4. Budget And Reporting

This ChapterThis 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 \rightarrow Application Menu	ZZMENUR DIS User Id YOU Your Name Type options, 1=Select Menu	PLAY User Application press Enter. Option 2=Change Current Applic	Menu ation Company	1/02/96 08:00:00
	<pre>? Application AP AR CM GL IC IC IT OE PO UU ZZ F3=Exit</pre>	Description Accounts Payable Accounts Receivables Contact management General Ledger Inventory Control Incident (project) Tracking Order Entry Purchase Orders Union Information System Run Time	Company. YOURCO YOURCO YOURCO YOURCO OTHRCO YOURCO YOURCO OTHRCO YOURCO	

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.

We are going to work with the General Ledger application. Tab across then down to GL, key in a *1*, as shown in Figure 2, and press Enter.

• If you tab too far by mistake, use the \uparrow to take you back up.

	J • •		
	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=Cha	ng : ? Menu Description	:
		: Work With Journal Entries	:
	? Application Description	: Budget & Reporting Menu	:
re's the	AP Accounts Paya	ol : GL Report Setup Menu	:
umber 1	AR Accounts Rece	iv : GL Setup Menu	:
$umber 1 \rightarrow$	CM Contact Manag	em : GL Month End Menu	:
	1 GL General Ledge	c : Prompt GL Year End	:
	IC Inventory Con	r : Common Menu Functions	:
	IT Incident (pro	ie :	:
	OE Order Entry	:	:
	PO Purchase Orde	rs :	
	UU Union Informa		
	77 Run Time		
		F3=Exit F17=Change Current Company	
	E2 Errit	•	•

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 *1* beside Budget & Reporting Menu, as shown in Figure 3.



You're working with this window

Selecting A Run Application Menu

Selecting A Display

	Figuro 4			
	ZZMENOR DISPLAT	:	Run Application Menu	:
	User Id YOU Your Name	: YOURCO	TEST Manufacturing Co. Ltd.	:
GL Budget		: GL	ons using '1'	
Menu →	Run Application Su GLBUDGET GL Budget Menu Select Menu options using Menu Description Work With Account Balan Work With Budgets Run Financial Report Work With Chart of Acco	b Menu '1' ce unts	: ion : rnal Entries : rting Menu : up Menu : : Menu : unctions : : : :	
	:		:	
	:		: :	:
Your Choices	You're working with thisFigure 4 shows the GL FThere are four display	s <i>window</i> Budget M vs to choose	lenu window. e from.	

• We will choose Work With Account Balance.

Key in a *I* beside Work With Account Balance, as shown in Figure 5.

	ZZMENUR DISPLAY			
		:	Run Application Menu	:
	User Id YOU	: YOURCO	TEST Manufacturing Co. Ltd.	:
	Your Name	: GL	General Ledger	
			ons using '1'	
	: Run Application Su	b Menu	: ion	
Here's the	: GLBUDGET GL Budget Menu		: rnal Entries	
1 1 .	: Select Menu options using	'1'	: rting Menu	
number $I \rightarrow$: ? Menu Description		: up Menu	
	: 1 Work With Account Balan	ce	:	
	: Work With Budgets		: Menu	
	: Run Financial Report		: unctions	
	: Work With Chart of Acco	unts	:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	: F3=Exit		:	
			:	
			:	
			•	

You're working with this window

Account Balance

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

	GLAEDER	DIGDIAV				1	102/96 1	18.00.	0.0
Search Fields \rightarrow	Company (GL Cost Centre	Code YOUR Account (Code 2	CO TEST GL Sub Account	Work With Account B Manufacturing Co. Lt Account Description	alance d.	Fiscal Year	From Period	To Peric	d
$Options \rightarrow$	Type optic	ons, press	s Enter.						
	5=Display	8=Deta:	ils 9=	=Notes					
	? GL Cost Centre	Account (Code A	GL Sub Account	Account Description	Total Amount	To Ui	otal nits		
		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	count	.00		.00	
		0122		City Trust (Credit C	ards)	.00		.00	
Function Kevs \rightarrow		0125		CB US Cash Account		.00		.00	
		0126		US Account Exchange		.00		.00	+
	F3=Exit								

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	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.
otarting i olit	• 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

Searching For

Prepaid Insurance

Figure 1 shows the Work With Account Balance display.

ork With \rightarrow	GLAFDFR	DISPLAY	Work With Account Balance	1/02/96	5 08:00:00
Account Balance	Company GL Cost Centre	Code YOURCO TES Account GL Suk Code Accour	T Manufacturing Co. Ltd. Account t Description	Fiscal From Year Perio	To od Period
	Type opti 5=Display	ons, press Ente 8=Details	r. 9=Notes		
	? GL Cost	Account GL Sub	Account Description Total	Total	
			Non-second by	TT	
	Centre	Code Accour	t Amount	Units	0.0
	Centre	Code Accour 0000 0100	t Amount Balance Sheet Assets	Units .00 00	.00
	Centre	Code Accour 0000 0100 0105	t Amount Balance Sheet Assets Current Assets	Units .00 .00 .00	.00 .00 .00
	Centre	Code Accour 0000 0100 0105 0110	t Amount Balance Sheet Assets Current Assets Cash	Units .00 .00 .00 .00	.00 .00 .00 .00
	Centre	Code Accour 0000 0100 0105 0110 0120	t Amount Balance Sheet Assets Current Assets Cash Cash General Account	Units .00 .00 .00 .00 .00	.00 .00 .00 .00 .00
	Centre	Code Accour 0000 0100 0105 0110 0120 0121	t Amount Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac	Units .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00
	Centre	Code Accour 0000 0100 0110 0120 0121 0122	t Amount Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C	Units .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00
	Centre	Code Accour 0000 0100 0105 0110 0120 0121 0122 0125	t Amount Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C CB US Cash Account	Units .00 .00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00

The ScenarioWe are going to display the Details for the Prepaid Insurance
Account.

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

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

GLAFDFR	DISPLAY				1	/02/96 (08:00:00
			Work With Account B	alance			
Company	Code YOUR	CO TEST	Manufacturing Co. Lt	d.			
GL Cos	t Account	GL Sub	Account		Fiscal	From	То
Centre	Code	Account	Description		Year	Period	Period
			Prepaid				
Type opt	ions, pres	s Enter					
11 11	· · · · ·		·				
5=Displa	y 8=Deta	ils 9:	=Notes				
2 GL Cos	y 8=Deta	ils 9: GL Sub	Account Description	Total	т	otal	
5=Displa ? GL Cos Centre	y 8=Deta t Account Code	ils 9: GL Sub Account	=Notes Account Description	Total Amount	T	otal nits	
5=Displa ? GL Cos Centre	y 8=Deta t Account Code 0000	ils 9: GL Sub Account	-Notes Account Description Balance Sheet	Total Amount	T U:	otal nits	.00
5=Displa ? GL Cos Centre	y 8=Deta t Account Code 0000 0100	ils 9: GL Sub Account	-Notes Account Description Balance Sheet Assets	Total Amount	T U .00 .00	otal nits	.00
5=Displa ? GL Cos Centre	y 8=Deta t Account Code 0000 0100 0105	ils 9: GL Sub Account	-Notes Account Description Balance Sheet Assets Current Assets	Total Amount	T U .00 .00 .00	otal nits	.00 .00 .00
5=Displa ? GL Cos Centre	y 8=Deta Code 0000 0100 0105 0110	ils 9: GL Sub Account	-Notes Account Description Balance Sheet Assets Current Assets Cash	Total Amount	T U .00 .00 .00 .00	otal nits	.00 .00 .00 .00
5=Displa ? GL Cos Centre	y 8=Deta t Account Code 0000 0100 0105 0110 0120	ils 9: GL Sub Account	-Notes Account Description Balance Sheet Assets Current Assets Cash Cash General Account	Total Amount	T U .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00
5=Displa ? GL Cos Centre	y 8=Deta t Account Code 0000 0100 0105 0110 0120 0121	ils 9: GL Sub Account	-Notes Account Description Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac	Total Amount	T U .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00
5=Displa ? GL Cos Centre	y 8=Deta t Account Code 0100 0105 0110 0120 0121 0122	ils 9: GL Sub Account	-Notes Account Description Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C	Total Amount c a	T. .00 .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00 .00
S=Displa ? GL Cos Centre	y 8=Deta t Account Code 0000 0100 0105 0110 0120 0121 0122 0125	ils 9: GL Sub Account	-Notes Account Description Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C CB US Cash Account	Total Amount c a	T. 000 000 000 000 000 000 000	otal nits	.00 .00 .00 .00 .00 .00 .00

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

	GLAFDFR	DISPLAY	•				1/02/96	08:00:00
				Work With Ac	count Bala	ice		
	Company	Code YOUR	CO TEST	Manufacturing	g Co. Ltd.			
	GL Cost	Account	GL Sub	Account		Fis	cal From	То
	Centre	Code	Account	Description		Yea	r Period	Period
				Prepaid				
$\mathbf{S} = Display \rightarrow$	Type opti	ons, pres	s Enter	•				
	5=Display	8=Deta	ils 9	=Notes				
	? GL Cost	Account	GL Sub	Account Desci	ription Tot	al	Total	
	Centre	Code	Account		Amo	ount	Units	
		0399		Prepaid Exper	ises	.00		.00
aid Insurance →		0400		Prepaid Adver	tising	.00		.00
•••••••••••••••••••••••••••••••••••••••		0410		Prepaid Exhib	oitions	.00		.00
		0420		Prepaid Insur	ance	.00		.00
		0420						
		0430		Prepaid Promo	otional	.00		.00
		0430 0440		Prepaid Promo Prepaid Prope	otional erty Tax	.00		.00 .00

Found

The Prepaid Insurance Account appears on the display.

• Option number 5 lets you display the Account Details.

Displaying Details

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

Figure 4

	GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description Prepaid				1/02/96 (iscal From ear Period 	D8:00:00 To Period
Here's the number 5 →	Type opti 5=Display ? GL Cost Centre 5	ons, press Enter 8=Details 9: Account GL Sub Code Account 0399 0400 0410 0420 0430 0440	Notes Account Description Prepaid Expenses Prepaid Advertising Prepaid Exhibitions Prepaid Insurance Prepaid Promotional Prepaid Property Tax	Total Amount .0 .0 .0 .0 .0 .0	Total Units 0 0 0 0 0 0	.00 .00 .00 .00 .00
	F3=Exit	0480	Prepaid Miscellaneou	. 0	0	.00

	Figure 5
	GLDID1K DISPLAY 1/02/96 08:00:00
Display \rightarrow	Display General Ledger Account Details
General	Company Code : YOURCO TEST Manufacturing Co. Ltd.
Ledger	GL Cost Centre :
Account	GL Account Code . : 0420
Details	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.

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

Returning To The Main Starting Point $\operatorname{Press} F3$ to return to Work With Account Balance .

Figure 6

Work With → Account Balance	GLAFDFR Company (GL Cost Centre 	DISPLAY Code YOUR Account Code	CO TEST GL Sub Account	Work With Account Balance SST Manufacturing Co. Ltd. bb Account unt Description Prepaid			1, Fiscal Year	/02/96 (From Period	08:00:00 To Period
	Type optic 5=Display	ons, pres 8=Deta	s Enter ils 9=	Notes	Description	Total	T	o+ 51	
	? GL COSL Centre	Code	Account	Account	Description	Amount	10	nite	
	centre	0399	necounc	Prepaid	Expenses	Timourie	.00	1100	.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 Account Details for the Prepaid Insurance Account. This completes Subsection 4.1.1., How To Display Account Balances.

You Are Done

4.1.2. How To Work With Account Balance Details

Figure 1 shows the Work With Account Balance display.

The Main Starting Point

Searching For

Prepaid Insurance

ork With \rightarrow	GLAFDFR	DISPLAY	Work With Account Balance	1/	02/96 08:00:00
Account Balance	Company GL Cost Centre	Code YOURCO TEST Account GL Sub Code Account	' Manufacturing Co. Ltd. Account Description	Fiscal Year	From To Period Period
	Type opti 5=Display	ons, press Enter 8=Details 9	=Notes		
	? GL Cost	Account GL Sub	Account Description Total	t In	ital
	CEIICIE	coue Account	Allouin	L 011	iits
		0000	Balance Sheet	0.0	0.0
		0000 0100	Balance Sheet Assets	.00	.00
		0000 0100 0105	Balance Sheet Assets Current Assets	.00 .00 .00	.00 .00 .00
		0000 0100 0105 0110	Balance Sheet Assets Current Assets Cash	.00 .00 .00 .00	.00 .00 .00 .00
		0000 0100 0105 0110 0120	Balance Sheet Assets Current Assets Cash Cash General Account	.00 .00 .00 .00 .00	.00 .00 .00 .00 .00
		0000 0100 0105 0110 0120 0121	Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac	.00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00
		0000 0100 0105 0110 0120 0121 0122	Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C	.00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00
		0000 0100 0105 0110 0120 0121 0122 0125	Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C CB US Cash Account	.00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00

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

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

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

	GLAFDFR	DISPLAY			1/02/96 0	8:00:00
			Work With Account Bala	ance		
	Company	Code YOURCO TEST	Manufacturing Co. Ltd.			
	GL Cost	Account GL Sub	Account	Fisca	l From	То
$d \rightarrow$	Centre	Code Account	Description	Year	Period	Period
			Prepaid			
	Type opti	ons, press Enter				
	5 D/	- 0 Dataila 0	N7 - 1			
	5=Dispiay	8=Decalls 9	=NOTES			
	? GL Cost	Account GL Sub	Account Description To	otal	Total	
	S=Display ? GL Cost Centre	Account GL Sub Code Account	=Notes Account Description To Ar	otal mount	Total Units	
	S=Display ? GL Cost Centre	Account GL Sub Code Account 0000	=Notes Account Description To Ar Balance Sheet	otal mount .00	Total Units	.00
	S=Display ? GL Cost Centre	Account GL Sub Code Account 0000 0100	=Notes Account Description To Ar Balance Sheet Assets	otal mount .00 .00	Total Units	.00
	S=Display ? GL Cost Centre	Account GL Sub Code Account 0000 0100 0105	=NOTES Account Description To Ar Balance Sheet Assets Current Assets	otal mount .00 .00 .00	Total Units	.00 .00 .00
	S=Display ? GL Cost Centre	Account GL Sub Code Account 0000 0100 0105 0110	=NOTES Account Description To Ar Balance Sheet Assets Current Assets Cash	otal .00 .00 .00 .00 .00	Total Units	.00 .00 .00 .00
	S=Display ? GL Cost Centre	<pre>Account GL Sub Code Account 0000 0100 0105 0110 0120</pre>	=NOTES Account Description To Ar Balance Sheet Assets Current Assets Cash Cash General Account	otal mount .00 .00 .00 .00	Total Units	.00 .00 .00 .00 .00
	S=Display ? GL Cost Centre	Account GL Sub Code Account 0000 0100 0105 0110 0120 0121	=NOTES Account Description To Ar Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac	otal .00 .00 .00 .00 .00 .00	Total Units	.00 .00 .00 .00 .00 .00
	S=Display ? GL Cost Centre	Account GL Sub Code Account 0000 0100 0105 0110 0120 0121 0122	=NOTES Account Description To Ar Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C	otal .00 .00 .00 .00 .00 .00 .00	Total Units	.00 .00 .00 .00 .00 .00 .00
	9 GL Cost Centre	Account GL Sub Code Account 0000 0100 0105 0110 0120 0121 0122 0125	=NOTES Account Description To Ar Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C CB US Cash Account	otal mount .00 .00 .00 .00 .00 .00 .00	Total Units	.00 .00 .00 .00 .00 .00 .00 .00

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

	GLAFDFR	DISPLAY	7				1	/02/96 (08:00:00
				Work W:	ith Account Ba	alance			
	Company	Code YOUR	RCO TEST	Manufact	uring Co. Lto	d.			
	GL Cost	Account	GL Sub	Account			Fiscal	From	То
	Centre	Code	Account	Descript	ion		Year	Period	Period
				Prepaid					
Detaile 1									
$=$ Details \rightarrow	Type opti	ons, pres	s Enter	•					
	5=Display	8=Deta	ails 9:	=Notes					
								_	
	7 GL COSE	Account	GL Sub	Account	Description	Total	T	otal	
	? GL Cost Centre	Account Code	GL Sub Account	Account	Description	Total Amount	Te Ui	otal nits	
	? GL Cost Centre	Account Code 0399	GL Sub Account	Account	Expenses	Total Amount	T U .00	otal nits	.00
Prenaid →	? GL Cost Centre	Account Code 0399 0400	GL Sub Account	Account Prepaid Prepaid	Expenses Advertising	Total Amount	T U: .00 .00	otal nits	.00
Prepaid →	? GL Cost Centre	Account Code 0399 0400 0410	GL Sub Account	Account Prepaid Prepaid Prepaid	Expenses Advertising Exhibitions	Total Amount	Tu U .00 .00 .00	otal nits	.00 .00 .00
Prepaid →	? GL Cost Centre	Account Code 0399 0400 0410 0420	GL Sub Account	Account Prepaid Prepaid Prepaid Prepaid	Expenses Advertising Exhibitions Insurance	Total Amount	T U .00 .00 .00 .00	otal nits	.00 .00 .00
Prepaid →	? GL COSt Centre	Account Code 0399 0400 0410 0420 0430	GL Sub Account	Account Prepaid Prepaid Prepaid Prepaid Prepaid	Expenses Advertising Exhibitions Insurance Promotional	Total Amount	T U .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00
Prepaid →	? GL Cost Centre	Account Code 0399 0400 0410 0420 0430 0440	GL Sub Account	Account Prepaid Prepaid Prepaid Prepaid Prepaid	Expenses Advertising Exhibitions Insurance Promotional Property Tax	Total Amount	T U .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00
Prepaid →	? GL Cost Centre	Account Code 0399 0400 0410 0420 0430 0440 0480	GL Sub Account	Account Prepaid Prepaid Prepaid Prepaid Prepaid Prepaid	Expenses Advertising Exhibitions Insurance Promotional Property Tax Miscellaneou	Total Amount	T U: .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00
Prepaid →	Centre	Account Code 0399 0400 0410 0420 0430 0440 0480	GL Sub Account	Account Prepaid Prepaid Prepaid Prepaid Prepaid Prepaid	Description Expenses Advertising Exhibitions Insurance Promotional Property Tax Miscellaneou	Total Amount	T: U: .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00
Prepaid →	Centre	Account Code 0399 0400 0410 0420 0430 0440 0480	GL Sub Account	Account Prepaid Prepaid Prepaid Prepaid Prepaid Prepaid	Description Expenses Advertising Exhibitions Insurance Promotional Property Tax Miscellaneou	Total Amount	Tr U: .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00
Prepaid →	Centre	Account Code 0399 0400 0410 0420 0430 0430 0440 0480	GL Sub Account	Account Prepaid Prepaid Prepaid Prepaid Prepaid Prepaid	Description Expenses Advertising Exhibitions Insurance Promotional Property Tax Miscellaneou	Total Amount	100 000 000 000 000 000 000	otal nits	.00 .00 .00 .00 .00 .00 .00

