F6=Add  F21=Print List
  
```

The Scenario

We are going to display the Account Audits for the Test Accounting Item Account.

- First, we need to search for the Test Accounting Item Account.

Searching

Tab over to the Account Code field, and key in **0999**, as shown in Figure 2.

Figure 2

0999 →

```

GLDQDFK      DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account Type           Status
-----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
  Centre Code    Account Type           Status
    0000                               Balance Sheet
    0100                               Assets                A
    0105                               Current Assets
    0110                               Cash
    0120                               Cash General Account
    0121                               City Bank General Accou
    0122                               City Trust (MasterCard) Cash
    0125                               CB US Cash Account
    0126                               US Account Exchange
    0130                               Payroll Clearing          +

F3=Exit  F6=Add  F21=Print List
  
```

Press **Enter**, and your display will look like Figure 3.

Figure 3

8 = Details →
Test Accounting →
Item

```
GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description      Account
Centre Code   Account Type                    Status
----- 0999_-----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub Account Description      Account
Centre Code   Account Type                    Status
          0999          REV      Test Accounting Item

F3=Exit  F6=Add  F21=Print List
```

Found

The **Test Accounting Item** appears on the display.

- Option number 8 lets you display the Account Audit.

Displaying Details

Tab across, then down to the **Test Accounting Item**, and key in an **8**, as shown in Figure 4.

Figure 4

Here's the
number 8 →

```
GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description      Account
Centre Code   Account Type                    Status
----- 0999_-----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub Account Description      Account
Centre Code   Account Type                    Status
8          0999          REV      Test Accounting Item

F3=Exit  F6=Add  F21=Print List
```


Press **Enter**, and your display will look like Figure 5.

Figure 5

Display →
Account Audit

GLJWDFR	DISPLAY				1/02/96	8:00:00
Display Account Audit						
Description . . . : Test Accounting Item						
GL Cost	Account	GL Sub	Date	User	Time	
Centre	Code	Account				
	0999		6/17/96	YOU	15:27:21	
F3=Exit F21=Print List						

Your Choices

Figure 5 shows the Display Account Audit display.

- This is a static display, no changes can be made.
- You can use the **Screen Print** key to create a print-out.
- **F21** lets you print a list of the Audit information.
- **F3** lets you exit this display.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With General Ledger Chart of Accounts .

Figure 6

Work With →
General
Ledger Chart
of Accounts

GLDQDFK	DISPLAY				1/02/96	8:00:00
Work With General Ledger Chart of Accounts						
Company YOURCO TEST Manufacturing Co. Ltd.						
GL Cost	Account	GL Sub	Account	Description	Account	
Centre	Code	Account	Type		Status	
	0999				-	
Type options, press Enter.						
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes	
? GL Cost	Account	GL Sub	Account	Description	Account	
Centre	Code	Account	Type		Status	
	0999		REV	Test Accounting Item		
F3=Exit F6=Add F21=Print List						

The Result

You have successfully displayed the Account Audit for the Test Accounting Item.

You Are Done

This completes Subsection 4.4.4., How To Display Account Audits.

Press **Enter**, and your display will look like Figure 3.

Figure 3

9 = Notes →
Test Accounting Item →

```
GLDQDFK    DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description              Account
Centre Code    Account  Type    Description              Status
----- 0999_  -----  -----  -----  -----  -----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description              Account
  Centre Code    Account  Type    Description              Status
          0999          REV      Test Accounting Item

F3=Exit  F6=Add  F21=Print List
```

Found

The **Test Accounting Item** appears on the display.

- Option number **9** lets you display the Account Notes.

Displaying Notes

Tab across, then down to the **Test Accounting Item**, and key in a **9**, as shown in Figure 4.

Figure 4

Here's the number 9 →

```
GLDQDFK    DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description              Account
Centre Code    Account  Type    Description              Status
----- 0999_  -----  -----  -----  -----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description              Account
  Centre Code    Account  Type    Description              Status
  9          0999          REV      Test Accounting Item

