6. GL Setup

This Chapter

This is a large chapter covering Account Types, GL Sources, Currencies, Banks, Fiscal Periods, Companies and Recurring Journal Entries.

6.1. How To Work With GL Account Types

Getting There Signing On

The following shows you how to get to the GL Setup Menu: Sign on, and you will see the User Application Menu, as shown in Figure 1.

Figure 1

$\begin{array}{c} {\tt User} \to \\ {\tt Application} \\ {\tt Menu} \end{array}$

ZZMENUR DI	SPLAY		1/02/96 08:00:00
	User Application	Menu	
User Id YOU Your Name			
Type options,			
1=Select Menu	Option 2=Change Current Applic	ation 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.

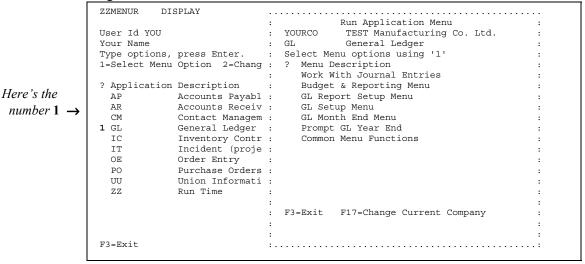
- In this display, YOURCO is short for Your Company, and OTHRCO is short for Other Company.
- The Other Company would be one that your company owns or is affiliated with.
- In Figure 1, option number 1 lets you select an application.

Selecting An Application

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

• If you tab too far by mistake, use the \(\barcelef{\barcelef{1}}\) to take you back up.

Figure 2



Here's the new window

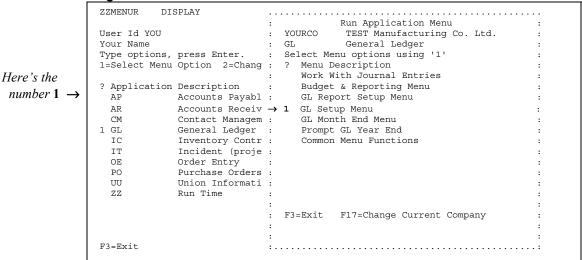
General Ledger

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 Setup Menu, as shown in Figure 3.





You're working with this window

Selecting A Run Application Menu

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

Figure 4

GL Setup Menu →

```
ZZMENUR
          DISPLAY
                            : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
User Id YOU
 Your Name
                           : GL General Ledger
..... ons using '1'
: Run Application Sub Menu : ion
: GLSETUP GL Setup Menu : rnal Entries
  Select Menu options using '1'
                                          : rting Menu
  ? Menu Description
                                           : up Menu
    Work With GL Account Type
                                           : Menu
    Work With GL Source
     Work With Chart of Accounts
                                           : unctions
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
: F3=Exit
```

You're working with this window

Your Choices

Figure 4 shows the GL Setup Menu window.

- There are eight displays to choose from.
- We will choose Work With GL Account Type.

Selecting A Display

Key in a 1 beside Work With GL Account Type, as shown in Figure 5.

Figure 5

Here's the number $1 \rightarrow$

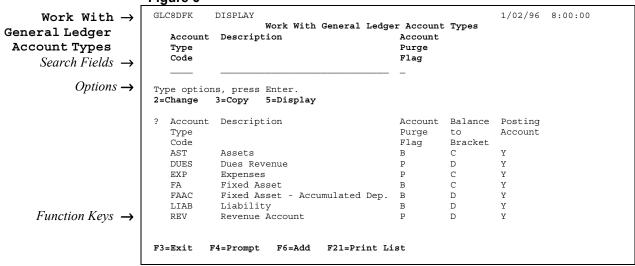
```
ZZMENUR
              DISPLAY
                                   : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
 User Id YOU
 Your Name
                                                   ..... ons using '1'
: Run Application Sub Menu : ion
: GLSETUP GL Setup Menu : rnal Entries
: Select Menu options using '1' : rting Menu
                                                       : rting Menu
: up Menu
  ? Menu Description
: 1 Work With GL Account Type
      Work With GL Source
                                                        : Menu
      Work With Chart of Accounts
                                                         : unctions
      Work With GL Currency
      Work With Bank
       Work With Fiscal Periods
       Work With GL Company
       Work With Recurring JE
   F3=Exit
```

You're working with this window

Account Types

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

Figure 6



Work With General Ledger Account Types The Work With General Ledger Account Types display fills up your entire screen.

Search Fields

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

The Options

The Options are explained throughout this chapter.

The Account Type List In the lower half, there is a selection of Account Types in Account Type 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 7 Subsections begin at the Work With General Ledger Account Types 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.

6.1.1. How To Use The Account Purge Flag Search Field

The Main Starting Point

Figure 1 shows the Work With General Ledger Account Types display.