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 Company Cd GL Cost 2 Centre (DISPLAY ode YOURCO TEST Account GL Sub Code Account	Work With Account B Manufacturing Co. Lt Account Description Prepaid	alance d.	1, Fiscal Year 	/02/96 (From Period	To Period
Here's the number 8 →	Type option 5=Display ? GL Cost 2 Centre 8 8 F3=Exit	ns, press Enter. 8=Details 9= Account GL Sub Code Account 0399 0400 0410 0420 0430 0440 0480	Notes Account Description Prepaid Expenses Prepaid Advertising Prepaid Exhibitions Prepaid Insurance Prepaid Promotional Prepaid Property Tax Prepaid Miscellaneou	Total Amount	To U1 00 00 00 00 00 00 00	otal hits	.00 .00 .00 .00 .00 .00 .00

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

	Figure 5							
	GLFTDFR	DISPLA	Y					1/02/96 08:00:00
Display GL \rightarrow				Displa	ay GL	Balances		
Balances	Company	YOURCO	TEST Man	ufacturing	Co. I	utd.		
	Year	Period	Budget	GL Period		GL Period		
		Code	Code	Amount		Units		
					.00		.00	
$8 = Details \rightarrow$	There a sector							
6 Details 7	Type opti	ons, pre	ss Enter	•				
	0=Decails							
Frample item 🗕	? Year	Period	Budget	GL Period		GL Period		
Example tiem \rightarrow		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

	GLFTDFR	DISPLA	Y					1/02/96 08:00:00
				Displ	ay GL	Balances		
	Company	YOURCO	TEST Man	ufacturing	Co. L	td.		
	Year	Period	Budget	GL Period		GL Period		
		coue	coue	Allouit	0.0	UNICS	0.0	
	Type opti	ons, pre	ss Enter					
Here's the	8=Details							
	2 Voar	Doriod	Pudgot	CI Doriod		CI Doriod		
number $\delta \rightarrow$: ieai	Code	Code	Amount		Units		
	8 01996	001			.00		.00	
	F3-Fvi+							
	19-10410							
L								

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

	Figure 7							
GL JE For \rightarrow Account/	GLFJDFR	DISPLAY	7	GL J	E For A	ccount/Period	1/02/96	08:00:00
Period	Company YC GL	OURCO TES	Acct.	ufacturi •	ng Co. :	Ltd. Code GL acc	count	
Year and Period \rightarrow	Ye	ar _1996	5	Peri	od _1	Int. 0	Company _1	
$Options \rightarrow$	Type optic	ons, pres	s Ente	er.	1- 0	TE Dataila	Neter	
	<pre>S=Display ? JE Number 0000307 0000304 0000301 0000300</pre>	Line # 0000030 0000030 0000010 0000010	Year 1996 1996 1996 1996	Period 1 1 1 1	GL GL GLR GLR GL GL	Description Debit Reverse Examp Example Jourr 1000.00 Payroll Capital Exp.	Credit Dle Journal Entry 1000.00 Mal Entry 500.00	JE Sts Units 9 9 0
Functions \rightarrow	0000258 F3=Exit	0001150 F21=Prir	1996 nt JE's	1 s for th	GL e Accour	500.00 Wire chgs nt Period	10.00	+

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 Details.
- We will look at each function and option briefly.

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

Printing The Journal Entries

Figure 8

_.

	<u> </u>								
	GLFJDFR	DISPLAY	Z					1/02/96	08:00:00
				GL J	E For A	ccount/	Period		
	Company V	OURCO TES	T Manu	facturi	ng Co	Ltd.			
	company i	001100 111	7 mat	iruccurr	ng co.	andr	GT		
	GL		ACCL.			code	GL accour	16	
							Int. Comp	pany	
	У	ear _1996	5	Peri	od _1		1		
	Type opti	ons, pres	s Ente	er.					
	5=Display	JE 6=1	Print J	VE Detai	ls 8=	JE Deta	ils 9=No	otes	
	? JE	Line #	Year	Period	GL	Descri	ption		JE Sts
	Number	"			Source	Debit	Cre	adit	Units
	0000205	0000000	1000	1	CID	Depie	o Evonolo	Journal Entru	0
	0000307	0000030	1990	1	GLK	Revers	e Example	Jong og	9
								1000.00	_
	0000304	0000030	1996	1	GLR	Exampl	e Journal	Entry	9
						1	000.00		
	0000301	0000010	1996	1	GL	Payrol	1		0
								500.00	
	0000300	0000010	1996	1	GL.	Capita	1 Exp		0
	0000000	0000010	1000	-	01	ouprou	500 00		0
	0000055	0001150	1000	1	CT	Wixe	500.00		
$\mathbf{F}\mathbf{2I} = Print \rightarrow$	0000256	0001150	1990	1	GЦ	wire c.	ligs	10.00	
								10.00	+
	F3=Exit	F21=Prir	it JE's	for th	e Accou	nt Peri	od		

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





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		1/02/9	6 08:00:00
		GL JE For	Account/Period	
	Company YOURCO TEST M	anufacturing Co.	Ltd.	
	GL Ac	ct.	Code GL account	
			Int. Company	
	Year _1996	Period _1	1	
	Type options, press E	nter.		
	5=Display JE 6=Prin	t JE Details 8	=JE Details 9=Notes	
	? JE Line # Yea	r Period GL	Description	JE Sts
	Number	Sourc	e Debit Credit	Units
	0000307 0000030 19	96 1 GLR	Reverse Example Journal Entry	9
			1000.00	
	0000304 0000030 19	96 1 GLR	Example Journal Entry	9
			1000.00	
	0000301 0000010 19	96 1 GL	Payroll	0
			500.00	
	0000300 0000010 19	96 1 GL	Capital Exp.	0
			500.00	
	0000258 0001150 19	96 1 GL	Wire chgs	
Completed \rightarrow			10.00	+
			with Deviled	
	F3=EXIC F2I=Print J	E'S IOT the ACCO	unt Perioa	
	completed Printing Lis	τ		

Printed

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

	Figure 11							
	GLFJDFR	DISPLAY					1/02/96	08:00:00
				GL JI	E For Ad	ccount/Period		
	Company Y	OURCO TES	ST Manuf	Eacturi	ng Co. I	Ltd.		
	GL		Acct.			Code GL ac	count	
						Int.	Company	
	Y	ear _1996	;	Perio	od _1		_1	
$5 = Display IE \rightarrow$	Trme onti		a Entos	~				
5 Display 01 7	E-Dicplan	TE CI	s Elicer	z Dotoi		TE Detaila	0 Notor	
	S=DISPIAY	JE 0=F	Voor I	Decal.	LS 0=L	Decails	9=NOLES	TR Cto
	: UE	TTHE #	ieal i	Periou	GL	Description	Gue di t	UE SUS
	Number				source	Debit	Credit	Units
	0000307	0000030	1996	1	GLR	Reverse Exam	ple Journal Entry	9
	0000004	0000000	1000	1	CT D	T	1000.00	â
	0000304	0000030	1990	T	GLK	1000.00	Hai Eliciy	9
	0000301	0000010	1996	1	GL	Pavroll		0
						- 1	500.00	
	0000300	0000010	1996	1	GL	Capital Exp.		0
						500.00		
	0000258	0001150	1996	1	GL	Wire chgs		
							10.00	+
	F3-Fvit	F21-Drir	+ JELO	for the	Accour	t Period		
	r J-EAIC	r 2 - F I II.		TOT CH	- ACCOU	ic reriou		

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



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

	Figure 13								
Display GL \rightarrow	GLJIDIR DISPLAY 1/02/96 08:00:00 Display GL Journal Entry Details								
Journal Entry Details	JE Number : 0000307								
	Year : 01996 Period Code : 001								
	GL Source Code : GLR								
	Description : Reverse Example Journal Entry								
	JE Status 9								
	F3=Exit								
Your Chaican	Figure 13 shows the Display GL Journal Er	try Details							

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.

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

Exiting

	Figure 14								
GL JE For \rightarrow	GLFJDFR	DISPLAY		GI. JI	E For A	count/Peri	ođ	1/02/96	08:00:00
Account /	Company VOI		Manuf	acturi		+d	Ju		
Account/	COMPANY 10	JKCO IESI	Naat	accuili	19 CO. 1	Icu.	agount		
Period	Ш		ACCL.		(Joue GL	Company		
	Vo			Domi	-d 1	IIIC	. Company		
	160	ar _1996		Perio	<u> </u>		[⊥]		
$6 = Print \rightarrow$	mana antia								
	Type option	ns, press	denter				0 Natar		
JE Details	5=Display	JE 6=Pr	int JE	Detail	LS 8=.	E Details	9=Notes		
	? JE _	Line # Y	ear P	eriod	GL	Descriptio	n		JE Sts
	Number				Source	Debit	Credit		Units
	0000307	0000030	1996	1	GLR	Reverse Ex	ample Journal	Entry	9
							1000.	00	
	0000304	0000030	1996	1	GLR	Example Jo	urnal Entry		9
						1000.	00		
	0000301	0000010	1996	1	GL	Payroll			0
							500.	00	
	0000300	0000010	1996	1	GL	Capital Ex	p.		0
						500.	00		
	0000258	0001150	1996	1	GL	Wire chqs			
							10.	00	+
	F3=Exit	F21=Print	JE's	for the	e Accour	nt Period			

Option number 6 lets you print Journal Entry Details.

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

Figure 15

Ī	GLEIDER	DISPLAY				1/02/96	08.00.00
	OLIODIN	2101 2011	GL JT	For Account	t/Period	1,02,00	00100100
	Company VO	IIDCO TEST	Manufacturir	a Co Itd	0,101104		
	Company 10	ORCO IEDI	Manuraccurri	Ig co. Lca.	CI account		
	Ъ	1	ACCC.	coue	The Company		
	Vo		Domi	- 1	inc. company		
	16	ar _1990	rerro	<u> </u>	1		
	Type optio	ng nregg	Enter				
Here's the	5-Display	TE 6-Pr	int JE Detail	g 8-JE De	tails 9-Notes		
1 (2 JE	Line # Ve	ear Period	GI. Desc	ription		TE Sta
number $6 \rightarrow$	Number	11110 m 10	Sur rerrou	Source Debi	t Credit		Unite
	6 0000307	0000030	1996 1	GLR Reve	rse Example Journa	l Entry	9
					1000	.00	
	0000304	0000030	1996 1	GLR Exam	ple Journal Entry		9
					1000.00		
	0000301	0000010	1996 1	GL Pavr	011		0
				- 1	500	.00	
	0000300	0000010	1996 1	GL Capi	tal Exp.		0
					500.00		
	0000258	0001150	1996 1	GL Wire	chqs		
					10	.00	+
	F3=Exit	F21=Print	JE's for the	Account Pe	riod		

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

Printing

GL	FJDFR	DISPLAY						1/	02/96	08:00:00
				GL J	E For A	.ccount/	Period			
Cor	mpany YC	URCO TES	T Manut	facturi	ng Co.	Ltd.				
GL			Acct.		5	Code	GL accol	int.		
							Int. Con	nanv		
	Ye	ar 1996		Peri	od 1		1	-F1		
	10			1011						
Tv	me optic	ns. pres	s Enter	r						
	Dignlay	TE 6-P	rint J	E Detai	19 8-	JE Deta	ila 9-N	Intes		
2	JE	Line #	Vear 1	Period	GI.	Descri	ntion	0000		JE Sta
	Number	HINC #	ICUL I	CIICU	Source	Debit	C	redit		Unite
6	0000307	0000030	1996	1	GLR	Revers	e Example	Journal F	ntrv	9
0	0000507	00000000	1000	-	OBIC	REVELD	C DAGmpro	1000 00) IIICLY	5
	0000304	0000030	1996	1	CL.P	Evampl	e Journal	Entry	,	9
	0000304	0000050	1000	1	GLIC	BAAIIIP1		BIICLY		5
	0000201	0000010	1000	1	CT	Darmal	1			0
	0000301	0000010	1990	T	GL	Payroi	Ŧ	F00 00		0
	0000000	0000010	1000	1	at	and to	1 17	500.00	,	0
	0000300	0000010	1996	T	GЦ	Capita	I Exp.			0
		0001150	1000	-	at		500.00			
	0000258	0001150	1996	T	GЦ	wire c	ngs	10.00		
essing →								10.00)	+
F3	B=Exit	F21=Prin	t JE's	for th	e Accou	nt Peri	od			
Pro	ocessing	Print Li	st							

The Processing Print List message appears in the bottom left.

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

Figure 17

	GLFJDFR	DISPLAY	7					1/02/	96 08:00:00
	Company 3	YOURCO TES							
	GL	Acct. Code GL account							
							Int. Com	oanv	
	2	Year _1996	5	Peri	od _1		1		
	Type opt:	ions, pres	s Ent	er.					
	5=Display	7 JE 6=E	rint .	JE Detai	ls 8=	=JE Detai	ls 9=N	otes	
	? JE	Line #	Year	Period	GL	Descrip	tion		JE Sts
	Number				Source	e Debit	Cr	edit	Units
	6 000030'	7 0000030	1996	1	GLR	Reverse	e Example	Journal Entr	у 9
								1000.00	
	0000304	1 0000030	1996	1	GLR	Example 10	Journal	Entry	9
	0000303	1 0000010	1996	1	GL	Payroll			0
						-		500.00	
	0000300	0000010	1996	1	GL	Capital	Exp.		0
	0000258	3 0001150	1996	1	GL	Wire ch	as		
Completed \rightarrow							5	10.00	+
- F - F - F									
	F3=Exit	F21=Prir	nt JE'	s for th	ε Αςςοι	unt Perio	d		
C	ompleted	Printing	List						

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

		DICDIAV						1/02/96	08.00.00
	GLFUDFK	DISPUAL						1/02/90	08:00:00
				GL J	E For A	ccount/1	Period		
	Company YO	URCO TES	T Manufa	acturi	ng Co. 1	Ltd.			
	GL		Acct.		(Code	GL accou	nt	
							Int Com	nany	
	Vo			Domi	-d 1		1110. 0011	pariy	
	Ie	ar _1996		Perio	⁵⁰ _1		[⊥]		
9 = IE D at aila									
$\bullet - JE Details \rightarrow$	Type optic	ons, pres	s Enter	•					
	5=Display	JE 6=P:	rint JE	Detai	ls 8=.	JE Deta:	ils 9=N	otes	
	? JE	Line # '	Year Pe	eriod	GL	Descrip	otion		JE Sts
	Number				Source	Debit.	Cr	edit	Units
	0000307	0000030	1996	1	GLR	Reverse	- Example	Journal Entry	9
	0000507	0000050	1000	-	OLIC	ICC VCI D	e manpre	1000 00	2
					ar 5			1000.00	
	0000304	0000030	1996	1	GLR	Example	e Journal	Entry	9
						10	000.00		
	0000301	0000010	1996	1	GL	Payrol	1		0
								500.00	
	0000300	0000010	1996	1	GT.	Canita	l Evn		0
	0000500	0000010	1000	-	01	capica			0
					~-		500.00		
	0000258	0001150	1996	T	GГ	wire ci	ngs		
								10.00	+
	F3=Exit	F21=Prin	t JE's :	for the	e Accour	nt Perio	bc		

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

_	Figure 19	
	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 11	
	Type options, press Enter	
Here's the	5=Display JE 6=Print JE Details 8=JE Details 9=Notes	
1 0	2. IF Line # Var Deriod GL Description	TF Ste
number $8 \rightarrow$	Number Credit	Unito
	8 000307 0000030 1996 1 CLP Peverse Evample Journal Entry	0
	6 0000307 0000030 1336 1 GER Reverse Example boundar Entry	5
		0
	1000304 0000030 1996 I GLR EXample Journal Entry	9
	0000301 0000010 1996 1 GL Pavroll	0
	500.00	0
		0
	Capital Exp.	0
	0000258 0001150 1996 1 GL WIFE CRGS	
	10.00	+
	E2 Exit E21 Dript IEIa for the Aggregat Deriod	
	FS=EXIC F21=FIIIL DE'S IOI LIE ACCOULT FEIIOU	
L		

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

_	Figure 20		
Display GL \rightarrow JE Details	GLFGDFR DISPLAY Display GL JE Details Company YOURCO TEST Manufacturing Co. Ltd. Journal Entry Totals : 1000.00 1000.00	1/02/96	8:00:00
	Line # GL Acct. Code Debit Credit Un	nits	
	Type options, press Enter. 2=Change 4=Delete		
	? Line # GL Acct. Code Debit Credit Un 0000020 2100 1000.00	nits	
	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.