F3=Exit  F6=Add  F21=Print List
```


4.4.6. How To Rename Accounts

The Main Starting Point

Figure 1 shows the Work With General Ledger Chart of Accounts display.

Work With →
General
Ledger Chart
of Accounts

Figure 1

GLDQDFK		DISPLAY		1/02/96 8:00:00	
Work With General Ledger Chart of Accounts					
Company	YOURCO	TEST	Manufacturing Co. Ltd.		
GL Cost	Account	GL Sub	Account	Description	Account Status
Centre	Code	Account	Type		
Type options, press Enter.					
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes
? GL Cost	Account	GL Sub	Account	Description	Account Status
Centre	Code	Account	Type		
	0000			Balance Sheet	
	0100			Assets	A
	0105			Current Assets	
	0110			Cash	
	0120			Cash General Account	
	0121			City Bank General Accou	
	0122			City Trust (MasterCard) Cash	
	0125			CB US Cash Account	
	0126			US Account Exchange	
	0130			Payroll Clearing	+
F3=Exit	F6=Add	F21=Print List			

The Scenario

We are going to rename the Test Accounting Item Account.

- First, we need to search for the Test Accounting Item Account.

Searching

Tab over to the Account Code field, and key in **0999**, as shown in Figure 2.

Figure 2

0999 →

GLDQDFK		DISPLAY		1/02/96 8:00:00	
Work With General Ledger Chart of Accounts					
Company	YOURCO	TEST	Manufacturing Co. Ltd.		
GL Cost	Account	GL Sub	Account	Description	Account Status
Centre	Code	Account	Type		
	0999				
Type options, press Enter.					
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes
? GL Cost	Account	GL Sub	Account	Description	Account Status
Centre	Code	Account	Type		
	0000			Balance Sheet	
	0100			Assets	A
	0105			Current Assets	
	0110			Cash	
	0120			Cash General Account	
	0121			City Bank General Accou	
	0122			City Trust (MasterCard) Cash	
	0125			CB US Cash Account	
	0126			US Account Exchange	
	0130			Payroll Clearing	+
F3=Exit	F6=Add	F21=Print List			

Press **Enter**, and your display will look like Figure 3.

Figure 3

7 = Rename →

Test Accounting Item →

```
GLDQDFK  DISPLAY 1/02/96 8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
0999_ -
Type options, press Enter.
2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes
? GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
0999 REV Test Accounting Item

F3=Exit F6=Add F21=Print List
```

Found

The **Test Accounting Item** appears on the display.

- Option number 7 lets you rename the Account.

Displaying Notes

Tab across, then down to the **Test Accounting Item**, and key in a 7, as shown in Figure 4.

Figure 4

Here's the number 7 →

```
GLDQDFK  DISPLAY 1/02/96 8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
0999_ -
Type options, press Enter.
2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes
? GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
7 0999 REV Test Accounting Item

F3=Exit F6=Add F21=Print List
```

Press **Enter**, and your display will look like Figure 5.

Figure 5

Rename →
General
Ledger
Account Code
↗
Changeable fields

```
GLDJE1K    CHANGE                                1/02/96  8:00:00
                                     Rename General Ledger Account Code
New GL Cost Centre . . .
New Account Code . . .    0999
New GL Sub Account . . .

GL Account Type Code :    REV

Balance to Bracket . . :    D
Posting Account . . . :    Y
Statistical Account :    Y
Account Level . . . . :     9
Units Label . . . . . :    Units Sold

GL Account Status . . :    A

F3=Exit    F4=Prompt    F12=Key screen
```

Your Choices

Figure 5 shows the Rename General Ledger Account Code display.

- Only the first 3 fields, the Account types, can be changed.
- **F3** lets you exit without making changes.

Tab down to the New Account Code field, and key in **0998**, as shown in Figure 6.

Figure 6

0998 →

```
GLDJE1K    CHANGE                                1/02/96  8:00:00
                                     Rename General Ledger Account Code
New GL Cost Centre . . .
New Account Code . . .    0998
New GL Sub Account . . .

