

## 7. GL Month End

### This Chapter

This chapter covers Copying Recurring Journals into the current period, and purging the old, disposable GL Journal Entries.

### 7.1. How To Copy Recurring Journals

#### Getting There

The following shows you how to get to the GL Setup Menu:

#### Signing On

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

Figure 1

User →  
Application  
Menu

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

#### The Applications

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

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

Selecting An Application

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

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

Figure 2

Here's the number 1 →

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

Here's the new window

General Ledger

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

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

Tab down and key in a **I** beside GL Month End Menu, as shown in Figure 3.

Figure 3

Here's the number 1 →

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

You're working with this window

Selecting A Run Application Menu

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

Figure 4

GL Month  
End Menu →

| ZZMENUR     | DISPLAY                             |       |                                      |
|-------------|-------------------------------------|-------|--------------------------------------|
|             |                                     | ..... |                                      |
|             |                                     | :     | Run Application Menu :               |
| User Id YOU |                                     | :     | YOURCO TEST Manufacturing Co. Ltd. : |
| Your Name   |                                     | :     | GL General Ledger :                  |
|             |                                     | ..... | ons using '1'                        |
| :           | Run Application Sub Menu            | :     | ion                                  |
| :           | GLMONTHEND <b>GL Month End Menu</b> | :     | rnal Entries                         |
| :           | Select Menu options using '1'       | :     | rting Menu                           |
| :           | ? Menu Description                  | :     | up Menu                              |
| :           | Copy Recurring Journals             | :     |                                      |
| :           | Purge GL Journal Entries            | :     | Menu                                 |
| :           |                                     | :     | unctions                             |
| :           |                                     | :     |                                      |
| :           |                                     | :     |                                      |
| :           |                                     | :     |                                      |
| :           |                                     | :     |                                      |
| :           |                                     | :     |                                      |
| :           |                                     | :     |                                      |
| :           | F3=Exit                             | :     | ange Current Company                 |
| :           |                                     | :     |                                      |
| :           |                                     | :     |                                      |
| .....       |                                     | :     | .....                                |

*You're working with this window*

Your Choices

Figure 4 shows the GL Month End Menu window.

- There are two displays to choose from.
- We will choose Copy Recurring Journals .

Selecting A Display

Key in a **1** beside Copy Recurring Journals ,as shown in Figure 5.