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

	Figure 21	
GT TE E	GLFJDFR DISPLAY 1/02/96	8:00:00
GL JE For \rightarrow	GL JE For Account/Period	
Account/	Company YOURCO TEST Manufacturing Co. Ltd.	
Domind	GL Acct. Code GL account	
Period	Int. Company	
	Year 1996 Period 1 1	
$9 = Notes \rightarrow$	Type options press Enter	
	5-Dignlaw JF 6-Drint JF Details 8-JF Details 9-Notes	
	2 IE Line + Vor Deried CL Decemintion	TE Cha
	, DE hille # fear Period GL Description	UE SUS
	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 chqs	
	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

	GLFJDFR	DISPLAY					1/02/96	08:00:00			
			GL JI	E For A	ccount/E	Period					
	Company YOU	Company YOURCO TEST Manufacturing Co. Ltd.									
	GL	Acct.			Code	GL accou	nt				
						Int. Com	panv				
	Yea	ar _1996	Peri	od _1		1	1 1				
	Type option	ns. press Ente	r								
Here's the	5=Display J	JE 6=Print J	E Detai	ls 8=.	JE Detai	ls 9=N	otes				
	? JE I	Line # Year	Period	GL	Descrit	ntion		JE Sts			
number 9 \rightarrow	Number			Source	Debit	Cr	edit.	Units			
	9 0000307 0	0000030 1996	1	GLR	Reverse	e Example	Journal Entry	9			
						1	1000.00				
	0000304 0	0000030 1996	1	GLR	Example	e Journal	Entry	9			
					10	00.00					
	0000301 0	000010 1996	1	GL	Payroll	-		0			
							500.00				
	0000300 0	0000010 1996	1	GL	Capital	Exp.		0			
					5	500.00					
	0000258 0	0001150 1996	1	GL	Wire ch	ıgs					
							10.00	+			
	F3-Fvit F	201-Drint JF!d	for the		t Deric	d					
	FJ-BAIL I	-ZI-FIIIC OF S	LOL UIN	- ACCOU	IC FELIC	i a					

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

Display GL → JE Notes GLFJDFR DISPL	
JE Notes : Display GL JE Notes : JE Notes : Company YOURCO T : JE Number : 0000307 :	
JE NOTES Company YOURCO T : JE Number : 0000307 :	
Example note \rightarrow ^{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	
0000304 000003 :	
: :	
0000301 000001 :	
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	
Figure 23 shows the Display GL JE Notes window.	
Your Choices	
• This is a static display, no changes can be made.	
- See Section 2.7 How To World With Journal Future Notes for more	
• See Section 3.7., How To work with Journal Entry Notes, for more	
about how Journal Entry Notes may be created and edited	
about now 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								
	GLFJDFR	DISPLAY						1/02/96	8:00:00
GL JE For \rightarrow				GL JI	E For A	ccount/1	Period		
Account/	Company YO	OURCO TES	T Manu	facturi	ng Co. 1	Ltd.			
Period	GL		Acct.			Code	GL accoun	it	
	V			Domi	-d 1		1 III. COMp	any	
	It	ar _1996		Perio	^{Ju} _ ¹		¹		
	Type optio	ons, pres	s Ente	r.					
	5=Display	JE 6=F	rint J	E Detai	ls 8=	JE Deta:	ils 9=Nc	tes	
	? JE	Line #	Year	Period	GL	Descrip	ption		JE Sts
	Number				Source	Debit	Cre	dit	Units
	0000307	0000030	1996	1	GLR	Reverse	e Example	Journal Entry	9
			1000	-	GT D			1000.00	0
	0000304	0000030	1996	1	GLR	Example 1	e Journal	Entry	9
	0000301	0000010	1996	1	GL	Pavrol	1		0
						· 4		500.00	
	0000300	0000010	1996	1	GL	Capita	l Exp.		0
						1	500.00		
$F3 = Exit \rightarrow$	0000258	0001150	1996	1	GL	Wire cl	hgs		
								10.00	+
	F3-Fwit	F21-Drir	+ .TE!@	for the	Accourt	nt Dori	bo		
	FJ-MAIC	r21-r111		IOI CIN	- ACCOU	IC FCLIC	ou		
L									

F3 lets you exit this display.

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

	Figure 2	5							
	GLFTDFR	DISPLAY						1/02/96	8:00:00
Display GL \rightarrow				Displ	ay GL	Balances			
Balances	Company	YOURCO T	'EST Man	ufacturing	Co. I	utd.			
	Year	Period	Budget	GL Period		GL Period	i		
		code	coue	Allouitt	.00	UNILS	.00		
	Type opti	ons, pres	s Enter						
	8=Details	1							
	? Year	Period	Budget	GL Period		GL Period	1		
		Code	Code	Amount		Units			
	01996	001			.00		.00		
F3 = Erit									
$\mathbf{F}\mathbf{J} = Extit \rightarrow$									
	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
```

	GLAFDFR DISPLAY		1/02/9	6 8:00:00
Nork With → Account Balance	Company Code YOURCO TES GL Cost Account GL Sub Centre Code Account	Work With Account Balance Manufacturing Co. Ltd. Account Description	Fiscal From Year Peri	To od Period
		E		
	Type options, press Enter 5=Display 8=Details 9	r. ∂=Notes		
	? GL Cost Account GL Sub	Account Description Total	Total	
	0000	Balance Sheet	00	0.0
	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
You Are Done	GL Accounts. 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

Searching For

Prepaid Insurance

Company Co GL Cost A Centre C	de YOURCO TEST Account GL Sub	Manufacturing Co. Ltd	l.			
GL Cost A Centre C	ccount GL Sub	Account				
Centre C	-	1100004110	F:	iscal	From	То
	ode Account	Description	Ye	ear	Period	Period
Type option	s, press Enter.	Notos				
S=DISPIAY	o=Decalis 9=	NOLES				
? GL Cost A	ccount GL Sub	Account Description	Total	То	tal	
Centre C	ode Account	-	Amount	Un	its	
0	000	Balance Sheet	.0	0		.00
0	100	Assets	.0	0		.00
0	105	Current Assets	.0	0		.00
0	110	Cash	.0	0		.00
0	120	Cash General Account	.0	0		.00
0	121	City Bank General Ac	.0	0		.00
0	122	City Trust (Credit C	.0	0		.00
0	125	CB US Cash Account	.0	0		.00
0	126	US Account Exchange	.0	0		.00 +
	Type option 5=Display ? GL Cost A Centre C C C C C C C C C C C C C C C C C C C	Type options, press Enter, 5=Display 8=Details 9: ? GL Cost Account GL Sub Centre Code Account 0000 0100 0100 0105 0110 0120 0121 0122 0125 0126	Type options, press Enter. 5=Display 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Centre Code Account 0000 Balance Sheet 0100 Assets 0105 Current Assets 0110 Cash 0120 Cash General Account 0121 City Bank General Acc 0122 City Trust (Credit C 0125 CB US Cash Account 0126 US Account Exchange	Type options, press Enter. 5=Display 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Total Centre Code Account Balance Sheet .00 0000 Assets .00 0105 Current Assets .00 0110 Cash General Account .00 0120 Cash General Ac .00 0122 City Trust (Credit C .00 0125 CB US Cash Account .00 0126 US Account Exchange .00	Type options, press Enter. 5=Display 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Total Total Centre Code Account Amount 0000 Balance Sheet .00 0100 Assets .00 0105 Current Assets .00 0110 Cash .00 0120 Cash General Account .00 0121 City Bank General Ac .00 0122 City Trust (Credit C .00 0125 CB US Cash Account .00 0126 US Account Exchange .00	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 0100 Assets .00 0105 Current Assets .00 0110 Cash .00 0120 Cash General Account .00 0121 City Bank General Ac .00 0122 City Trust (Credit C .00 0125 CB US Cash Account .00 0126 US Account Exchange .00

The ScenarioWe 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.

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

GL	AFDFR	DISPLA	Y	Work With Account B	alance	1,	/02/96	8:00:00
→ C	Company (GL Cost Centre	Code YOU Account Code	RCO TEST GL Sub Account	Manufacturing Co. Lt Account Description Prepaid	d.	Fiscal Year	From Period	To Period
Ту 5=	pe optio Displav	ons, pres 8=Det;	ss Enter.	=Notes				
-		0 2000		10000				
?	GL Cost	Account	GL Sub	Account Description	Total	Т	otal	
?	GL Cost Centre	Account Code	GL Sub Account	Account Description	Total Amount	T U	otal nits	
?	GL Cost Centre	Account Code 0000	GL Sub Account	Account Description Balance Sheet	Total Amount	To U1 .00	otal nits	.00
?	GL Cost Centre	Account Code 0000 0100	GL Sub Account	Account Description Balance Sheet Assets	Total Amount	To U1 .00 .00	otal nits	.00
?	GL Cost Centre	Account Code 0000 0100 0105	GL Sub Account	Account Description Balance Sheet Assets Current Assets	Total Amount	T(U) .00 .00 .00	otal nits	.00 .00 .00
?	GL Cost Centre	Account Code 0000 0100 0105 0110	GL Sub Account	Account Description Balance Sheet Assets Current Assets Cash	Total Amount	T U .00 .00 .00 .00	otal nits	.00 .00 .00
	GL Cost Centre	Account Code 0000 0100 0105 0110 0120	GL Sub Account	Account Description Balance Sheet Assets Current Assets Cash Cash General Account	Total Amount	T(U) .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00
? (GL Cost Centre	Account Code 0000 0100 0105 0110 0120 0121	GL Sub Account	Account Description Balance Sheet Assets Current Assets Cash General Account City Bank General Ac	Total Amount	T0 U1 .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00
?	GL Cost Centre	Account Code 0000 0100 0105 0110 0120 0121 0122	GL Sub Account	Account Description Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C	Total Amount	T(.00 .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00
?	GL Cost Centre	Account Code 0000 0100 0105 0110 0120 0121 0122 0125	GL Sub Account	Account Description Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Ac City Trust (Credit C CB US Cash Account	Total Amount	T(U) .00 .00 .00 .00 .00 .00 .00	otal nits	.00 .00 .00 .00 .00 .00 .00

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

	Figure 3								
	GLAFDFR	DISPLA	Y				1,	/02/96	8:00:00
				Work W	ith Account B	alance			
	Company	Code YOU	RCO TEST	Manufact	uring Co. Lt	d.			
	GL Cost	Account	GL Sub	Account			Fiscal	From	То
	Centre	Code	Account	Descript	cion		Year	Period	Period
				Prepaid					
0 = Notas	m								
$\mathbf{y} = \mathbf{Notes} \rightarrow$	Type opti	lons, pre	ss Enter						
	5=Display	7 8=Det	ails 9	=Notes					
	? GL Cost	Account	GL Sub	Account	Description	Total	Т	otal	
	Centre	Code	Account			Amount	Uı	nits	
		0399		Prepaid	Expenses		.00		.00
epaid Insurance \rightarrow		0400		Prepaid	Advertising		.00		.00
		0410		Prepaid	Exhibitions		.00		.00
		0420		Prepaid	Insurance		.00		.00
									~ ~
		0430		Prepaid	Promotional		.00		.00
		0430 0440		Prepaid Prepaid	Promotional Property Tax		.00 .00		.00

Displaying Notes

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

Figure 4

	GLAFDFR Company (GL Cost Centre 	DISPLAY Code YOURCO TEST Account GL Sub Code Account	Work With Account Ba Manufacturing Co. Lto Account Description Prepaid	alance d. Fisca Year	1/02/96 08:00:00 1 From To Period Period
Here's the number 9 →	Type opti 5=Display ? GL Cost Centre 9 F3=Exit	Dins, press Enter 8=Details 9: Account GL Sub Code Account 0399 0410 0420 0430 0440 0480	Notes Account Description Prepaid Expenses Prepaid Advertising Prepaid Exhibitions Prepaid Insurance Prepaid Promotional Prepaid Property Tax Prepaid Miscellaneou	Total .00 .00 .00 .00 .00 .00 .00 .00	Fotal Units .00 .00 .00 .00 .00 .00 .00

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

	Figure 5	
Display GL \rightarrow	GLAF	0:00
Account Notes	Com : GL Cost GL Account GL Sub	:
	GL : Centre Code Account Ce : 0121	: : iod
		:
	: Туре :	:
	5=Di :	:
	? GL :	:
		:
		:
	: . p2_pyit	:
	9 : No data to display.	:
	:	:
	0126 US Account Exchange	.00 .00 +
	F3=Exit	
	You're working with this window	
	Figure 5 shows the Display GL Account 1	Notes window
Your Choices	• This is a static display no changes can be ma	de
	 See Section 2.7 How To Work With Journal 	Entry Notos for more
	• See Section 5.7., now 10 work with Journal	d and aditad
	About now Journal Entry Notes may be create	
	• You can use the Screen Print key to create a	print-out.
	• F3 lets you exit this display.	
Roturning To	Press F3 to return to Work With Account 1	Palance
Returning To The Main	Press F3 to return to Work With Account H	Balance.
Returning To The Main Starting Point	Press F3 to return to Work With Account H	Balance.
Returning To The Main Starting Point	Press F3 to return to Work With Account H	Balance.
Returning To The Main Starting Point	Press F3 to return to Work With Account F	Balance.
Returning To The Main Starting Point	Figure 6	Balance.
Returning To The Main Starting Point Work With → Account	Press F3 to return to Work With Account H Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. Closet Account CL Cub Account Security CL Cub	Balance.
Returning To The Main Starting Point Work With → Account Balance	Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description	Balance. 1/02/96 08:00:00 Fiscal From To Year Period Period
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description Prepaid	Balance. 1/02/96 08:00:00 Fiscal From To Year Period Period
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account H Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Contre Code Account Description	1/02/96 08:00:00 Fiscal From To Year Period Period
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description	Balance . 1/02/96 08:00:00 Fiscal From To Year Period Period Total
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account H Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description	Balance. 1/02/96 08:00:00 Fiscal From To Year Period Period
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Contre Code Account Description	1/02/96 08:00:00 Fiscal From To Year Period Period
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Contre Code Account Description	Balance. 1/02/96 08:00:00 Fiscal From To Year Period Period Total Units .00 .00 .00 .00 .00 .00 .00 .00
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description	Balance. 1/02/96 08:00:00 Fiscal From To Year Period Period Total Units .00 .00 .00 .00 .00 .00 .00 .00 .00 .00
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description Centre Code Account Description Prepaid Type options, press Enter. 5=Display 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Total Centre Code Account Amount Amount 0399 Prepaid Expenses 0400 Prepaid Expenses 0410 Prepaid Insurance 0430 Prepaid Promotional 0440 Prepaid Miscellaneou	Balance. 1/02/96 08:00:00 Fiscal From To Year Period Period
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description	Balance. 1/02/96 08:00:00 Fiscal From To Year Period Period Total Units .00 .00 .00 .00
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description Officient Colspan="2">Type options, press Enter. 5-Display 8-Details 9=Notes ? GL Cost Account GL Sub Account Description Total Centre Code Account Amount O399 0399 Prepaid Expenses 0400 Prepaid Expenses 0410 Prepaid Exhibitions 0420 Prepaid Promotional 0430 Prepaid Property Tax 0480 Prepaid Miscellaneou	Balance. 1/02/96 08:00:00 Fiscal From To Year Period Period Total Units .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description Others 7ype options, press Enter. 5-Display 8-Details 9=Notes ? GL Cost Account GL Sub Account Description Total Amount 0399 Prepaid Expenses 0400 Prepaid Expenses 0410 Prepaid Exhibitions 0420 Prepaid Insurance 0430 Prepaid Promotional 0440 Prepaid Property Tax 0480 Prepaid Miscellaneou	1/02/96 08:00:00 Fiscal From To Year Period Period
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description	Balance . 1/02/96 08:00:00 Fiscal From To Year Period Period
Returning To The Main Starting Point Work With → Account Balance	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description Output Type options, press Enter. 5=Display 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Total Amount 0399 0400 Prepaid Expenses 0400 0410 Prepaid Expenses 0400 0420 Prepaid Insurance 0430 0430 Prepaid Promotional 0440 0480 Prepaid Miscellaneou F3=Exit	Balance . 1/02/96 08:00:00 Fiscal From To Year Period Period Total Units .00
Returning To The Main Starting Point Work With → Account Balance The Result You Are Done	Press F3 to return to Work With Account I Figure 6 GLAFDFR DISPLAY Work With Account Balance Company Code YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Centre Code Account Description Others Type options, press Enter. 5-Display 8-Details 9=Notes ? GL Cost Account GL Sub Account Description Total Centre Code Account Amount O399 0399 Prepaid Expenses 0400 Prepaid Expenses 0410 Prepaid Expenses 0410 Prepaid Insurance 0430 Prepaid Promotional 0440 Prepaid Property Tax 0480 Prepaid Miscellaneou F3-Exit	Balance.

4.1.4. How To Return To The GL Budget Menu

Figure 1 shows the Work With Account Balance display.

The Main Starting Point

	Figure 1							
	GLAFDFR	DISPLA	Y			1	/02/96 (08:00:00
Work With \rightarrow	1			Work With Account B	alance			
Account	Company (Code YOU	RCO TEST	Manufacturing Co. Lt	d.			
Account	GL Cost	Account	GL Sub	Account		Fiscal	From	То
Balance	Centre	Code	Account	Description		Year	Period	Period
				Prepaid				
	Type optic	ons, pre	ss Enter					
	5=Display	8=Det	ails 9:	=Notes				
	? GL Cost	Account	GL Sub	Account Description	Total	Т	otal	
	Centre	Code	Account		Amount	U	nits	
	I	0399		Prepaid Expenses		.00		.00
	I	0400		Prepaid Advertising		.00		.00
	I	0410		Prepaid Exhibitions		.00		.00
	l	0420		Prepaid Insurance		.00		.00
	I	0430		Prepaid Promotional		.00		.00
	l	0440		Prepaid Property Tax		.00		.00
$F3 = Exit \rightarrow$	l	0480		Prepaid Miscellaneou		.00		.00
	FJ=EXIC							
o Sconario	We have	worke	d with t	the Account Balan	ces, and	we wil	ll now	return to
	the GL	Budge	et Mer	ıu .				
	• In Ei		E2 lata	way awit				

• In Figure 1, **F3** lets you exit.

Exiting Press F3, to exit the Work With Account Balance display and return to the GL Budget Menu.

I Iguie Z	Fi	g	ur	e	2
-----------	----	---	----	---	---

	ZZMENUR DISPLAY	
	:	Run Application Menu :
	User Id YOU :	YOURCO TEST Manufacturing Co. Ltd. :
	Your Name :	GL General Ledger
GL Budget		ons using '1'
Menu \rightarrow	: Run Application Sub Mer	nu : 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 Are Done You have successfully returned to the GL Budget Menu window.

This completes Subsection 4.1.4., Returning To The GL Budget Menu, and Section 4.1., How To Work With Account Balances.