GL Account Type Code :    REV

Balance to Bracket . . :    D
Posting Account . . . :    Y
Statistical Account :    Y
Account Level . . . . :     9
Units Label . . . . . :    Units Sold

GL Account Status . . :    A

F3=Exit    F4=Prompt    F12=Key screen
```

Processing

Press **Enter**, and your display will look like Figure 7.

Figure 7

```
GLDJE1K  CHANGE                               1/02/96  8:00:00
                                Rename General Ledger Account Code

New GL Cost Centre . . .
New Account Code . . .  0998
New GL Sub Account . . .

GL Account Type Code :  REV

Balance to Bracket . . :  D
Posting Account . . . :  Y
Statistical Account . . :  Y
Account Level . . . . :   9
Units Label . . . . . :  Units Sold

GL Account Status . . :  A

CONFIRM →

F3=Exit  F4=Prompt  F12=Key screen                                CONFIRM: Y (Y/N)
```

Confirming

You will be asked to confirm your changes.

Confirmation Tips

The Y for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing your changes, press **N** then **F3**.

Returning To The Main Starting Point

Press **Enter** to return to Work With General Ledger Chart of Accounts .

Figure 8

```
GLDQDFK  DISPLAY                               1/02/96  8:00:00
                                Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description      Account
Centre Code    Account  Type           Status
----- 0999_  -----  -----  -----  -----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description      Account
  Centre Code    Account  Type           Status

No data →

F3=Exit  F6=Add  F21=Print List
No data to display.
```

Your Choices

The 0999 Account has been renamed with Account Code 0998, so 0999 no longer exists, and the display shows the message No data to display .

Searching

Tab over to the Account Code field, and key in **0998**, as shown in Figure 9.

Figure 9

```
GLDQDFK  DISPLAY 1/02/96 8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
----- 0998 -----
Type options, press Enter.
2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes
? GL Cost Account GL Sub Account Description Account
  Centre Code Account Type Status

F3=Exit F6=Add F21=Print List
No data to display.
```

0998 →

Press **Enter**, and your display will look like Figure 10.

Figure 10

```
GLDQDFK  DISPLAY 1/02/96 8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
----- 0998 -----
Type options, press Enter.
2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes
? GL Cost Account GL Sub Account Description Account
  Centre Code Account Type Status
                    0998          REV      Test Accounting Item

F3=Exit F6=Add F21=Print List
```

Test Accounting →
Item

The Result

You have successfully renamed an Account and made it appear on the display.

You Are Done

This completes Section 4.4.6., How To Rename Accounts.

4.4.7. How To Copy Accounts

The Main Starting Point

Figure 1 shows the Work With General Ledger Chart of Accounts display.

Work With →
General
Ledger Chart
of Accounts

Figure 1

GLDQDFK	DISPLAY	Work With General Ledger Chart of Accounts				1/02/96	8:00:00
Company	YOURCO	TEST	Manufacturing	Co. Ltd.			
GL Cost	Account	GL Sub	Account	Description		Account	
Centre	Code	Account	Type			Status	
Type options, press Enter.							
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes		
? GL Cost	Account	GL Sub	Account	Description		Account	
Centre	Code	Account	Type			Status	
	0000			Balance Sheet			
	0100			Assets		A	
	0105			Current Assets			
	0110			Cash			
	0120			Cash General Account			
	0121			City Bank General Accou			
	0122			City Trust (MasterCard) Cash			
	0125			CB US Cash Account			
	0126			US Account Exchange			
	0130			Payroll Clearing		+	
F3=Exit	F6=Add	F21=Print List					

The Scenario

We are going to create a new Account by copying the Test Accounting Item Account.

- First, we need to search for the Test Accounting Item Account.

Searching

Tab over to the Account Code field, and key in **0999**, as shown in Figure 2.

Figure 2

0999 →

GLDQDFK	DISPLAY	Work With General Ledger Chart of Accounts				1/02/96	8:00:00
Company	YOURCO	TEST	Manufacturing	Co. Ltd.			
GL Cost	Account	GL Sub	Account	Description		Account	
Centre	Code	Account	Type			Status	
	0999						
Type options, press Enter.							
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes		
? GL Cost	Account	GL Sub	Account	Description		Account	
Centre	Code	Account	Type			Status	
	0000			Balance Sheet			
	0100			Assets		A	
	0105			Current Assets			
	0110			Cash			
	0120			Cash General Account			
	0121			City Bank General Accou			
	0122			City Trust (MasterCard) Cash			
	0125			CB US Cash Account			
	0126			US Account Exchange			
	0130			Payroll Clearing		+	
F3=Exit	F6=Add	F21=Print List					

Press **Enter**, and your display will look like Figure 3.

Figure 3

3 = Copy →
Test Accounting Item →