Figure 5

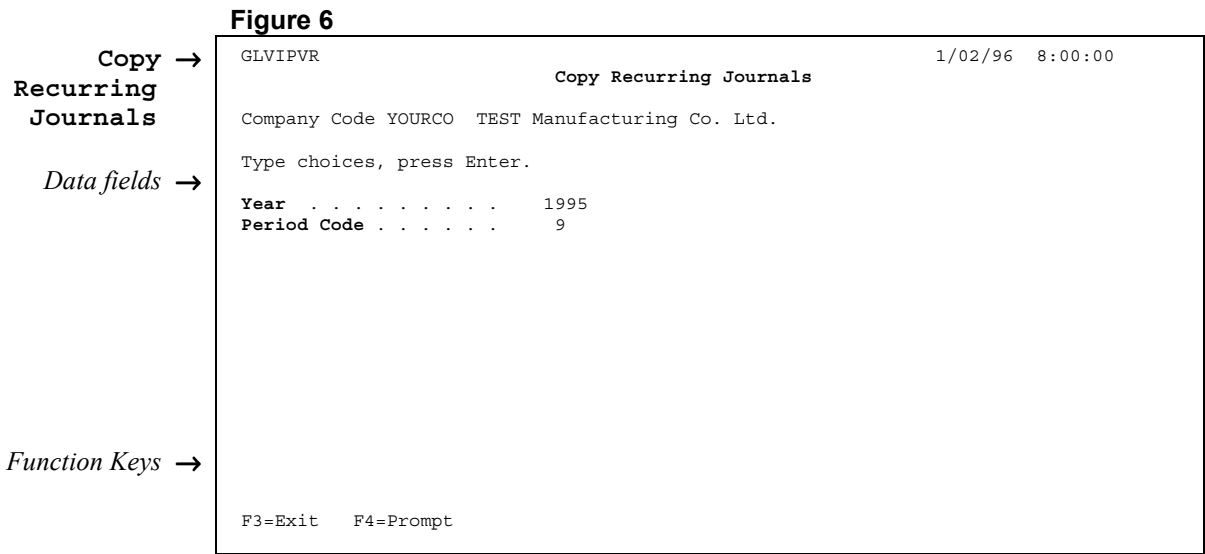
Here's the  
number 1 →

| ZZMENUR     | DISPLAY                          |       |                                      |
|-------------|----------------------------------|-------|--------------------------------------|
|             |                                  | ..... |                                      |
|             |                                  | :     | Run Application Menu :               |
| User Id YOU |                                  | :     | YOURCO TEST Manufacturing Co. Ltd. : |
| Your Name   |                                  | :     | GL General Ledger :                  |
|             |                                  | ..... | ons using '1'                        |
| :           | Run Application Sub Menu         | :     | ion                                  |
| :           | GLMONTHEND GL Month End Menu     | :     | rnal Entries                         |
| :           | Select Menu options using '1'    | :     | rting Menu                           |
| :           | ? Menu Description               | :     | up Menu                              |
| :           | <b>1</b> Copy Recurring Journals | :     |                                      |
| :           | Purge GL Journal Entries         | :     | Menu                                 |
| :           |                                  | :     | unctions                             |
| :           |                                  | :     |                                      |
| :           |                                  | :     |                                      |
| :           |                                  | :     |                                      |
| :           |                                  | :     |                                      |
| :           |                                  | :     |                                      |
| :           |                                  | :     |                                      |
| :           | F3=Exit                          | :     | ange Current Company                 |
| :           |                                  | :     |                                      |
| :           |                                  | :     |                                      |
| .....       |                                  | :     | .....                                |

*You're working with this window*

**Recurring Journals**

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



**Copy Recurring Journals**

The Copying Recurring Journals display fills up your entire screen. The purpose of this feature is to let you copy all of your recurring journals, such as asset depreciation, into the current period.

**Data Fields**

This is a simple display with only two data fields. You can key in a different Year and Period Code, or use **F4** to prompt them.

**Function Keys**

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

**The Scenario**

We are going to copy the Recurring Journals into the current period.

- In Figure 6, **Enter** lets you copy.

**Copy**

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

### Figure 7

GL Month  
End Menu →

```

ZZMENUR      DISPLAY      :
:
: Run Application Menu      :
User Id YOU   : YOURCO    TEST Manufacturing Co. Ltd. :
Your Name     : GL        General Ledger              :
:
: .. ons using '1'
: Run Application Sub Menu : ion
: GLMONTHEND GL Month End Menu : rnal Entries
: Select Menu options using '1' : rting Menu
: ? Menu Description         : up Menu
: Copy Recurring Journals    :
: Purge GL Journal Entries  : Menu
:                             : unctions
:
:
:
:
:
:
:
: F3=Exit                   : ange Current Company
:
:
:
: ..

```

## The Result

You have successfully copied the Recurring Journals into the current period.

## You Are Done

This completes Section 7.1., How To Copy Recurring Journals.

## GL Month End

Figure 1 shows the GL Month End Menu.

### Figure 1

GL Month  
End Menu →

[illegible]

*You're working with this window*

## Your Choices

Figure 1 shows the GL Month End Menu window.

- There are two displays to choose from.
- We will choose Purge GL Journal Entries.

## Selecting A Display

Key in a ***1*** beside Purge GL Journal Entries, as shown in Figure 2.

## Figure 2

Here's the  
number 1 →

```

ZZMENUR      DISPLAY
:
: Run Application Menu
User Id YOU   : YOURCO    TEST Manufacturing Co. Ltd.
Your Name     : GL        General Ledger
:
: ons using '1'
: Run Application Sub Menu       : ion
: GLMONTHEND GL Month End Menu   : rnal Entries
: Select Menu options using '1'  : rting Menu
: ? Menu Description             : up Menu
: Copy Recurring Journals         :
: 1 Purge GL Journal Entries     : Menu
:                                : unctions
:
:
:
:
:
:
:
: F3=Exit                       : ange Current Company
:
:
:
:

```

*You're working with this window*



## Confirm

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

### Figure 5

GL Month  
End Menu →

```

ZZMENUR      DISPLAY      :
:
: Run Application Menu      :
User Id YOU   : YOURCO    TEST Manufacturing Co. Ltd. :
Your Name     : GL        General Ledger              :
:
: .. ons using '1'
: Run Application Sub Menu : ion
: GLMONTHEND GL Month End Menu : rnal Entries
: Select Menu options using '1' : rting Menu
: ? Menu Description         : up Menu
: Copy Recurring Journals    :
: Purge GL Journal Entries  : Menu
:                             : unctions
:
:
:
:
:
:
:
: F3=Exit                   : ange Current Company
:
:
:
: ..

```

## The Result

You have successfully purged the old, disposable Journal Entries.

## You Are Done

This completes Section 7.2., How To Purge Journal Entries, and Chapter 7, GL Month End.