```
The Scenario
```

Tab down to Work With Budget, and key in a 1, as shown in Figure 2.



You're working with this window

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

	Figure 3	
Work With \rightarrow Budgets	GLF9DFR DISPLAY Work With Budgets Company YOURCO TEST Manufacturing Co. Ltd. Budget Description Code	1/02/96 8:00:00
$Options \rightarrow$	Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print Details	8=Details
Sample budget \rightarrow	? Budget Description Code PLAN Current Year Plan	
Functions \rightarrow		
	F3=Exit F6=Add F21=Print List	
Your Choices	Figure 3 shows the Work With Budgets displa	ıy.

- 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

		0				
		ZZMENUR DISPLAY			Dup Application Manu	
		Hann Id VOH	:		mpom Manufacturing Co. Itd	:
		User 1d YOU	: 10	JURCO	TEST Manufacturing Co. Ltd.	:
GL	Budget	Your Name	: G	L 	General Ledger	
	Menu →	: Run Application Sub	Menu		: ion	
	nonu ,	: GLBUDGET GL Budget Menu			: rnal Entries	
		: Select Menu options using	'1'		: rting Menu	
		: ? Menu Description			: up Menu	
		: Work With Account Balance	ce		:	
		: Work With Budgets			: Menu	
		: Run Financial Report			: unctions	
		: Work With Chart of Accou	ints		:	
		:			:	
		:			:	
		:			:	
		:			:	
		:			:	
		:			:	
		: F3=Exit			:	
		:			:	
		:			:	
		:				:

You're working with this window

The ResultYou have successfully brought up the Work With Budgets display.You Are DoneThis completes Section 4.2., How To Work With Budgets.

Budgets

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

The Scenario

Tab down to Run Financial Reports , and key in a 1, as shown in Figure 2.



	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
Here's the	: ? Menu Description : up Menu
number 1 _	: Work With Account Balance :
	: Work With Budgets : Menu
	: 1 Run Financial Report : unctions
	: Work With Chart of Accounts :
	: :
	: F3=Exit :
	······································

You're working with this window

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

	Figure 3				
Run Financial \rightarrow Reports	GLIHDFR Report Number	DISPLAY Run Financia Report Description	l Report	1/02/96	8:00:00
$Options \rightarrow$	Type optic 2=Change	ns, press Enter. 6=Print Reports 8=Details			
Sample budget \rightarrow	? Report Number 10	Report Description Income Statement	Company Structure Code Code YOURCO	Entity	
Functions \rightarrow	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	Most of the Subsections in this Section begin at the Run Financial
Starting Point	Report display.
j	• 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



Printing

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

Figure	2
--------	---





Completed

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

Figure	3
riguio	•

	GLIHDFR Report Number Type optio 2=Change ? Report Number	DISPLAY Report Description ns, press Enter. 6=Print Reports Report Description	Run Financial n 8=Details	Company Code	1/02/96 Structure Entity Code	8:00:00
Completed \rightarrow	10 F3=Exit Completed P	Income Statement F21=Print List rinting List		YOURCO		
Printed	The Print	ing is done.				
Almost Done The Result	Go to the You have	printer and gath successfully pri	er your prin nted the Fir	t-out. nancial	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

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

The ScenarioWe 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.

_	Figure 2				
	GLIHDFR	DISPLAY Run Financia Report Description	l Report	1/02/96	8:00:00
	Number				
Here's the	Type optio 2=Change	ns, press Enter. 6=Print Reports 8=Details			
number $2 \rightarrow$? Report Number	Report Description	Company Structure E Code Code	ntity	
	2 10		IOURCO		
	E3-Evit	F21-Drint List			
	I J-BAIC	121-111nc 110c			

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

Figure 3 GLIHDFR DISPLAY 1/02/96 8:00:00 Run Financial Report Edit GL Report Report Description Number Report $Company \rightarrow$ т: Edit GL Report Company 2 : : GL Report Number . : 10 ? : Report Description : Income Statement GL Structure 2 : Company Code . . . YOURCO TEST Manufacturing Co. Ltd. Code \rightarrow : GL Structure Code . . : GL Entity Code . . . $F4 = Prompt \rightarrow$: F3=Exit F4=Prompt F12=Key screen F3=Exit F21=Print List You're working with this window Figure 3 shows the Edit GL Report Company window. **Your Choices** 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 GLIHDFR DISPLAY 1/02/96 8:00:00 Select GL Reporting→ Select GL Reporting Entity : GL Structure GL Entity GL Entity Description : Code Code Code Entity : ____ _____ $1 = Select \rightarrow$: 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.

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 Here's the ? GL Structure GL Entity GL Entity Description number $1 \rightarrow$: Code Code Code LE 1 1 LE TOP LEVEL HOLDING COMPANY : : F3=Exit F4=Prompt :

You're working with this window

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