```
GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description
Centre Code    Account  Type
----- 0999_  -----  -----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description
Centre Code    Account  Type
      0999          REV    Test Accounting Item

F3=Exit  F6=Add  F21=Print List
```

Found

The **Test Accounting Item** appears on the display.

- Option number 3 lets you copy the Account.

Displaying Notes

Tab across, then down to the **Test Accounting Item**, and key in a **3**, as shown in Figure 4.

Figure 4

Here's the number 3 →

```
GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description
Centre Code    Account  Type
----- 0999_  -----  -----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description
Centre Code    Account  Type
  3      0999          REV    Test Accounting Item

F3=Exit  F6=Add  F21=Print List
```

Press **Enter**, and your display will look like Figure 5.

Figure 5

Copy General →
Ledger
Account
Details
Changeable fields →

```
GLDPE1K  ADD                                1/02/96  8:00:00
                                Copy General Ledger Account Details
GL Cost Centre . . .
GL Account Code . . 0999
GL Sub Account . . .
GL Account Type Code  REV
Description . . . . Test Accounting Item
Balance to Bracket . D
Posting Account . . Y
Statistical Account  Y
Account Level . . . 9
Units Label . . . . Units Sold
GL Account Status :  A
F3=Exit  F4=Prompt
```

Your Choices

Figure 5 shows the Copy General Ledger Account Details display.

- All fields can be changed except for the GL Account Status field.
- We will change the Account Code and the Description.

Changing

Tab down to GL Account Code, and key in a **0998**, then tab down to Description, and key in **Copied Test Accounting Item**, as shown in Figure 6

Figure 6

0998 →
Copied Test
Accounting Item →

```
GLDPE1K  ADD                                1/02/96  8:00:00
                                Copy General Ledger Account Details
GL Cost Centre . . .
GL Account Code . . 0998
GL Sub Account . . .
GL Account Type Code  REV
Description . . . . Copied Test Accounting Item
Balance to Bracket . D
Posting Account . . Y
Statistical Account  Y
Account Level . . . 9
Units Label . . . . Units Sold
GL Account Status :  A
F3=Exit  F4=Prompt
```

Press **Enter**, and your display will look like Figure 7.

Figure 7

```

GLDPE1K  ADD                                     1/02/96  8:00:00
                                     Copy General Ledger Account Details

GL Cost Centre . . .
GL Account Code . . 0998
GL Sub Account . . .

GL Account Type Code  REV
Description . . . . Copied Test Accounting Item

Balance to Bracket .  D
Posting Account . .  Y
Statistical Account  Y
Account Level . . .  9
Units Label . . . . Units Sold

GL Account Status :  A

F3=Exit  F4=Prompt
CONFIRM: Y (Y/N)
    
```

CONFIRM →

**Confirming
Confirmation Tips**

You will be asked to confirm your request to copy.

The **Y** for "yes" will be waiting for your response.

- If you want to make a correction, press **N**.
- If you want to escape without processing your request to copy, press **N** then **F3**.

**Returning To
The Main
Starting Point**

Press **Enter** to return to Work With General Ledger Chart of Accounts .

Figure 8

Work With →
**General
Ledger Chart
of Accounts**