```
Figure 6
```

Your Choices

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

You're working with this window

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



The CONFIRM window

Confirming

Confirmation Tips

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

• If you want to make a correction, press N.

You will be asked to confirm your changes.

• If you want to escape without processing your changes, press N then F3.

Press Enter to return to Run Financial Report.

Returning To The Main Starting Point

Figure 8 GLIHDFR 1/02/96 8:00:00 DISPLAY Run Financial \rightarrow Run Financial Report Report Report Report Description Number Type options, press Enter. 2=Change 6=Print Reports 8=Details The report has ort Report Description Company Structure Entity ber Code Code 10 Income Statement YOURCO LE 1 ? Report Report Description been changed \rightarrow Number F3=Exit F21=Print List The Result

The ResultYou have successfully changed a report.You Are DoneThis completes Subsection 4.3.2., How To Change The GL Reporting
Company.

4.3.3. How To Work With Financial Report Columns And Lines

 $Figure \ 1 \ shows \ the \ {\tt Run} \ {\tt Financial} \ {\tt Report} \ display.$

The Main Starting Point

Figure 1 GLIHDFR 1/02/96 8:00:00 DISPLAY Run Financial \rightarrow Run Financial Report Report Report Description Report Number $8 = Details \rightarrow$ 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 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.



	GLIHDFR	DISPLAY	1 Deport	1/02/96	8:00:00
	Report Number	Report Description			
Here's the	Type option 2=Change	ns, press Enter. 6=Print Reports 8=Details			
number $8 \rightarrow$? Report Number	Report Description	Company Structure Code Code	Entity	
	8 10	Income Statement	YOURCO		
	F3=Exit 1	721=Print List			

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

	Figure 3					
	GLF1DFR	DISPLAY			1/02/96	8:00:00
Work With \rightarrow	Work With Report Columns					
Report Columns	GL Report Seq. Number	Number 1 GL Report Column Code	0 Specified Starting Period	Specified Ending Period		
$Options \rightarrow$	Type options, press Enter. 2=Change 8=Details (Calculations)					
Column headers \rightarrow	? Seq. Number 1 3 5 10 100	GL Report Column Code ACTNUM DESC CURPRD YTD CALC	Specified Starting Period 1 1 1 1 1	Specified Ending Period 2 2 2 2 2 2 2	Column Width 10 30 12 14 8	
Functions \rightarrow	F3=Exit	F6=2dd F21=	Print List			
	LAI U	10-114 101-				

A New Main Starting Point Figure 3 shows the Work With Report Columns display.

- There are several functions and options available on this display.
- This section has been divided into 10 subsections to demonstrate these functions and options.
- The Work With Report Columns display will act as the Main Starting Point throughout the first 5 subsections.
- The last 5 subsections will look at the Report Lines, and will use the Work With Report Lines display as the Main Starting Point.
4.3.3.1. How To Add Columns

The Main Starting Point	Figure 1 shows the Work With Report Columns display.
	Figure 1
Work With \rightarrow	GLF1DFR DISPLAY 1/02/96 8:00:00 Work With Report Columns
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 ReportSpecifiedSpecifiedColumnNumberColumn CodeStarting PeriodEnding PeriodWidth1ACTNUM12103DESC12305CURPRD121210YTD1214100CALC128
$\mathbf{F6} = Add \rightarrow$	
	F3=Exit F6=Add F21=Print List
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.
Add GL → Report Column KEY SCREEN	GLF2EIR ADD 1/02/96 8:00:00 Add GL Report Column KEY SCREEN GL Report Number : 10
sequence \rightarrow number	sequence number .
	F3=Exit F4=Prompt
Your Choices	Figure 2 shows the Add GL Report Column KEY SCREEN display.
	 The sequence number held needs to be fined. 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

• 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 Add GL Report Column KEY SCREEN	1/02/96	8:00:00
20 →	GL Report Number : 10		
20 →	sequence number . 20		
	F3=Exit F4=Prompt		

More Data Press Field Exit then Enter, and your display will look like Figure 4. Entry Fields

	Figure 4		
Add GL Report \rightarrow	GLF2E1R ADD Add GL Report Column Details	1/02/96	8:00:00
The data	GL Report Number : 10 sequence number : 20		
entry fields \rightarrow	GL Report Column Code Specified Starting Period		
	Specified Ending Period Column Width Number of Decimals Parenthesis Code		
$\mathbf{F4} = Prompt \rightarrow$			
	F3=Exit F4=Prompt F12=Key screen		

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.

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

Prompting

	Figure 5	
	GLF2E1R ADD	1/02/96 8:00:00
	Add GL Report Column Det	talls
Select GL -	GL Re	
	seque : Select GL Report Col	lumn :
	: 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	С :
	: CURPRD Current Period	F :
	: DESC Account Description	n T :
	: OPEN Opening Balances	F + :
	:	:
	: F3=Exit	:
	:	:
	:	:
	:	
	F3=Exit F4=Prompt F12=Key screen	
	Vou're working with this window	
	Tou re working with this window	
.	Figure 5 shows the Select GL Report	t Column display
our Choices	i igure 5 shows the bereee of Report	e corunni display.
	• We will add a column for variances, fir	st we need to search for the
	1	
	code.	

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

Figure 6

	GLF2E1R	ADD	1/02/96 8:	00:00
		Add GL Report Column Details		
	GI. Re			
	seque :	Select GL Report Column		
		GL Report Budget Description		
r	GL Re :	Column Code Code		:
. –		\rightarrow Var		
	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	Т	:
	:	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



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 *I*, as shown in Figure 8.



	GLF2E1R AI	DD Add G	L Report Column Details	1/02/96 8:00:0	00
Here's the number 1 →	GL Re seque : : GI GL Re : Ca : Speci : 1=Se Colum : ? GI Numbe : Ca Paren → 1 VZ : : : : : : : : : : : : :	S L Report Budget olumn Code Code —————————— elect request L Report Budget olumn Code Code AR Exit =Prompt F12=Key	elect GL Report Column Description Var Description Variance screen	GL Report Column Type C	

You're working with this window

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

The Column Code Is Filled

	Figure 9		
Add GL Report \rightarrow	GLF2E1R ADD Add GL Report Column Details	1/02/96	8:00:00
Column Details Vor	GL Report Number : 10 sequence number : 20		
var →	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

Filling In The

Other Fields

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.

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

Figure 10

	GLF2E1R ADD 1/02/96 8:00:00 Add GL Report Column Details	Ī
	GL Report Number : 10 sequence number : 20	
Filled in \rightarrow	GL Report Column Code VAR	
You are here \rightarrow	Specified Ending Period 2 Column Width 10 Number of Decimals 2 Parenthesis Code	
	F3=Exit F4=Prompt F12=Key screen	

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

Figure 11

	GLF2E1R ADD	CL Depart Column Details	1/02/96 8:00:00
	DDA	GL Report Column Details	
	GL Report Number :	10	
	sequence number :	20	
	GL Report Column Code	VAR	
	Specified Starting Period .	1	
	Specified Ending Period	2	
	Number of Decimals	2	
	Parenthesis Code	-	
		: Default :	
		: Minus :	
		: *none :	
	F3=Exit F4=Prompt F12=Key	y screen	
	You're woi	king with this drop-box	
	Figure 11 shows a drop be	ox with 3 codes	
Your Choices			1
	• Use either the mouse	or the keyboard to select a	code.
	• With the mouse point	and click with the left but	tton
	Γ		1 1
	• From the keyboard, us	se the arrow keys to move	the cursor up and
	down, then press Ente	er to select a code.	
		c 7, 1	

• We will select the Default code.

Press Enter to select Default.

Selecting From The Drop-Box

Figure 12

GLF2E1R ADD	1/02/96	8:00:00
Add GL Report Column Details	1,02,20	0.00.00
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		

You're working with this drop-box

	Figure 13		
	GLF2E1R ADD Add GL Report Column Details	1/02/96	8:00:00
	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

- \boldsymbol{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 Add GL Report Column Details	1/02/96	8:00:00
	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 (
CONFIRM \rightarrow			
	F3=Exit F4=Prompt F12=Key screen	CONFIRM:	Y (Y/N)

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.

Press	F3 to	o return to	Work	With	Report	Columns.
-------	--------------	-------------	------	------	--------	----------

Returning To The Main Starting Point

	Figure 15					
	GLF1DFR	DISPLAY			1/02/96	8:00:00
Work With \rightarrow			Work With Rep	ort Columns		
Report	GL Report	Number 1	0			
	Seq.	GL Report	Specified	Specified		
Columns	Number	Column Code	Starting Period	Ending Period		
	Type optio 2=Change	ns, press Ent 8=Details (Ca	er. lculations)			
	? Seq.	GL Report	Specified	Specified	Column	
	Number	Column Code	Starting Period	Ending Period	Width	
	1	ACTNUM	1	2	10	
	3	DESC	1	2	30	
$VAR \rightarrow$	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 ResultYou have successfully added a new Column to the Report.You Are DoneThis completes Subsection 4.3.3.1., How To Add Columns.

4.3.3.2. How To Print The Column Header List

Figure 1 shows the Work With Report Columns display.

	Figure 1					
	GLF1DFR	DISPLAY			1/02/96	8:00:00
Work With \rightarrow			Work With Rep	ort Columns		
Report	GL Report	Number 1	0			
Columna	Seq.	GL Report	Specified	Specified		
cordinits	Number	Column Code	Starting Period	Ending Period		
	Type optic 2=Change	ons, press Ent 8=Details (Ca	er. lculations)			
	? 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	
F21 = Print List \rightarrow						
	F3=Exit	F6=Add F21=	Print List			

- **The Scenario** We are going to print the Column Header list.
 - In Figure 1, **F21** lets you print the list.

Printing

The Main Starting Point

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

F	i	a		r	ρ	2
		ч	u		e	~

	GLF1DFR	DISPLAY			1/02/9	6 8:00:00
			Work With Rep	ort Columns		
	GL Report	Number 1	0			
	Seq. Number	GL Report Column Code	Specified Starting Period	Specified Ending Period		
			·			
	2=Change	8=Details (Ca	lculations)			
	? 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	
cessing \rightarrow						
	F3=Exit	F6=Add F21=	Print List			

The Processing Print List message appears in the bottom left.

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

Figure	3
Iguie	J

	GLF1DFR	DISPLAY			1/02/96	8:00:00
			Work With Rep	ort Columns		
	GL Report	Number 1	.0			
	Seq.	GL Report	Specified	Specified		
	Number	Column Code	Starting Period	Ending Period		
	Type optic	ns, press Ent	er.			
	2=cilalige	o=Decails (Ca	(ICUIALIONS)			
	? 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	
Completed \						
	F3=Exit	F6=Add F21=	Print List			
	Completed H	rinting List				
Destante al	The Print	ing is done.				
Printed						
	Go to the	nrinter and	gather your pr	int-out		
Almost Done		Printer and	Sumer your pr	ini oui.		

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.

	Figure 1					
	GLF1DFR	DISPLAY			1/02/96	8:00:00
Work With \rightarrow			Work With Rep	ort Columns		
Report	GL Report	Number 1	.0			
Columna	Seq.	GL Report	Specified	Specified		
COLUMNIS	Number	Column Code	Starting Period	Ending Period		
$2 = Change \rightarrow$	Type optic	ons, press Ent	er.			
C	2=Change	8=Details (Ca	lculations)			
	? 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

The Main Starting Point

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

	GL	F1DFR	DISPLAY			1/02/96	8:00:00
				Work With Rep	ort Columns		
	GL	Report	Number 1	0			
		Seq.	GL Report	Specified	Specified		
		Number	Column Code	Starting Period	Ending Period		
				·			
	Tν	me ontic	ns. press Ent	er			
	2=	Change	8=Details (Ca	lculations)			
	-	onango	0 20004110 (04	104140101107			
	?	Seq.	GL Report	Specified	Specified	Column	
		Number	Column Code	Starting Period	Ending Period	Width	
s the		1	ACTNUM	1	2	10	
sinc		3	DESC	1	2	30	
		5	CURPRD	1	2	12	
ber $2 \rightarrow$		5					
ber $2 \rightarrow$		10	YTD	1	2	14	
ber $2 \rightarrow$	2	10 20	YTD VAR	1 1	2 2	14 10	
ber $2 \rightarrow$	2	10 20 100	YTD VAR CALC	1 1 1	2 2 2	14 10 8	
ber $2 \rightarrow$	2	10 20 100	YTD VAR CALC	1 1 1	2 2 2	14 10 8	
ber $2 \rightarrow$	2	10 20 100	YTD VAR CALC	1 1 1	2 2 2	14 10 8	
ber 2 \rightarrow	2	10 20 100	YTD VAR CALC	1 1 1	2 2 2	14 10 8	

The Edit Display

_.

_

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

	Figure 3	
Edit GL \rightarrow	GLF3E1R CHANGE 1/02/96 8 Edit GL Report Column Details	:00:00
Report Column Details	GL Report Number : 10 sequence number : 20	
Changoable fields	GL Report Column Code VAR	
Changeable Jielas →	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. •

Press F3 to return to Work With Report Columns.

Returning To The Main **Starting Point**

Figure 4 GLF1DFR DISPLAY 1/02/96 8:00:00 Work With \rightarrow Work With Report Columns GL Report Number 10 Seq. GL Report Specified Specified Number Column Code Starting Period Ending Period Report Columns 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 3 DESC 1 2 10 2 30 5 CURPRD 10 YTD 20 VAR 1 2 12 1 2 14 20 VAR 1 2 10 100 CALC 2 1 8 F3=Exit F6=Add F21=Print List You have successfully looked at the display that lets you make format The Result 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.

	GLF1DFR	DISPLAY			1/02/96	8:00:00
Work With \rightarrow			Work With Rep	ort Columns		
Report	GL Report	Number 1	.0			
Columna	Seq.	GL Report	Specified	Specified		
Corumns	Number	Column Code	Starting Period	Ending Period		
$8 = Details \rightarrow$	Type optic	ons, press Ent	er.			
	2=Change	8=Details (Ca	lculations)			
	2 627	CI Depart	Crocified	Crocified	Column	
	: Sey. Numbor	GL Report	Starting Doriod	Specified Ending Doried	Width	
	Nulliber		1	Enaling Period	10	
	1	ACTNOM	1	2	10	
	5	CUDDDD	1	2	10	
	10	VTD	1	2	14	
	10	VAD	1	2	14	
	20	CAR	1	2	10	
	100	CALC	T	2	0	
			Duint Tist			
	F3=EX1C	ro=Auu F21=	Print List			

The Scenario

The Main Starting Point

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.

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

Working With The Column Calculation Details

	Fig	ure 2								
	GLE	F1DFR	DISPLAY			1/02/96	8:00:00			
				Work With Rep	ort Columns					
	GL	Report	Number 1	0						
		Seq.	GL Report	Specified	Specified					
		Number	Column Code	Starting Period	Ending Period					
	Tvr	pe optio	ons, press Ent	er.						
	2=Change 8=Details (Calculations)									
	?	Seq.	GL Report	Specified	Specified	Column				
		Number	Column Code	Starting Period	Ending Period	Width				
Here's the		1	ACTNUM	1	2	10				
number 8		3	DESC	1	2	30				
		10	CURPRD	1	2	12				
	•	10	YTD VAD	1	2	14				
	0	100	CALC	1	2	20				
		100	CALC	1	2	0				
	F3=	=Exit	F6=Add F21=	Print List						

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

GLF1DFR DISPLAY 1/02/96 8:00:00 Work With Report Columns							
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 :							
· · · · · · · · · · · · · · · · · · ·							
F3=Exit F6=Add F21=Print List							
Vou're working with this window							
Tou re working with this window							
Figure 3 shows the Edit Calculation Details window.							
• This column displays the difference between columns 10 and 5							
• F4 lets you prompt these fields to make changes							
• We will prompt the Column 1 sequence number field.							
Desce FA and second in law solil hash like Discore A							
Press F4 and your display will look like Figure 4							
Press F4, and your display will look like Figure 4.							
Figure 4							
Figure 4 GLF1DFR DISPLAY Variable With Depart Galurate							
Figure 4 GLF1DFR DISPLAY Work With Report Columns 1/02/96							
Figure 4 GLF1DFR DISPLAY : Edit C : Select Report Column :							
Figure 4 GLF1DFR DISPLAY i Edit C : Select Report Column : : :							
Figure 4 GLF1DFR DISPLAY i Edit C : Select Report Columns : : <td:< td=""> :</td:<>							
Figure 4 GLF1DFR DISPLAY i Edit C : i GL Report Columns i GL Report Seq. i GL Report Number i Select Report Column i GL Report Seq. i Sequence number i i i i i i i i i i i i i i i i i i i i i i i i i i i i i i i i							
Figure 4 GLF1DFR DISPLAY i Edit C : Select Report Columns : : <td:< td=""> :</td:<>							
Figure 4 GLF1DFR DISPLAY image: sequence number image: sequence number image:							
Press F4, and your display will look like Figure 4.Figure 4GLF1DFRDISPLAY $1/02/96$ $8:00:00$ Work With Report Columns:GL Report Column:GL Report Number . :Select Report Column:Column 1 sequence nu:Select:Column 1 sequence nu:Select Column:Column 2 sequence nu:Number Number Number Column Code Width:101010							
Press F4, and your display will look like Figure 4.Figure 4GLF1DFRDISPLAY $1/02/96$ $8:00:00$ Work With Report ColumnsEdit C :Select Report Column:GL Report Number:GL Report Seq.:GL Report Number:GL Report Seq.:Select:Select:Select:Select:Select:Select:Select:Select:Select:Select:Select:Select:::Select:::Select::::::::::: <td <="" colspan="2" td=""><td></td></td>	<td></td>						
Press F4, and your display will look like Figure 4.Figure 4GLF1DFRDISPLAY $1/02/96$ $8:00:00$ Work With Report ColumnsEdit C :Select Report Column:Select Report Column:Select:::Select Seq.GL Report Seq.GL Report Column::::::::::::::::::::: <tr< td=""><td></td></tr<>							
Press F4, and your display will look like Figure 4.Figure 4GLF1DFRDISPLAY $1/02/96$ $8:00:00$ Work With Report ColumnsEdit C :Select Report Column:GL Report Number . ::Select Report Column:GL Report Number . ::Number::GL Report Number . ::NumberNumber:Select Report Column:Select Report Column:Select:Select:Select:Select::Select NumberSelect:Select:::Select:::::Select:::::::Select Report Column::::::: <td></td>							
Press F4, and your display will look like Figure 4.Figure 4GLF1DFRDISPLAY $1/02/96$ $8:00:00$ Work With Report Columns							
Press F4, and your display will look like Figure 4. Figure 4 GLF1DFR DISPLAY $1/02/96$ 8:00:00 Work With Report Columns Edit C : Select Report Column : GL Report Number							
Press F4, and your display will look like Figure 4. Figure 4 GLF1DFR DISPLAY $1/02/96$ 8:00:00 Work With Report Columns E Edit C : Select Report Column : GL Report Number							
Press F4, and your display will look like Figure 4. Figure 4 GLF1DFR DISPLAY $1/02/96$ 8:00:00 Work With Report Columns $I = Edit C : Select Report Column : GL Report Seq. : GL Report Seq. : Sequence number \rightarrow 10 10 I0 : Sequence number \rightarrow 10 10 I0 : Sequence number ? GL Report Seq. GL Report Column : Column 1 sequence nu : 1=Select : GL Calculation : ? GL Report Seq. GL Report Column : Column 2 sequence nu : Number Number Column Code Width : 10 10 YTD 14 : 10 20 VAR 10 : F3=Exit F4=Prompt : 10 100 CALC 8 : 10 20 VAR 10 : F3=Exit F4=Prompt : 10 100 CALC 8 : F3=Exit : F3=Ex$							
Press F4, and your display will look like Figure 4. Figure 4 GLF1DFR DISPLAY $1/02/96$ 8:00:00 Work With Report Columns $1/02/96$ 8:00:00 1/02/96 8:00:00 Work With Report Columns $1/02/96$ 8:00:00 1/02/96 8:00:0							
Press F4, and your display will look like Figure 4. Figure 4 GLF1DFR DISPLAY $1/02/96$ 8:00:00 Work With Report Columns $1/02/96$ 8:00:00 Work With Report Column $1/02/96$ 8:00:00 1/02/96 8:00:00 Work With Report Column $1/02/96$ 8:00:00 1/02/96 8:00 1/02/96 8:00							
	<pre>Column 1 sequence number . 10 GL Calculation Column 2 sequence number . 5 F3=Exit F4=Prompt F11=Delete 100 CALC 0 0 8 F3=Exit F6=Add F21=Print List You're working with this window Figure 3 shows the Edit Calculation Details window. This column displays the difference between columns 10 and 5 F4 lets you prompt these fields to make changes. We will prompt the Column 1 sequence number field.</pre>						

Your Choices

Figure 4 shows the Select Report Column window.

- The search fields in the window are filled with 10's, and the column list below shows only the columns that have sequence numbers equal to or greater than 10.
- In order to see all of the available choices, the search fields must be cleared.

Clearing The Search Fields

Press **Field Exit** twice to clear the search fields, then press **Enter**, and your display will look like Figure 5.

$\begin{array}{cccccccccccccccccccccccccccccccccccc$		GLF1DFR DISPLAY					1/02/96	8:00:00
$\begin{array}{cccccccccccccccccccccccccccccccccccc$				Work With Re	eport Co	olumns		
$\begin{array}{cccccccccccccccccccccccccccccccccccc$								
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	The search fields	: Edit C	:		Select	t Report Col	umn	:
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	The search fields	:	:	GL Report	Seq.			:
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	have been cleared \rightarrow	: GL Report Number	:	Number	Number			:
$appear \rightarrow \begin{array}{c} : & : & : \\ : & Column 1 \text{ sequence nu} : \\ : & GL Calculation : \\ : & Column 2 \text{ sequence nu} : \\ : & Column 2 \text{ sequence nu} : \\ : & Number Number Column Code Width \\ : & & 10 & 1 \text{ ACTNUM } 10 \\ : & & 10 & 3 \text{ DESC } 30 \\ : & F3=Exit F4=Prompt : \\ : & 10 & 5 \text{ CURPRD } 12 \\ : & & 10 & 10 \text{ YTD } 14 \\ : & & 10 & 20 \text{ VAR } 10 \\ : & & 100 \text{ CALC } \\ : & & F3=Exit \\ : & & : \\ : & & F3=Exit \\ : & & : \\ : & & $: sequence number	\rightarrow					:
$appear \rightarrow \qquad : Column 1 sequence nu : 1=Select : GL Calculation : ? GL Report Seq. GL Report Column : Column 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number Column Code Width : Olumn 2 sequence nu : Number Number 2 Olumn Code Width : Olumn 2 sequence nu : Number Number 2 Olumn Code Width : Olumn 2 sequence nu : Number Number 2 Olumn Code Width : Olumn 2 sequence nu : Number 2 Olumn 2 sequence nu : 10 10 3 DESC 30 : : F3=Exit : 10 10 10 VTD 14 : : 10 100 CALC 8 : 100 CALC 8 : 100 CALC 8 : F3=Exit : : 10 10 100 CALC 8 : : F3=Exit : : : : : : : : : : : : : : : : : : :$:	:					:
$appear \rightarrow \begin{array}{ccccccccccccccccccccccccccccccccccc$	The other columns	: Column 1 sequence nu	:	1=Select				:
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	$annear \rightarrow$: GL Calculation	:	? GL Report	Seq.	GL Report	Column	:
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	uppeur 🗕	: Column 2 sequence nu	:	Number	Number	Column Code	Width	:
: I0 3 DESC 30 : : F3=Exit F4=Prompt : 10 5 CURPRD 12 : : I 10 10 YTD 14 : : I0 20 VAR 10 : : I0 CALC : : F3=Exit : : F3=Exit : : F3=Exit : : I0 I00 CALC : : F3=Exit : : I0 I00 CALC : : F3=Exit : : I0 I00 CALC : : I0 I00 CALC : : F3=Exit : : I0 I00 CALC : : I00 CALC		:	\rightarrow	10	1	ACTNUM	10	:
: F3=Exit F4=Prompt : 10 5 CURPRD 12 : : 10 10 YTD 14 : : 10 20 VAR 10 : 100 CALC : : F3=Exit : : F3=Exit : :		:	:	10	3	DESC	30	:
: 10 10 YTD 14 : : 10 20 VAR 10 : : 10 100 CALC 8 : 100 CALC : F3=Exit : : :		: F3=Exit F4=Prompt	:	10	5	CURPRD	12	:
: 10 20 VAR 10 : : 10 100 CALC 8 : 100 CALC : : F3=Exit : : :		:	:	10	10	YTD	14	:
:: 10 100 CALC 8 : 100 CALC : : F3=Exit : : :		:	:	10	20	VAR	10	:
100 CALC : : F3=Exit : : : : : : : : : : : : : : : : : : :		:	:	10	100	CALC	8	:
: F3=Exit : : : : : : : : : : : : : : : : : : :		100 CALC	:					:
			:	F3=Exit				:
			:					:
:			:					:
			: .					:

You're working with this window

The search fields have been cleared, and pressing **Enter** has made the other columns appear.

Tab across, then down to YTD, and key in a 1, as shown in Figure 6.

Selecting A Column

Figure 6

	: Edit C	: :		Select	t Report Colı	ımn	:				
	:	:	GL Report	Seq.			:				
	: GL Report Number	:	Number	Number			:				
	: sequence number	:					:				
	:	:					:				
Java's the	: Column 1 sequence nu	ι:	1=Select				:				
	: GL Calculation	:	? GL Report	Seq.	GL Report	Column	:				
	: Column 2 sequence nu	ι:	Number	Number	Column Code	Width	:				
e s ine	:	:	10	1	ACTNUM	10	:				
mber $1 \rightarrow$:	:	10	3	DESC	30	:				
	: F3=Exit F4=Prompt	:	10	5	CURPRD	12	:				
	:	\rightarrow	1 10	10	YTD	14	:				
	:	:	10	20	VAR	10	:				
	:	:	10	100	CALC	8	:				
	100 CALC	:					:				
		:	F3=Exit				:				
		:					:				
		:					:				
		:									

The YTD column was originally in this field and we will choose it again.

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

	Figure 7	
Edit	GLF1DFR DISPLAY	1/02/96 8:00:00
Calculation	Work With Report Columns	
Details \rightarrow	: Edit Calculation Details	:
10 →	: : GL Report Number : 10 : sequence number : 20 : : Column 1 sequence number . 10 : GL Calculation : Column 2 sequence number . 5 : : : : F3=Exit F4=Prompt F11=Delete : : 100 CALC 0 0 0	: : : : : : : : : : : : : : : : : : :
Your Choices	 F3=Exit F6=Add F21=Print List You're working with this window Figure 7 shows the Edit Calculation Det The Column 1 sequence number field 10. The GL Calculation field, shows the cal case, it is subtraction. This can be changed to t functions. F4 lets you prompt this field. 	ails window. I is filled, again, with culation function, in this he other basic arithmetic

- The Column 2 sequence number field can be changed the same way as the Column 1 sequence number field.
- Enter lets you process changes.

Processing

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

Figure 8

	1.19410.0	
	GLF1DFR DISPLAY Work With Report Columns	1/02/96 8:00:00
	: Edit Calculation Details	:
	: : GL Report Number : 10	:
	: sequence number : 20 : Column 1 sequence number 10	:
	: GL Calculation : Column 2 sequence number 5	: : π
		:
	: 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 ch	anges,
	press N then F3.	
Returning To	Press Enter to return to Work With Report Co	olumns.
The Main		
The Main Starting Point		
The Main Starting Point	Figure 9	
The Main Starting Point	Figure 9 GLF1DFR DISPLAY	1/02/96 8:00:00
The Main Starting Point Work With → Report	Figure 9 GLF1DFR DISPLAY Work With Report Columns GL Report Number 10	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns	Figure 9 GLF1DFR DISPLAY GL Report Work With Report Columns GL Report 10 Seq. GL Report Specified Number Column Code Starting Period Ending Period	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns	Figure 9 GLF1DFR DISPLAY GL Report Number 10 Seq. GL Report Specified Specified Number Column Code Starting Period Ending Period 	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns	Figure 9 GLF1DFR DISPLAY GL Report Number 10 Seq. GL Report Specified Specified Number Column Code Starting Period Ending Period ————————————————————————————————————	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns	Figure 9 GLF1DFR DISPLAY Work With Report Columns GL Report Number 10 Seq. GL Report Specified Specified Number Column Code Starting Period Ending Period ————————————————————————————————————	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns	Figure 9 Work With Report Columns GL Report Number 10 Specified Specified Sumber GL Report Specified Mumber Column Code Starting Period Ending Period Type options, press Enter. 2=Change 8=Details (Calculations) ? Seq. GL Report Specified Col Number Column Code Starting Period Ending Period Widd 1 ACTNUM 1 2 10	1/02/96 8:00:00 .umn lth
The Main Starting Point Work With → Report Columns	Figure 9 Work With Report Columns GLF1DFR DISPLAY Work With Report Columns GL Report Number 10 Seq. GL Report Specified Ending Period Mumber Column Code Starting Period Ending Period Type options, press Enter. 2=Change 8=Details (Calculations) ? Seq. GL Report Specified Specified Col Number Column Code Starting Period Ending Period Wid 1 ACTNUM 1 2 10 3 DESC 1 2 30 5 CURPRD 1 2 12	1/02/96 8:00:00 umn tth
The Main Starting Point Work With → Report Columns	Figure 9 Work With Report Columns GLF1DFR DISPLAY Work With Report Columns GL Report Specified Specified Seq. GL Report Specified Specified Number Column Code Starting Period Ending Period Image: Column Code Type options, press Enter. 2=Change 8=Details (Calculations) Image: Column Code Specified Col Number Column Code Starting Period Ending Period Wide 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	1/02/96 8:00:00 umn ith
The Main Starting Point Work With → Report Columns	Figure 9 Work With Report Columns GL F1DFR DISPLAY Work With Report Columns GL Report Specified Seq. GL Report Specified Number Column Code Starting Period Ending Period Type options, press Enter. 2=Change 8=Details (Calculations) Col ? Seq. GL Report Specified Specified Col Number Column Code Starting Period Ending Period Wid 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	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns	Figure 9 Work With Report Columns GLF1DFR DISPLAY Work With Report Columns GL Report 10 Specified Specified Sumber Column Code Starting Period Ending Period Type options, press Enter. 2=Change 8=Details (Calculations) Specified Specified Column Code ? Seq. GL Report Specified Specified Col Number Column Code Starting Period Ending Period Wid 1 ACTNUM 1 2 10 3 DESC 1 2 10 3 DESC 1 2 12 10 YTD 1 2 10 100 CALC 1 2 8	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns	Figure 9 GLF1DFR DISPLAY Work With Report Columns GL Report Specified Specified Inding Period Ending Period Seq. GL Report Specified Specified Specified Ending Period Specified Inding Period Type options, press Enter. 2=Change 8=Details (Calculations) Specified Specified Col Specified Inding Period Widd ? Seq. GL Report Specified Starting Period Ending Period Indications Specified Indication Period Indication Period Indication Period Indication Period Indication Indication Indication Indication Indication Indication Indication Indication Period Indication Inditent Inditent Indication Indication Indication Indicatio	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns	Figure 9 Work With Report Columns GL FIDFR DISPLAY Work With Report Columns GL Report Specified Specified Seq. GL Report Specified Specified Color Type options, press Enter. Z=Change 8=Details (Calculations) ? Seq. GL Report Specified Specified Color Number Column Code Starting Period Ending Period India 2 1 ACTNUM 1 2 3 DESC 1 2 1 ACTNUM 1 2 10 3 DESC 1 2 10 4 20 VAR 1 2 10 100 CALC 1 2 8 F3=Exit F6=Add F21=Print List	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns The Result	Figure 9 Work With Report Columns GL FIDFR DISPLAY Work With Report Columns GL Report Specified Specified Seq. GL Report Specified Specified Column Code Type options, press Enter. 2=Change 8=Details (Calculations) Type options, press Enter. 2=Change 8=Details (Calculations) Specified Col Seq. GL Report Specified Specified Column Code Number Column Code Starting Period Ending Period Wid 1 ACTNUM 1 2 10 3 DESC 1 2 10 3 DESC 1 2 10 10 YTD 1 2 14 2 2 F3=Exit F6=Add F21=Print List	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns The Result	Figure 9 Work With Report Columns GL Report Number 10 Seq. GL Report Specified Specified Number Column Code Starting Period Ending Period Type options, press Enter. Type options, press Enter. ? Seq. GL Report Specified Col Number Column Code Starting Period Ending Period Wido 1 ACTNUM 1 2 10 3 DESC 1 2 10 4 20 VAR 1 2 10 100 CALC 1 2 10 10 100 CALC 1 2 8 F3=Exit F6=Add F21=Print List F4 F4	1/02/96 8:00:00
The Main Starting Point Work With → Report Columns The Result You Are Done	Figure 9 Work With Report Columns GLF1DFR DISPLAY Work With Report Columns GL Report Specified Specified Number Column Code Starting Period Ending Period Type options, press Enter. 2=Change 8=Details (Calculations) Specified Specified Column Wide ? Seq. GL Report Specified Specified Col Number Column Code Starting Period Ending Period Wide 1 ACTNUM 1 2 10 3 DESC 1 2 10 3 DESC 1 2 10 10 YTD 1 2 10 10 YTD 1 2 10 100 CALC 1 2 8 F3=Exit F6=Add F21=Print List The calculation changes do not appear on this displat You have successfully worked with the calculation I Variances Column. This completes Subsection 4.3.3.4., How To Edit Col The column to the col	1/02/96 8:00:00

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

Figure 1 shows the Work With Report Columns display.

The Main Starting Point

	GLF1DFR	DISPLAY			1/02/96	8:00:00
ork With \rightarrow			Work With Rep	ort Columns		
Report Columns	GL Report Seq. Number	Number 1 GL Report Column Code	0 Specified Starting Period	Specified Ending Period		
	Type optic 2=Change	ons, press Ent 8=Details (Ca	er. lculations)			
	? 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	
$\mathbf{F3} = Exit \rightarrow$						

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

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

The New Main Starting Point

Figure 2

	I igule Z				
	GLIBDFR	DISPLAY			1/02/96 8:00:00
Work With \rightarrow			Wo	rk With Report Lines	
Report Lines	GL Report	Number	10		
	Seq.	GL Report	Account	Description	
	Number	Range Code	Level	-	
					_
	Type opti	ons. press E	nter.		
	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 F2	1=Print L	ist	

You have successfully gone to Work With Report Lines.

The Result You Are Done

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.

Figure 1

	GLIBDFR	DISPLAY			1/02/96 8:00:00
Work With \rightarrow			Wo	rk With Report Lines	
Report Lines	GL Report Seq. Number	Number GL Report Range Code	10 Account Level	Description	
	Type opti 2=Change	ons, press E 4=Delete	nter.		
	? Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)
	10	INCOME	9	Income Statement	Y
	20	PROFIL	3	Gross Prolit	ĭ
$\mathbf{F6} = Add \rightarrow$					
	F3=Exit	F6=Add F2	1=Print L	ist	

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.

_	Figure 2		
Add GL Report → Line KEY SCREEN sequence → number	GLICE1R ADD Add GL Report Line KEY SCREEN GL Report Number : 10 sequence number :	1/02/96	8:00:00
	F3=Exit		

Your Choices

- Figure 2 shows the Add GL report line KEY SCREEN display.
- We need to fill in a sequence number.





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

_	Figure 4		
Add GL \rightarrow	GLICE1R ADD	1/02/96	8:00:00
Report Line	Add GL Report Line Details		
Details	GL Report Number : 10 sequence number : 30		
The data entry fields \rightarrow	GL Report Range Code		
2.5	Account Level		
	Description		
	GL Line Item Type		
	Use as Base of % Calc?		
	Print Line (Y/N)		
$\mathbf{F4} = Prompt \rightarrow$			
	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.

Prompting Press F4, to prompt the GL Report Range Code field, and your display will look like Figure 5.

	Figure 5	
Select GL	GLICE1R ADD 1/02/9	96 8:00:00
Demont Demon		
Report Range \rightarrow	GL Report Number : Select GL Report Range	:
	sequence number : Report Description	:
	: Range	:
	GL Report Range Code . :	:
	:	:
	Account Level : 1=Select request	:
	: ? Report Description	:
Balance Sheet \rightarrow	Description : Range	:
	\rightarrow BALS Balance Sheet	:
	GL Line Item Type : INCOME Income Statement	:
	: PROFIT Net Profit	:
	Use as Base of % Calc? :	:
	:	:
	Print Line (Y/N) :	:
	:	:
	: F3=Exit	:
	:	:
	:	:
	:	
	F3=Exit F4=Prompt F12=Key screen	
	You're working with this window	
	Figure 5 shows the Select GL Report Range wind)W/
Your Choices	i igue s shows the bereet on report Range wind	
	• There is a list of Report Ranges, we will choose the Bala	ince Sheet.

- Option number 1 lets you select a Report Range.

Selecting

Tab across, then down to Balance Sheet, and key in a 1, as shown in Figure 6.

	Figure 6		
	GLICE1R ADD	Add GL Report Line Details	:00
		haa on kepore nine becarib	
	GI Devent Newley	delete di Desert Deser	• • •
	GL Report Number	: Select GL Report Range	:
	sequence number	: Report Description	:
		: Range	:
	GL Report Range Code .	:	:
		:	:
Here's the	Account Level	: 1=Select request	:
11.		: ? Report Description	:
number $I \rightarrow$	Description	: Range	:
	*	\rightarrow 1 BALS Balance Sheet	
	GL Line Item Type	INCOME Income Statement	
	of fine reem type	· DROFIT Net Drofit	
	Man ng Dogo of % Colgo	. INOTIT WEE FIOLIE	
	USE AS BASE OI & CAIC?	:	:
		:	:
	Print Line (Y/N)	:	:
		:	:
		: F3=Exit	:
		:	:
		:	:
		:	. :
	F3=Exit F4=Prompt F	12=Key screen	
		4	

You're working with this window

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

	Figure 7		
Add GL report \rightarrow	GLICEIR ADD	1/02/96	8:00:00
Line Details	Add Gh kepolt hine betalls		
	GL Report Number : 10 sequence number : 30		
BALS \rightarrow	- 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

Filling In

The Fields

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.

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

Figure 8

	GLICE1R ADD Add GL Report Line Details	1/02/96	8:00:00
	GL Report Number : 10 sequence number : 30		
$1 \rightarrow$	GL Report Range Code BALS		
Test Item \rightarrow	Account Level 1		
You are here \rightarrow	Description Test Item		
	GL Line Item Type		
	Use as Base of % Calc?		
	Print Line (Y/N)		
	F3=Exit F4=Prompt F12=Key screen		

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

Figure 9 ZZVLLSR 1/02/96 8:00:00 Display \rightarrow Display Allowed Values Allowed Field . . . : GL Line Item Type List name . : *ALL values Values ____ <== Position Type options, press Enter. 1=Select Detail \rightarrow Opt Value Description Detail D S Sub total Т 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

	ZZVLLSR	Display Allowed Values	1/02/96	8:00:00
	Field : GL Line Ite List name . : *ALL values	т Туре		
	<== 1			
Here's the	Type options, press Enter. 1=Select			
number $\mathbf{I} \rightarrow$	Opt Value 1 D S	Description Detail Sub total		
	Т	Text		
	F3=Exit F5=Refresh F12=Car	ncel		

Prompting

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

	Figure 11		
Add GL report →	GLICE1R ADD	1/02/96	8:00:00
Line Details	Add GL Report Line Details		
Line Decuiis	GL Report Number : 10 sequence number : 30		
	GL Report Range Code BALS		
	Account Level 1		
$D \rightarrow$	Description Test Item		
	GL Line Item Type D		
	Use as Base of % Calc?		
	Print Line (Y/N)		
	F3=Exit F4=Prompt F12=Key screen		

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 EntryTab 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

	GLICE1R ADD	Add GL Report Line Details	1/02/96	8:00:00
	GL Report Number : sequence number :	10 30		
	GL Report Range Code	BALS		
	Account Level	1		
	Description	Test Item		
$N \rightarrow$	GL Line Item Type	D		
$Y \rightarrow$	Use as Base of % Calc? .	N		
	Print Line (Y/N)	Y		
	F3=Exit F4=Prompt F12	2=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 \rightarrow F3=Exit F4=Prompt F12=Key screen CONFIRM: Y (Y/N) You will be asked to confirm your data entry. Confirming The Y for "yes" will be waiting for your response. **Confirmation Tips** • If you want to make a correction, press N.

• If you want to escape without processing your data entry, press N then F3.

Press Enter to return to Work With Report Lines.

Returning To The Main Starting Point

Figure 14 GLIBDFR DISPLAY 1/02/96 8:00:00 Work With \rightarrow Work With Report Lines GL Report Number 10 Report Lines Seq. GL Report Account Description Number Range Code Level Type options, press Enter. 2=Change 4=Delete GL Report Account Description ? Seq. Print Line (Y/N) Number Range Code Level The new Line \rightarrow
 10
 INCOME
 9

 20
 PROFIT
 3

 30
 BALS
 1
 Income Statement Y Gross Profit Y Y Test Item F3=Exit F6=Add F21=Print List

You have successfully added a new Report Line.

You Are Done

The Result

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.

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

	Tigure 2				
	GLIBDFR	DISPLAY	We	ork With Report Lines	1/02/96 8:00:00
	GL Report Seq. Number	Number GL Report Range Code	10 Account Level	Description	
	Type opti 2=Change	ons, press E 4=Delete	nter.		
	? Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)
	10	INCOME	9	Income Statement Gross Profit	Y
	30	BALS	1	Test Item	Ŷ
Processing \rightarrow					
	F3=Exit Processing	F6=Add F2 Print List.	1=Print L	ist	

The Processing Print List message appears in the bottom left.

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
			Wo	rk With Report Lines	
	GL Report	Number	10		
	Seq. Number	GL Report Range Code	Account Level	Description	
	Type optic 2=Change	ons, press E 4=Delete	inter.		
	? 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 F2	1=Print L	ist	
	Completed 3	Printing Lis	t		
Printed	The Print	ting is don	e.		
Almost Done	Go to the	e printer ar	nd gather	r your print-out.	

The Result You have successfully printed the Report Line Header List.

4.3.3.8. How To Change Lines

Figure 1 shows the Work With Report Lines display.

The Main Starting Point

_	Figure 1				
	GLIBDFR	DISPLAY			1/02/96 8:00:00
work with \rightarrow	CI Deport	Number	Wo	rk With Report Lines	
Report Lines	Seq.	GL Report	Account	Description	
	Number	Range Code	Level	-	
$2 = Change \rightarrow$	Type opti	ons, press E	nter.		
	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	Ŷ
	F3=Exit	F6=Add F2	1=Print L	ist	

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.

_	Figure 2				
	GLIBDFR	DISPLAY			1/02/96 8:00:00
			Wo	rk With Report Lines	
	GL Report Seq. Number	Number GL Report Range Code	10 Account Level	Description	
	Type opti 2=Change	ons, press E 4=Delete	nter.		
Here's the	? Seq. Number	GL Report Range Code	Account Level	Description	Print Line (Y/N)
number $2 \rightarrow$	10	INCOME	9	Income Statement	Ŷ
	2 0 2 30	BALS	1	Test Item	Y Y
	F3=Exit	F6=Add F2	1=Print L	ist	

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

	Figure 3
Edit GL \rightarrow	GLIDE1R CHANGE 1/02/96 8:00:00 Edit GL Report Line Details
Report Line Details	GL Report Number : 10 sequence number : 30
Changeable fields 🔺	GL Report Range Code BALS
Changeable fields \rightarrow	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	Press $F3$ to return to Work With Report Lines.

i ne main Starting Point

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

 Number
 Range Code
 Level

 10
 INCOME
 9
 Income Statement

 20
 PROFIT
 3
 Gross Profit

 30
 BALS
 1
 Test Item
 Line (Y/N) Y Y 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. This completes Subsection 4.3.3.8., How To Change Lines.

You Are Done

4.3.3.9. How To Delete Lines

The Main Starting Point

Deleting

Figure 1 shows the Work With Report Lines display.

Figure 1

Work With ->	GLIBDFR	DISPLAY			1/02/96 8:00:00
Report Lines	GL Report	Number	Wo 10	rk With Report Lines	
Kepore Lines	Seq.	GL Report	Account	Description	
			Tever		_
$4 = Delete \rightarrow$	Type opti 2=Change	ons, press E 4=Delete	nter.		
	? Seq. Number	GL Report Range Code	Account	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 F2	1=Print L	ist	

The ScenarioWe are going to delete the Test Item line.• In Figure 1, option number 4 lets you delete.

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

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

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

	GLIBDFR DISPLAY Work With Report Lines GL Report Number 10		1/02/96 8:00:00
Delete GL	Seq. GL Report Account Description Number Range Code Level		
Report Line →	T : Delete GL Report Line 2 : 2 : Press Enter to confirm deletion 7 : 3 : GL Report Number : 10 3 : sequence number : 30 4 : GL Report Range Code . : BALS 3 : Account Level : 1 5 : Test Line Item 5 : 4 : F3=Exit 5 : F3=F3 5		Print Line (Y/N) Y Y Y
Your Choices	F3=Exit F6=Add F21=Print List You're working with this window Figure 3 shows the Delete GL Report	Line	window.

• **F3** lets you exit without deleting.

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: Dele	ete GL Report Line	:	
2 :		:	
: Press Enter to c	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 F2	21=Print Li :	:	

The CONFIRM window

You will be asked to confirm the delete request.

Confirming Confirmation Tips

Processing

- 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

	GLIBDFR	DISPLAY			1/02/96 8:00:00
			Wa	ork With Report Lines	, , , , , , , , , , , , , , , , , , , ,
	GL Report Seq. Number	Number GL Report Range Code	10 Account Level	Description	