```

GLDQDFK  DISPLAY                                     1/02/96  8:00:00
                                     Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre  Code    Account  Type                    Status
-----  -
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
Centre  Code    Account  Type                    Status
          0999          REV      Test Accounting Item

F3=Exit  F6=Add  F21=Print List
    
```

Your Choices

The 0999 Account has been copied to Account Code 0998.

- We will now use the search fields to find 0998.

Searching

Tab over to the Account Code field, and key in **0998**, as shown in Figure 9.

Figure 9

```
GLDQDFK  DISPLAY 1/02/96 8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
----- 0998_-----
Type options, press Enter.
2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes
? GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
0999 REV Test Accounting Item

F3=Exit F6=Add F21=Print List
```

Found

Press **Enter**, and your display will look like Figure 10.

Figure 10

```
GLDQDFK  DISPLAY 1/02/96 8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
----- 0998_-----
Type options, press Enter.
2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes
? GL Cost Account GL Sub Account Description Account
Centre Code Account Type Status
0998 REV Copied Test Accounting Item

F3=Exit F6=Add F21=Print List
```

The Result

You have successfully created a new Account by copying Account 0999

You Are Done

This completes Subsection 4.4.7., How To Copy Accounts.

4.4.8. How To Change Accounts

The Main Starting Point

Figure 1 shows the Work With General Ledger Chart of Accounts display.

Work With →
General
Ledger Chart
of Accounts

Figure 1

GLDQDFK	DISPLAY	Work With General Ledger Chart of Accounts				1/02/96	8:00:00
Company	YOURCO	TEST	Manufacturing	Co. Ltd.			
GL Cost	Account	GL Sub	Account	Description		Account	
Centre	Code	Account	Type			Status	
Type options, press Enter.							
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes		
? GL Cost	Account	GL Sub	Account	Description		Account	
Centre	Code	Account	Type			Status	
	0000			Balance Sheet			
	0100			Assets		A	
	0105			Current Assets			
	0110			Cash			
	0120			Cash General Account			
	0121			City Bank General Accou			
	0122			City Trust (MasterCard) Cash			
	0125			CB US Cash Account			
	0126			US Account Exchange			
	0130			Payroll Clearing		+	
F3=Exit	F6=Add	F21=Print List					

The Scenario

We are going to bring up the display that lets you make changes to the Test Accounting Item Account.

- First, we need to search for the Test Accounting Item Account.

Searching

Tab over to the Account Code field, and key in **0999**, as shown in Figure 2.

Figure 2

0999 →

GLDQDFK	DISPLAY	Work With General Ledger Chart of Accounts				1/02/96	8:00:00
Company	YOURCO	TEST	Manufacturing	Co. Ltd.			
GL Cost	Account	GL Sub	Account	Description		Account	
Centre	Code	Account	Type			Status	
	0999						
Type options, press Enter.							
2=Change	3=Copy	5=Display	7=Rename	8=Details	9=Notes		
? GL Cost	Account	GL Sub	Account	Description		Account	
Centre	Code	Account	Type			Status	
	0000			Balance Sheet			
	0100			Assets		A	
	0105			Current Assets			
	0110			Cash			
	0120			Cash General Account			
	0121			City Bank General Accou			
	0122			City Trust (MasterCard) Cash			
	0125			CB US Cash Account			
	0126			US Account Exchange			
	0130			Payroll Clearing		+	
F3=Exit	F6=Add	F21=Print List					

Press **Enter**, and your display will look like Figure 3.

Figure 3

2 = Change →
Test Accounting →
Item

```

GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account  Type    Status
----- 0999_  -----  -----  -----  -----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account  Type    Status
      0999          REV      Test Accounting Item

F3=Exit  F6=Add  F21=Print List
  
```

Found

The **Test Accounting Item** appears on the display.

- Option number 2 lets you change the Account.

Displaying Notes

Tab across, then down to the **Test Accounting Item**, and key in a **2**, as shown in Figure 4.

Figure 4

Here's the
number 2 →