	Type optic 2=Change ? Seq.	DNS, press E 4=Delete GL Report	Account	Description	Print
leted \rightarrow	Number 10 20 30	Range Code INCOME PROFIT BALS	Level 9 3 1	Income Statement Gross Profit * DELETED *	Line (Y/N) Y Y Y
	F3=Exit	F6=Add F2	1=Print L	ist	

The ResultYou have successfully deleted one of the Report Lines.You Are DoneThis completes Subsection 4.3.3.9., How To Delete Lines.

4.3.3.10. How To Return To Run Financial Report

The Main Starting Point

Exiting

Figure 1 shows the Work With Report Lines display.

Figure 1 GLIBDFR DISPLAY 1/02/96 8:00:00 Work With \rightarrow Work With Report Lines L Report Number 10 Seq. GL Report Account Description GL Report Number Report Lines Number Range Code Level Type options, press Enter. 2=Change 4=Delete Seq. GL Report Account Description Number Range Code Level ? Seq. Print Line (Y/N) 10INCOME920PROFIT3 Income Statement Y Gross Profit Y $F3 = Exit \rightarrow$ F3=Exit F6=Add F21=Print List We have worked with the Report Columns and Lines, and we are going to The Scenario return to the Run Financial Report display. • In Figure 1, F3 lets you exit.

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

Figure 2 GLIHDFR DISPLAY 1/02/96 8:00:00 Run Financial \rightarrow Run Financial Report 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 YOURCO LE 10 Income Statement 1 F3=Exit F21=Print List

The Result	You have successfully returned to the Run Financial Report
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

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

The ScenarioWe 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

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

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

Figure 3

	<u> </u>					
	GLIHDFR	DISPLAY Run Financi	al Report		1/02/96	8:00:00
	Report Number	Report Description				
	Type optic	ons, press Enter.	_			
	2=Change	6=Print Reports 8=Details				
	? Report Number	Report Description	Company Code	Structure Code	Entity	
	6 10	Income Statement	YOURCO	LE	1	
Processing \rightarrow						
	F3=Exit Processing	F21=Print List Print List				

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 Report Number	DISPLAY Run Financia Report Description	L Report		1/02/96	8:00:00
	Type optio 2=Change	ns, press Enter. 6=Print Reports 8=Details				
	? Report Number 10	Report Description Income Statement	Company Code YOURCO	Structure Code LE	Entity 1	
The messages have disappeared \rightarrow	F3=Exit	F21=Print List				

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.

Printing

4.3.5. How To Return To The GL Budget Menu

Figure 1 shows the Run Financial Report display.

The Main Starting Point

		Figure 1					
Dun		GLIHDFR	DISPLAY			1/02/96	8:00:00
Kull	Report	Report Number	Run Financia Report Description	l Report			
		Type option 2=Change	ns, press Enter. 6=Print Reports 8=Details				
		? Report Number	Report Description	Company Code	Structure Code	Entity	
		10	Income Statement	YOURCO	ΓE	Ţ	
	$\mathbf{F3} = Exit \rightarrow$						
		F3=Exit	F21=Print List				

The Scenario
We have worked with the Financial Reports, and we are going to return to the GL Budget Menu display.
In Figure 1, F3 lets you exit the Run Financial Report

• In Figure 1, F3 lets you exit the Run Financial Report display.

GL Budget Menu Press **F3** to return to the GL Budget Menu, as shown in Figure 2.

		Figure 2			
		ZZMENUR DISPLAY			
			:	Run Application Menu	:
		User Id YOU	: YOURCO	TEST Manufacturing Co. Ltd.	:
~		Your Name	: GL	General Ledger	
GL	Budget			ons using '1'	
	Menu →	: Run Application	Sub Menu	: ion	
	nonu ,	: GLBUDGET GL Budget Men	u	: rnal Entries	
		: Select Menu options usin	g '1'	: rting Menu	
		: ? Menu Description		: up Menu	
		: Work With Account Bal	ance	:	
		: Work With Budgets		: Menu	
		: Run Financial Report		: unctions	
		: Work With Chart of Ac	counts	:	
		:		:	
		:		:	
		:		:	
		:		:	
		:		:	
		:		:	
		: F3=Exit		:	
		:		:	
		:		:	
		:			:

You're working with this window

The Result You have successfully returned to the GL Budget Menu.

You Are Done

This completes Subsection 4.3.5., How To Return To The GL Budget Menu, and Section 4.3., How To Work With Financial Reports.
	4.4. How To Work With The Chart Of Accounts
GL Budget Menu	Figure 1 shows the GL Budget Menu window.
GL Budget Menu →	Figure 1 ZZMENUR DISPLAY : Run Application Menu User Id YOU : YOURCO Your Name : GL GLEUDGET GL Budget Menu : rnal Entries : Select Menu options using '1' : rnal Entries : Work With Account Balance : Work With Budgets : : :
The Scenario	You're working with this window 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 I, as shown in Figure 2.

	ZZMENUR DISPLAY			
		:	Run Application Menu	:
	User Id YOU	: YOURCO	TEST Manufacturing Co. Ltd.	:
	Your Name	: GL	General Ledger	
			ons using '1'	
	: Run Application Su	lb Menu	: ion	
	: GLBUDGET GL Budget Menu		: rnal Entries	
	: Select Menu options using	'1'	: rting Menu	
ara's the	: ? Menu Description		: up Menu	
number $1 \rightarrow \begin{bmatrix} 1 \\ 2 \\ 2 \end{bmatrix}$: Work With Account Balan	: Work With Account Balance		
	: Work With Budgets		: Menu	
	: Run Financial Report		: unctions	
	: 1 Work With Chart of Acco	ounts	:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	: 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	GLDQDFK DISPLAY 1/02/ Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type 	96 8:00:00 Account Status -
$Options \rightarrow$	Type options, press Enter.	
The Accounts \rightarrow	2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Centre Code Account Type 0000 Balance Sheet 0100 Assets	Account Status A
Functions \rightarrow	0105Current Assets0110Cash0120Cash General Account0121City Bank General Accou0122City Trust (MasterCard) Cash0125CB US Cash Account0126US Account Exchange0130Payroll Clearing	+
	F3=Exit F6=Add F21=Print List	

Work With General Ledger Chart of Accounts	The Work With General Ledger Chart of Accounts 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 Account List	In the lower half, there is a selection of Accounts sorted in Account 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 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.
	ever need to look blek at this book to renesh your skins.

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	GLDQDFK	DISPLA	Y		1/02	/96 8:00:00
work with \rightarrow	~		Work Wit	h General	Ledger Chart of Accounts	
General	Company	YOURCO	TEST Manu	facturing	Co. Ltd.	
Ledger Chart	GL Cost	Account	GL Sub	Account	Description	Account
of Accounts	Centre	Code	Account	туре		Status
or Accounts						-
	Type opti	ons, pre	ss Enter.			
	2=Change	3=Сору	5=Disp	lay 7=R	ename 8=Details 9=Notes	
	? GL Cost	Account	GL Sub	Account	Description	Account
	Centre	Code	Account	Туре		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	
$\mathbf{F6} = Add \rightarrow$		0126			US Account Exchange	
		0130			Payroll Clearing	+
	F3=Exit	F6=Add	F21=Pri	nt List		
- ·	We are g	oing to	add a n	ew Acc	ount to the General Ledger	

Adding

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

Figure 2

Add General \rightarrow	GLDKE1K ADD	Add General Ledger Account Details	1/02/96	8:00:00
Ledger Account	Company Code :	TEST Manufacturing Co. Ltd.		
Details The data	GL Cost Centre GL Account Code GL Sub Account			
entry fields \rightarrow	GL Account Type Code Description			
	Balance to Bracket . Posting Account Statistical Account Account Level Units Label	- - - -		
	GL Account Status :			
	F3=Exit F4=Prompt			
Your Choices	Figure 2 shows the	Add General Ledger Acco	ount I	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.

GL Account Code Tab down to the GL Account Code field, and key in *0999*, as shown in Figure 3, and tab down to GL Account Type Code.

	Figure 3			
	GLDKE1K ADD	Add General Ledger Account Details	1/02/96	8:00:00
	Company Code :	TEST Manufacturing Co. Ltd.		
$0999 \rightarrow$ GL Account \rightarrow Type Code	GL Cost Centre GL Account Code GL Sub Account GL Account Type Code Description Balance to Bracket . Posting Account Statistical Account Account Level Units Label	0999 		
	GL Account Status :			
	F3=Exit F4=Prompt			

Press F4, and your display will look like Figure 4.

Prompting

	GLDKE1K	ADD			1/02/96	8:00:00
Select GL \rightarrow			Select GL Account Type			· · · · · · · · · · · · · · · · · · ·
ccount Type	Compa :	Account	Description	Account	Posting	:
	- :	Туре	-	Purge	Account	:
Search fields \rightarrow	GL Co :	Code		Flag		:
Setti en frentis - r	GL Ac \rightarrow					:
	GL Su :			_	_	:
	:	Type option	ns, press Enter.			:
	GL Ac :					:
	Descr :	1=Select re	equest			:
	:	? Account	Description	Account	Posting	:
	Balan :	Туре		Purge	Account	:
	Posti :	Code		Flag		:
	Stati :	AST	Assets	В	Y	:
	Accou :	DUES	Dues Revenue	P	Y	:
	Units :	EXP	Expenses	P	Y	+ :
	:					:
	GL Ac :	F3=Exit				:
	:					:
	:					:
	F3=Exit	F4=Prompt				
L	No value	selected.				
	Ŷ	'ou're worl	king with this window			

- There are 2 search fields to help you find the Account Codes.
- We are going to look for the Revenue Account.
- Option number 1 lets you select an Account Type.
- **F3** lets you exit without making a selection.

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



You're working with this window

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



You're working with this window

Found

The Revenue Account Account Type appears in the window.

Tab across, then down to Revenue Account, and key in a *1*, as shown in Figure 7.

	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	5		:
	GL Su :					:
	:	Type option	s, press Enter.			:
	GL Ac :					:
	Descr :	1=Select re	quest			:
o's the	:	? Account	Description	Account	Posting	:
- s inc	Balan :	Туре		Purge	Account	:
mber $1 \rightarrow$	Posti :	Code		Flag		:
	Stati :	DUES	Dues Revenue	P	Y	:
	Accou :	1 REV	Revenue Account	P	Y	:
	Units :					:
	:					:
	GL Ac :	F3=Exit				:
	:					:
	:					:
	: E2_Evit	E4-Drompt				
	F5-EAIC	F4=FIOmpt				

You're working with this window

Filled

Your Choices

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

	Figure 8			
Add General \rightarrow	GLDKE1K ADD	Add General Ledger Account Details	1/02/96	8:00:00
Ledger Account	Company Code :	TEST Manufacturing Co. Ltd.		
Details	GL Cost Centre GL Account Code	0999		
$\text{REV} \rightarrow$	GL SUD ACCOUNT			
Description \rightarrow	GL Account Type Code Description	REV Revenue Account		
	Balance to Bracket . Posting Account Statistical Account Account Level Units Label GL Account Status :	- - - 		
	F3=Exit F4=Prompt			

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 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 . . _____ **Test Accounting** Item \rightarrow 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

	GLDKE1K ADD	Add General Ledger Account Details	1/02/96 8:00:00
	Company Code :	TEST Manufacturing Co. Ltd.	
	GL Cost Centre GL Account Code GL Sub Account	0999	
Filled in \rightarrow	GL Account Type Code Description	REV Revenue Account Test Accounting Item	
	Balance to Bracket . Posting Account Statistical Account Account Level Units Label	D Y Y 9 Units Sold	
	GL Account Status :		
CONFIRM \rightarrow			
	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	

Searching

 $\ensuremath{\text{Press}}$ $\ensuremath{\text{Enter}}$ to return to Work With General Ledger Chart of Accounts .

	Figure 11	
Work With $ ightarrow$	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts	/96 8:00:00
General Ledger Chart of Accounts	Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	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 Centre Code Account Type	- Account Status
	0100Balance Sheet0100Assets0105Current Assets0110Cash0120Cash General Account0121City Bank General Accou0122City Trust (MasterCard) Cash0125CB US Cash Account0126US Account Exchange0130Payroll Clearing	Α +
	F3=Exit F6=Add F21=Print List	

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

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

Figure 12

	CIDODEK	DTCDT A	v		1	102/96 8.00.00
	GLUQUEK	DISPLA	.I Maala Mita	h General	I adapte Chart of Descents	/02/98 8:00:00
	-		work wit	n General	Ledger Chart of Accounts	
	Company	YOURCO	TEST Manu	facturing	Co. Ltd.	
	GL Cost	Account	GL Sub	Account	Description	Account
$99 \rightarrow$	Centre	Code	Account	Туре		Status
		0999				
	Type opti	ons, pre	ss Enter.			
	2=Change	3=Copy	5=Disp	lay 7=R	ename 8=Details 9=Notes	
	? GL Cost	Account	GL Sub	Account	Description	Account
	Centre	Code	Account	Туре	-	Status
		0000			Balance Sheet	
		0100			Assets	А
		0105			Current Assets	
		0110			Cash	
		0120			Cash General Account	
		0121			City Bank General Accou	
		0122			City Trust (MasterCard) Cas	h
		0122			CD UC Coch Account	11
		0125			CB US Cash Account	
		0126			US ACCOUNT Exchange	
		0130			Payroll Clearing	+
	F3=Exit	F6=Add	F21=Pri	nt List		

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

	Figure 13	
	GLDQDFK DISPLAY 1/02/96 8: Work With General Ledger Chart of Accounts	00:00
	Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Accou Centre Code Account Type Statu 0999	nt s
Test Accounting Item \rightarrow	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	nt
	0999 REV Test Accounting Item	
	F3=Exit F6=Add F21=Print List	

Found The Test Accounting Item appears on the display.

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

The Main Starting Point	Figure 1 shows the Work With General Ledger (Accounts display.	Chart of
	Figure 1	
Work With \rightarrow	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts	2/96 8:00:00
General Ledger Chart of Accounts	Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type 	Account Status
$F21 = Print \ List \rightarrow$	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 0000 Balance Sheet 0100 Assets 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	Account Status A
	F3=Exit F6=Add F21=Print List	
The Scenario	We are going to print a list of the Accounts in the General	Ledger.

4.4.2. How To Print The Account List

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

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

Printing

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 opti	ons, press Enter.		
2=Change	3=Copy 5=Display 7=R	ename 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	
Processing \rightarrow	0130	Payroll Clearing	+
F3=Exit	F6=Add F21=Print List		
Processing	Print List		

The Processing Print List message appears in the bottom left.

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

Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	
Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	
GL Cost Account GL Sub Account Description Centre Code Account Type	
Centre Code Account Type ——— Centre Code Account Type ——— Fype 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 0000 Balance Sheet 0100 Assets 0105 Current Assets 0105 Current Assets 0110 Cash 0120 Cash General Account 0121 City Bank General Account 0122 City Trust (MasterCard) Cash 0125 CB US Cash Account Exchance	Account
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 0000 Balance Sheet 0100 Assets 0105 Current Assets 0105 Current Assets 0110 Cash 0120 Cash General Account 0121 City Bank General Accou 0122 City Trust (MasterCard) Cash 0126 US Account Exchange	Status
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 0000 Balance Sheet 0100 Assets 0105 Current Assets 0105 Current Assets 0110 Cash 0120 Cash General Account 0121 City Bank General Accou 0122 City Trust (MasterCard) Cash 0126 US Account Exchange	
2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Centre Code Account Type 0000 Balance Sheet 0100 Assets 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	
<pre>? GL Cost Account GL Sub Account Description Centre Code Account Type 0000 Balance Sheet 0100 Assets 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</pre>	
CentreCodeAccountType0000Balance Sheet0100Assets0105Current Assets0110Cash0120Cash General Account0121City Bank General Accou0122City Trust (MasterCard) Cash0125CB US Cash Account0126US Account Exchange	Account
0000Balance Sheet0100Assets0105Current Assets0110Cash0120Cash General Account0121City Bank General Accou0122City Trust (MasterCard) Cash0125CB US Cash Account0126US Account Exchange	Status
0100 Assets 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 Exchance	
0105Current Assets0110Cash0120Cash General Account0121City Bank General Accou0122City Trust (MasterCard) Cash0125CB US Cash Account0126US Account Exchange	A
0110Cash0120Cash General Account0121City Bank General Accou0122City Trust (MasterCard) Cash0125CB US Cash Account0126US Account Exchange	
0120 Cash General Account 0121 City Bank General Accou 0122 City Trust (MasterCard) Cash 0125 CB US Cash Account 0126 US Account Exchange	
0121 City Bank General Accou 0122 City Trust (MasterCard) Cash 0125 CB US Cash Account 0126 US Account Exchange	
0122 City Trust (MasterCard) Cash 0125 CB US Cash Account 0126 US Account Exchange	
0125 CB US Cash Account 0126 US Account Exchange	
0126 US Account Exchange	
Completed → 0130 Payroll Clearing	+
F3=Exit F6=Add F21=Print List	
Completed Printing List	

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.

	GLDODFK D	DISPLAY		1/02	/96 8:00:00
Work With $ ightarrow$	~	Work Wit	h General	Ledger Chart of Accounts	
General	Company YOU	JRCO TEST Manu	facturing	Co. Ltd.	
Lodger Chart	GL Cost Ac	count GL Sub	Account	Description	Account
Ledger Chart	Centre Co	ode Account	Туре		Status
of Accounts					_
	The section of the se				
	Type options	s, press Enter.	Jaw 7-P	onamo 8-Detaila 9-Notos	
	2 GL Cost Ac	count GL Sub	Account	Description	Account
	Centre Co	de Account	Type	Deberipeion	Status
	00	000	-15-	Balance Sheet	
	01	LOO		Assets	A
	01	L05		Current Assets	
	01	L10		Cash	
	01	L20		Cash General Account	
	01	L21		City Bank General Accou	
	01	L22		City Trust (MasterCard) Cash	
	01	125		CB US Cash Account	
	01	L26		US Account Exchange	
	01	L30		Payroll Clearing	+

The ScenarioWe are going to display the Details for the Test Accounting Item.First we need to search for the Test Accounting Item.

Tab over to the Account Code field, and key in **0999**, as shown in 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 Centre Code Account Type Account $0999 \rightarrow$ 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 Α 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

4.4.3. How To Display Account Details

The Main Starting Poin

Searching

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

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

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

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

	Figure 5
	GLDID1K DISPLAY 1/02/96 8:00:00
Display \rightarrow	Display General Ledger Account Details Company Code : YOURCO TEST Manufacturing Co. Ltd.
	company court i i i roomoo izor manarabbarring con zoan
Details	GL Cost Centre : GL Account Code . : 0999
	GL Sub Account :
	GL Account Type Code REV Revenue Account
	Description : Test Accounting Item
	Posting Account . : Y
	Statistical Account Y
	Units Label : Units Sold
	CL Account Status · A
	F3-Exit
Vour Choises	Figure 5 shows the Display General Ledger Account
tour choices	Details display
	 This is a static display, no changes can be made
	• 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.
	Press F3 to return to Work With Coneral Ledger Chart of
Returning To	Assessed to four to work with General Deuger Chart Of
The Main	ACCOUNTS.
Starting Point	
	Figure 6
Work With \rightarrow	GLDQDFK DISPLAY 1/02/96 8:00:00
General	Company YOURCO TEST Manufacturing Co. Ltd.
Ledger Chart	GL Cost Account GL Sub Account Description Account
of Accounts	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
	Vou have successfully displayed the Account Datails for the Test
The Result	Account ing Them Account
	Accounting item Account.
You Are Done	This completes Section 4.4.3., How To Display Account Details.

You Are Done

4.4.4. How To Display Account Audits

The Main Starting Point

Searching

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

_	Figure 1	
	GLDQDFK DISPLAY 1/02	/96 8:00:00
work with \rightarrow	Work With General Ledger Chart of Accounts	
General	Company YOURCO TEST Manufacturing Co. Ltd.	Account
Ledger Chart	Centre Code Account Type	Status
of Accounts		_
	Type options, press Enter.	
	2=Change 3=Copy 5=Display /=Rename 8=Details 9=Notes	Account
	Centre Code Account Type	Status
	0000 Balance Sheet	beacab
	0100 Assets	A
	0105 Current Assets	
	0110 Cash	
	0120 Cash General Account	
	0121 City Bank General Accou	
	0122 CE US Cash Account	
	0126 US Account Exchange	
	0130 Payroll Clearing	+
	F3=Exit F6=Add F21=Print List	

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

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

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

0999 →	GLDQDFK Company GL Cost Centre	DISPLA YOURCO Account Code 0999	Y Work Wit TEST Manu GL Sub Account	h General facturing Account Type	1/0 Ledger Chart of Accounts Co. Ltd. Description	2/96 8:00:00 Account Status
	Type opti 2=Change ? GL Cost Centre	ons, pre 3=Copy Account Code 0000 0100 0110 0120 0121 0122 0122 012	SS Enter. 5=Disp GL Sub Account	lay 7=R Account Type	ename 8=Details 9=Notes Description Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Accou City Trust (MasterCard) Cash CB US Cash Account US Account Exchange Payroll Clearing	 Account Status A
	F3=Exit	0130 F6=Add	F21=Pri	nt List	Payroll Clearing	+

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

	Figure 3	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd.	/96 8:00:00
	Centre Code Account Type 0999	Status
$8 = Details \rightarrow$	Type options, press Enter. 2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes	
Test Accounting \rightarrow Item	? GL Cost Account GL Sub Account Description Centre Code Account Type 0999 REV Test Accounting Item	Account Status