```

GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO  TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account  Type    Status
----- 0999_  -----  -----  -----  -----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account  Type    Status
  2      0999          REV      Test Accounting Item

F3=Exit  F6=Add  F21=Print List
  
```


Press **Enter**, and your display will look like Figure 5.

Figure 5

**Edit General →
Ledger
Account
Details**
Changeable fields →

```

GLDHE1K  CHANGE                                     1/02/96  8:00:00
Edit General Ledger Account Details
Company Code . . . : YOURCO TEST Manufacturing Co. Ltd.
GL Cost Centre . . . :
Account Code . . . : 0999
GL Sub Account . . . :

GL Account Type Code  REV Revenue Account
Description . . . . . Test Accounting Item

Balance to Bracket . . D
Posting Account . . . Y
Statistical Account . . Y
Account Level . . . . 9
Units Label . . . . . Units Sold

GL Account Status . . A

F3=Exit  F4=Prompt
  
```

Your Choices

Figure 5 shows the Edit General Ledger Account Details display.

- There are 7 changeable fields.
- Changing Accounts is a similar task to adding new ones, see Subsection 4.4.1., How To Add Accounts, for further instructions.
- **F3** lets you exit without making changes.

**Returning To
The Main
Starting Point**

Press **F3** to return to Work With General Ledger Chart of Accounts .

Figure 6

**Work With →
General
Ledger Chart
of Accounts**

```

GLDQDFK  DISPLAY                                     1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub  Account  Description          Account
Centre Code    Account  Type     Description          Status
----- 0999__-----
Type options, press Enter.
2=Change  3=Copy   5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub  Account  Description          Account
  Centre Code    Account  Type     Description          Status
      0999                REV      Test Accounting Item

F3=Exit  F6=Add  F21=Print List
  
```

The Results

You have successfully brought up the display that lets you make changes to the Account Details.

You Are Done

This completes Subsection 4.4.8., How To Change Accounts.

4.4.9. How To Return To The General Ledger Run Application Menu

The Main Starting Point

Figure 1 shows the Work With General Ledger Chart of Accounts display.

Figure 1

Work With →
General
Ledger Chart
of Accounts

```

GLDQDFK   DISPLAY                               1/02/96  8:00:00
Work With General Ledger Chart of Accounts
Company YOURCO TEST Manufacturing Co. Ltd.
GL Cost Account GL Sub Account Description      Account
Centre Code     Account Type                    Status
-----
Type options, press Enter.
2=Change  3=Copy  5=Display  7=Rename  8=Details  9=Notes
? GL Cost Account GL Sub Account Description      Account
Centre Code     Account Type                    Status
0000                                Balance Sheet
0100                                Assets                      A
0105                                Current Assets
0110                                Cash
0120                                Cash General Account
0121                                City Bank General Accou
0122                                City Trust (MasterCard) Cash
0125                                CB US Cash Account
0126                                US Account Exchange
0130                                Payroll Clearing           +

F3=Exit  F6=Add  F21=Print List
  
```

F3 = Exit →

The Scenario

We have worked with the Chart of Accounts, now we will return to the General Ledger Run Application Menu.

- In Figure 1, F3 lets you exit.

GL Budget Menu

Press F3, and your display will look like Figure 2.

Figure 2

GL Budget
Menu →

```

ZZMENUR   DISPLAY
User Id YOU                               : YOURCO TEST Manufacturing Co. Ltd.
Your Name : GL General Ledger
..... ons using '1'
: Run Application Sub Menu                : ion
: GLBUDGET  GL Budget Menu                : rnal Entries
: Select Menu options using '1'          : rting Menu
: ? Menu Description                       : up Menu
: Work With Account Balance                :
: Work With Budgets                       : Menu
: Run Financial Report                     : r End
: Work With Chart of Accounts              : unctions
:
:
:
:
:
:
: F3=Exit                                  : ange Current Company
:
:
:.....:
  
```

F3 = Exit →

You're working with this window

Your Choices

Figure 2 shows the GL Budget Menu window.

- F3 lets you exit.