	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 $\boldsymbol{8}$, as shown in Figure 4.

	Figure 4	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd.	/96 8:00:00
	GL Cost Account GL Sub Account Description Centre Code Account Type 0999	Account Status -
Here's the	Type options, press Enter. 2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes ? GL Cost Account GL Sub Account Description	Account
number 8 ->	Centre Code Account Type 8 0999 REV Test Accounting Item	Status
	F3=Exit F6=Add F21=Print List	

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

	Figure 5						
Display \rightarrow	GLJWDFR	DISPLAY	Display	Account Aud	it	1/02/96	8:00:00
ACCOUNT AUGIT	Descripti	on : Test	Accounting I	tem			
	GL Cost	Account GL Su	b Date	User	Time		
	Centre	0999	6/17/96	YOU	15:27:21		
	F3=Exit	F21=Print List					
Your Choices	Figure 5	shows the D	isplay A	Account	Audit di	splay.	
	• This	is a static dis	play, no cha	inges can	be made.		
	• You	can use the S	creen Print	t key to cr	eate a print-	out.	
	• F21	lets you print	a list of the	Audit inf	ormation.		

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

The ResultYou have successfully displayed the Account Audit for the Test
Accounting Item.You Are DoneThis completes Subsection 4.4.4., How To Display Account Audits.

4.4.5. How To Display Account Notes

The Main Starting Point

Searching

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

	Figure 1	
	GLDQDFK DISPLAY 1/02/	96 8:00:00
Work With \rightarrow	Work With General Ledger Chart of Accounts	
General	Company YOURCO TEST Manufacturing Co. Ltd.	
Ledger Chart	GL Cost Account GL Sub Account Description	Account
of Accounts	centre code Account Type	beacus
		-
	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 Sneet	λ
	0100 Assets 0105 Current Assets	A
	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	
	Payroll Clearing	+
	F3=Exit F6=Add F21=Print List	

The ScenarioWe are going to display the Notes for the Test Accounting Item
Account.

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

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

0999 →	GLDQDFK Company GL Cost Centre	DISPLA YOURCO Account Code 0999	Y Work Wit TEST Manu GL Sub Account	h General facturing Account Type 	Ledger Chart of Accounts Co. Ltd. Description	1/02/96 2 5	5 8:00:00 Account Status
	Type opti 2=Change ? GL Cost Centre F3=Exit	ons, pre 3=Copy Account Code 0000 0105 0110 0120 0121 0122 0125 0126 0130 F6=Add	ss Enter. 5=Disp GL Sub Account F21=Pri	lay 7=R Account Type nt List	ename 8=Details 9=Notes Description Balance Sheet Assets Current Assets Cash Cash General Account City Bank General Accou City Trust (MasterCard) Ca CB US Cash Account US Account Exchange Payroll Clearing	3 I S ash	Account Status A

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

	Figure 3	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	/96 8:00:00 Account Status
$9 = Notes \rightarrow$ Test Accounting \rightarrow Item	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	Account Status
ittiii		
	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	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description	/96 8:00:00 Account
Hara's tha	Centre Code Account Type 0999 Type options, press Enter.	Status —
number $9 \rightarrow$	2=change 3=copy 5=Display /=Rename 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Centre Code Account Type 9 0999 REV Test Accounting Item	Account Status
	F3=Exit F6=Add F21=Print List	

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

	Figure 5	
	GLDQDFK DISPLAY	1/02/96 8:00:00
	Work With General Ledger Chart of Accounts	
Edit GL \rightarrow	GU Cost Ac : Edit GL Account Notes	: Account
Account Notes	Centre Co : GL Cost GL Account GL Sub	: Status
	09 : Centre Code Account	:
	Type options :	:
	2=Change 3 : 4=Delete request	:
	? GL Cost Ac :	: Account
	Centre Co:	: Status
	:	:
	:	:
		:
		:
No data \rightarrow	:	:
	: F3=Exit F9=Go to 'Add' mode	:
	→ No data to display.	:
	· :	
	F3=Exit F6=Add F21=Print List	
	You're working with this window	
Vaur Chaissa	Figure 5 shows the Edit GL Account Notes w	indow.
Your Choices	• The No data to diaplay magaze many th	ara ara na Natas
	• The NO data to display message means th	lere are no notes
	attached to this Account.	
	• F9 lets you add and work with Notes	
	Γ	G ([°]) 7 II
	• For further instructions on working with Notes, see	Section 3.7., How
	To Work With Journal Entry Notes.	
	• F3 lets you exit this window	
	\bullet F J ICIS VOU CAIT HIIS WINDOW.	
Poturning To	Droop \mathbf{F}^{2} to notion to March Mitch Compared Landau	
Returning To	Press $F3$ to return to Work With General Ledge	er Chart of
Returning To The Main	Press F3 to return to Work With General Ledge Accounts.	er Chart of
Returning To The Main Starting Point	Press $F3$ to return to Work With General Ledge Accounts.	er Chart of
Returning To The Main Starting Point	Press $F3$ to return to Work With General Ledge Accounts.	er Chart of
Returning To The Main Starting Point	Press F3 to return to Work With General Ledge Accounts.	er Chart of
Returning To The Main Starting Point	Press F3 to return to Work With General Ledg Accounts.	er Chart of
Returning To The Main Starting Point Work With →	Press F3 to return to Work With General Ledg Accounts. Figure 6	er Chart of 1/02/96 8:00:00
Returning To The Main Starting Point Work With → General	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd.	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	er Chart of 1/02/96 8:00:00 Account Status
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY 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	er Chart of 1/02/96 8:00:00 Account Status
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type 	er Chart of 1/02/96 8:00:00 Account Status
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type O999	er Chart of 1/02/96 8:00:00 Account Status
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	er Chart of 1/02/96 8:00:00 Account Status Account
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type O999 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 O000	er Chart of 1/02/96 8:00:00 Account Status Account Status
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	er Chart of 1/02/96 8:00:00 Account Status Account Status
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type O999 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 O999 REV Test Accounting Item	er Chart of 1/02/96 8:00:00 Account Status Account Status
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type O999 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 O999 REV Test Accounting Item	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type O999 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 O999 REV Test Accounting Item	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type O999 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 O999 REV Test Accounting Item	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY 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	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY 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	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY 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	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY 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	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY 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 You have successfully displayed the Notes for the Test	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY 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	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account 0999	er Chart of
Returning To The Main Starting Point Work With → General Ledger Chart of Accounts The Result You Are Done	Press F3 to return to Work With General Ledg Accounts. Figure 6 GLDQDFK DISPLAY Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type 	er Chart of

4.4.6. How To Rename Accounts

The Main Starting Point

The Scenario

Searching

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

Work With ->	GLDQDFK DISPLAY 1/02	2/96 8:00:00
	Work With General Ledger Chart of Accounts	
General	Company YORCO TEST Manufacturing Co. Ltd.	7 = = =
Ledger Chart	GE COST ACCOUNT GE SUB ACCOUNT DESCRIPTION	Account
of Accounts	centre code Account Type	Status
OI ACCOUNTS		
	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	

We are going to rename the Test Accounting Item Account.

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

Tab over to the Account Code field, and key in **0999**, as shown in 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 Centre Code Account Type Account $0999 \rightarrow$ Status 0999 Type options, press Enter. ?Flow operands, press income and press income and a compared 8=Details 9=Notes Account Status 0000 Balance Sheet 0100 Assets Α 0105 Current Assets 0110 Cash Cash General Account 0120 City Bank General Accou 0121 City Trust (MasterCard) Cash CB US Cash Account 0122 0125 US Account Exchange 0126 Payroll Clearing 0130 + F3=Exit F6=Add F21=Print List

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

	Figure 3	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description	/96 8:00:00
	Centre Code Account Type 0999	Status -
$7 = Rename \rightarrow$	Type options, press Enter. 2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes	
Test Accounting \rightarrow Item	? GL Cost Account GL Sub Account Description Centre Code Account Type 0999 REV Test Accounting Item	Account Status
	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	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd.	/96 8:00:00
	GL Cost Account GL Sub Account Description Centre Code Account Type 0999	Account Status —
Here's the	Type options, press Enter. 2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes	
number 7 \rightarrow	? GL Cost Account GL Sub Account Description Centre Code Account Type	Account 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	GLDJE1K CHANGE	Rename General Ledger Account Code	1/02/96	8:00:00
	New GL Cost Centre . New Account Code New GL Sub Account .	. 0999		
Changeable fields	GL Account Type Code	: REV		
	Balance to Bracket . Posting Account Statistical Account Account Level Units Label GL Account Status .	: D : Y : Y : 9 : Units Sold : 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		
	GLDJE1K CHANGE Rename General Ledger Account Code	1/02/96	8:00:00
0998 →	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	Rer	name General	Ledger	Account	Code	1/02/96	8:00:00
	New GL Cost New Account New GL Sub	Centre . Code Account .		0998					
	GL Account	Type Code	:	REV					
	Balance to Posting Acc Statistical Account Lev Units Label GL Account	Bracket . count l Account rel l Status .	: : : : : : : : : : : : : : : : : : : :	D Y Y Units Sold					
CONFIRM \rightarrow									
	F3=Exit H	74=Prompt	F12	2=Key screen				CONFIRM:	Y (Y/N)

Confirming

Confirmation Tips

You will be asked to confirm your changes.

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

Work With $ ightarrow$	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts	/96 8:00:00
General Ledger Chart of Accounts	Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type 0999	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 Centre Code Account Type	Account Status
No data →	To puit of Add pol print list	
	F3=EXIT F6=Add F2I=Frint List No data to display.	
Your Choices	The 0999 Account has been renamed with Account Code 0999 no longer exists, and the display shows the message display.	0998,so No data to

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.	
0998 →	GL Cost Account GL Sub Account Description Centre Code Account Type	Account Status
0770 7	0998	· _
	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	Account Status
	F3=Exit F6=Add F21=Print List	
	No data to display.	

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

Figure 10

	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type 0998	2/96 8:00:00 Account Status
Test Accounting → Item	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 0998 REV Test Accounting Item F3=Exit F6=Add F21=Print List	Account Status

The ResultYou have successfully renamed an Account and made it appear on the
display.You Are DoneThis completes Section 4.4.6., How To Rename Accounts.

4.4.7. How To Copy Accounts

The Main Starting Point

Searching

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

	GLDQDFK	DISPLAY	Z		1/02	/96 8:00:00
Work With \rightarrow			Work Wit	h General	Ledger Chart of Accounts	
General	Company Y	OURCO 1	TEST Manu	facturing	Co. Ltd.	
edger Chart	GL Cost	Account	GL Sub	Account	Description	Account
of Accounts	Centre	Code	Account	Туре		Status
or Accounts						-
	Type optio	ns, pres	s Enter.			
	2=Change	3=Copy	5=Disp	lay 7=Re	ename 8=Details 9=Notes	
	? GL Cost	Account	GL Sub	Account	Description	Account
	Centre	Code	Account	Туре		Status
		0000			Balance Sheet	
		0100			Assets	A
		0105			Current Assets	
		0110			Cash	
		0120			Cash General Account	
		0121			City Ernat (MagterCard) Cagh	
		0122			CB US Cash Account	
		0125			US Account Exchange	
		0130			Payroll Clearing	+
	F3=Exit	F6=Add	F21=Pri	nt List		

The ScenarioWe 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.

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

Figure 2

	GLDQDFK	DISPLA	Y			1/02/96	8:00:00
			Work Wit	h General	Ledger Chart of Accounts		
	Company	YOURCO	FEST Manu	facturing	Co. Ltd.		
	GL Cost	Account	GL Sub	Account	Description	Ac	count
$0999 \rightarrow$	Centre	Code	Account	Туре		St	atus
		0999					
	Type opti	ons, pres	ss Enter.				
	2=Change	3=Сору	5=Disp	lay 7=Re	ename 8=Details 9=Notes	5	
	? GL Cost	Account	GL Sub	Account	Description	Ac	count
	Centre	Code	Account	Туре		St	atus
		0000			Balance Sheet		
		0100			Assets	A	
		0105			Current Assets		
		0110			Cash		
		0120			Cash General Account		
		0121			City Bank General Accou		
		0122			City Trust (MasterCard) Ca	sh	
		0125			CB US Cash Account		
		0126			US Account Exchange		
		0130			Payroll Clearing		+
	F3=Exit	F6=Add	F21=Pri	nt List			

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

	Figure 3	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd.	/96 8:00:00
	Centre Code Account Type 0999	Status -
$3 = Copy \rightarrow$	Type options, press Enter. 2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes	
$\begin{array}{c} \text{Test Accounting} \rightarrow \\ \text{Item} \end{array}$? GL Cost Account GL Sub Account Description Centre Code Account Type 0999 REV Test Accounting Item	Account Status
	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	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type	/96 8:00:00 Account Status
Here's the number $3 \rightarrow$	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	- Account Status
	F3=Exit F6=Add F21=Print List	

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

	Figure 5			
Copy General →	GLDPE1K ADD	Copy General Ledger Account Details	1/02/96	8:00:00
Account Details	GL Cost Centre GL Account Code GL Sub Account	0999		
Changeable fields \rightarrow	GL Account Type Code Description	REV Test Accounting Item		
	Balance to Bracket . Posting Account Statistical Account Account Level Units Label GL Account Status :	D Y Y 9 Units Sold A		
	F3=Exit F4=Prompt			

Your Choices Figure 5 shows the Copy General Ledger Account Details display.

Changing

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

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

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

Figure 7

	GLDPE1K ADD	Copy General Ledger Account Details	1/02/96 8:00:00
	GL Account Code GL Sub Account	0998	
	GL Account Type Code Description	REV Copied Test Accounting Item	
	Balance to Bracket . Posting Account Statistical Account Account Level Units Label	D Y Y 9 Units Sold	
	GL Account Status :	Α	
$CONFIRM \rightarrow$			
l	F3=Exit F4=Prompt	a confirm your request to conv	CONFIRM: Y (Y/N)
Confirming	i ou will be asked t	o comminyour request to copy.	
Confirmation Tips	 The Y for "yes" with If you want to m If you want to en 	ill be waiting for your response. hake a correction, press N. scape without processing your requ	uest to copy,
	press in men ro		

Returning To

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

The Main **Starting Point**

Figure 8 GLDQDFK DISPLAY 1/02/96 8:00:00 Work With \rightarrow Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd. General GL Cost Account GL Sub Account Description Centre Code Account Type Account Ledger Chart Centre Code Status of Accounts 0999 Type options, press Enter. 2=Change 3=Copy 5=Display 7=Rename 8=Det ? GL Cost Account GL Sub Account Description Centre Code Account Type 8=Details 9=Notes Account Status 0999 REV Test Accounting Item F3=Exit F6=Add F21=Print List The 0999 Account has been copied to Account Code 0998. **Your Choices** • We will now use the search fields to find 0998.

Found

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
0998 →	Centre Code Account Type 0998	Status
	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	Account Status
	F3=Exit F6=Add F21=Print List	

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



The ResultYou have successfully created a new Account by copying Account 0999You Are DoneThis completes Subsection 4.4.7., How To Copy Accounts.

4.4.8. How To Change Accounts

The Main Starting Point

Searching

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

	Figure 1	
	GLDQDFK DISPLAY 1/02,	/96 8:00:00
Work With \rightarrow	Work With General Ledger Chart of Accounts	
General	Company YOURCO TEST Manufacturing Co. Ltd.	
Ledger Chart	GL Cost Account GL Sub Account Description	Account
of Accounts	Centre Code Account Type	Status
OI ACCOUNTS		-
	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	
	0120 Cash Conoral Account	
	0120 Cash General Account	
	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 ScenarioWe 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.

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

Figure 2

Г	<u> </u>						
	GLDQDFK	DISPLA	Y			1/02/96	8:00:00
			Work Wit	h General	Ledger Chart of Accounts		
	Company	YOURCO	TEST Manu	facturing	Co. Ltd.		
	GL Cost	Account	GL Sub	Account	Description	A	ccount
$0999 \rightarrow$	Centre	Code	Account	Туре		S	tatus
0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		0999					
							-
	Type opti	ons, pre	ss Enter.				
	2=Change	3=Copy	5=Disp	lay 7=R	ename 8=Details 9=Note	s	
	? GL Cost	Account	GL Sub	Account	Description	A	account
	Centre	Code	Account	Туре		S	tatus
		0000			Balance Sheet		
		0100			Assets	A	
		0105			Current Assets		
		0110			Cash		
		0120			Cash General Account		
		0121			City Bank General Accou		
		0122			City Trust (MasterCard) C	lash	
		0125			CB US Cash Account		
		0126			US Account Exchange		
		0130			Payroll Clearing		+
	F3=Exit	F6=Add	F21=Pri	nt List			

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

_	Figure 3	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts	/96 8:00:00
	Company YOURCO TEST Manufacturing Co. Ltd. GL Cost Account GL Sub Account Description Centre Code Account Type 0999	Account Status
$2 = Change \rightarrow$	Type options, press Enter.	
Test Accounting \rightarrow Item	<pre>2=Change 3=Copy 5=D1splay 7=Rename 8=Details 9=Notes ? GL Cost Account GL Sub Account Description Centre Code Account Type 0999</pre>	Account Status
	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	
	GLDQDFK DISPLAY 1/02 Work With General Ledger Chart of Accounts Company YOURCO TEST Manufacturing Co. Ltd.	2/96 8:00:00
	GL Cost Account GL Sub Account Description Centre Code Account Type 0999	Account Status
Here's the	Type options, press Enter. 2=Change 3=Copy 5=Display 7=Rename 8=Details 9=Notes	7 c c c c c c c c c c c c c c c c c c c
number $2 \rightarrow$	2 0999 REV Test Account Internation	Status
	F3=Exit F6=Add F21=Print List	

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

	Figure 5	
Edit General → Ledger Account	GLDHE1K CHANGE 1/02 Edit General Ledger Account Details Company Code : YOURCO TEST Manufacturing Co. Ltd.	/96 8:00:00
Details Changeable fields \rightarrow	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 Accourt display. There are 7 changeable fields. Changing Accounts is a similar task to adding new one Subsection 4.4.1., How To Add Accounts, for further in F3 lets you exit without making changes. 	it Details s, see nstructions.
Returning To The Main Starting Point	Press $F3$ to return to Work With General Ledger Accounts .	Chart of
	Figure 6	
Work With → General Ledger Chart of Accounts	GLDQDFK DISPLAY 1/02 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	/96 8:00:00 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 Centre Code Account Type 0999 REV Test Accounting Item	Account Status
	F3=Exit F6=Add F21=Print List	
The Results	You have successfully brought up the display that lets you to the Account Details.	make changes
You Are Done	This completes Subsection 4.4.8., How To Change Accourt	its.

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

The ScenarioWe 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.



Press **F3**, and your display will look like Figure 3.

Run Application Menu

	Figure 3		
leneral	ZZMENUR DISPLAY		
Jenerar	Haam Id YOU	: Kull Application Menu	
Ledger \rightarrow			:
-	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	:
	OE Order Entry	:	:
	ZZ Run Time	:	:
		:	
		•	
		. F3-Fvit	
		: FS-EAIC	
		•	•
		:	:
	FJ=EXIC	•••••••••••••••••••••••••••••••••••••••	:

You're working with this window

The ResultYou have successfully returned to the General Ledger Run
Application Menu.

You Are Done This completes Subsection 4.4.9., How To Return To The General Ledger Run Application Menu, Section 4.4., How To Work With The Chart Of Accounts, and Chapter 4, Budget And Reporting.