_	Figure 1					
Work With → General Ledger Account Types Account Purge → Flag	GLC8DFK Account Type Code	DISPLAY Work With General Ledge Description	r Account Account Purge Flag	Types	1/02/96	8:00:00
1149		s, press Enter. 3=Copy 5=Display				
	? Account Type Code	Description	Account Purge Flag	Balance to Bracket	Posting Account	
	AST	Assets	В	C	Y	
	DUES	Dues Revenue	P	D	Y	
	EXP	Expenses	P	C	Y	
	FA	Fixed Asset	В	C	Y	
	FAAC	Fixed Asset - Accumulated Dep.	В	D	Y	
	LIAB	Liability	В	D	Y	
$\mathbf{F4} = Prompt \rightarrow$	REV	Revenue Account	P	D	Y	
	F3=Exit F	4=Prompt F6=Add F21=Print Li	st			

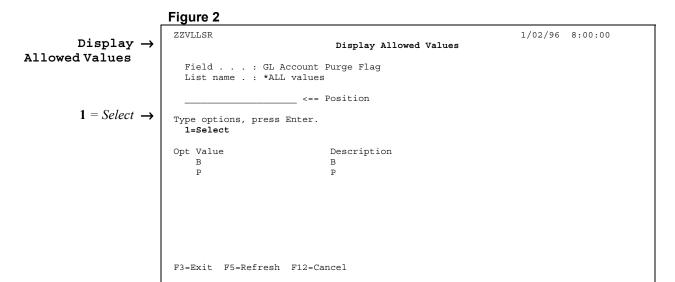
The Scenario

We are going to prompt the Account Purge Flag search field to look at the available choices.

• In Figure 1, **F4** lets you prompt.

Prompting

Tab across, to the Account Purge Flag search field, press **F4**, and your display will look like Figure 2.



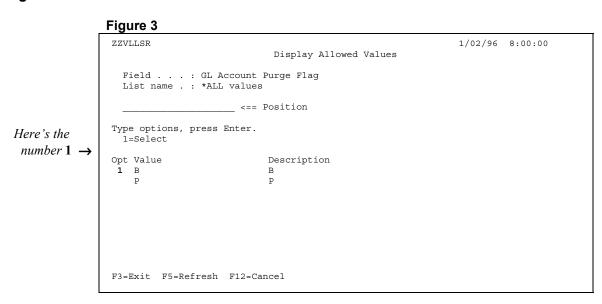
Your Choices

Figure 2 shows the Display Allowed Values display.

- In the Value column, B stands for Balance Sheets, and P stands for Profit & Loss Statements.
- Option number 1 lets you select a value.

Selecting

Tab across, then down to B, and key in a 1, as shown in Figure 3.



Returning To The Main Starting Point

Press Enter to return to Work With General Ledger Account Types.

Figure 4 GLC8DFK DISPLAY 1/02/96 8:00:00 Work With → Work With General Ledger Account Types General Ledger Account Description Account Account Types Type Purge Code Flag в Type options, press Enter. 2=Change 3=Copy 5=Display ? Account Description Account Balance Posting Purge Type to Account Flag Bracket. Code AST Assets C В DUES Dues Revenue Ρ D Υ Y EXP Ρ С Expenses Fixed Asset FA В C Υ FAAC Fixed Asset - Accumulated Dep. В LIAB Liability В D Υ Revenue Account REV P D F3=Exit F4=Prompt F6=Add F21=Print List

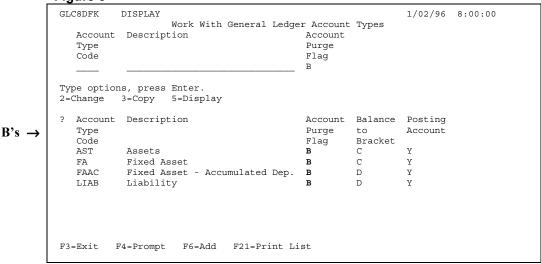
Your Choices

Figure 4 shows the Work With General Ledger Account Types display with the Account Purge Flag search field filled with the value for Balance Sheets.

• Enter lets you search by this value.

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





The Result

You have successfully prompted the Account Purge Flag search field.

You Are Done

The completes Subsection 6.1.1., How To Use The Account Purge Flag Search Field.

6.1.2. How To Add GL Account Types

The Main Starting Point

Figure 1 shows the Work With General Ledger Account Types display.

	Figure 1					
Work With $ ightarrow$	GLC8DFK	DISPLAY Work With General Ledge	r Account	Times	1/02/96	8:00:00
General Ledger Account Types	Account Type Code	Description	Account Purge Flag	Types		
		s, press Enter. 3=Copy 5=Display				
	? Account Type Code	Description	Account Purge Flag	Balance to Bracket	Posting Account	
	AST	Assets	В	C	Y	
	DUES	Dues Revenue	P	D	Y	
	EXP	Expenses	P	C	Y	
	FA	Fixed Asset	В	C	Y	
	FAAC	Fixed Asset - Accumulated Dep.	В	D	Y	
	LIAB	Liability	В	D	Y	
$\mathbf{F6} = Add \rightarrow$	REV	Revenue Account	P	D	Y	
	F3=Exit F	4=Prompt F6=Add F21=Print Li	st			

The Scenario

We are going to add another Account Type to the General Ledger.

• In Figure 1, **F6** lets you add Account Types.

Adding A New Account Type

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

	Figure 2				
Add General $ ightarrow$ Ledger Account	GLDOE1K	ADD	Add General Ledger Account Type Code	1/02/96	8:00:00
Type Code	GL Accour	nt Type Code	<u> </u>		
7					
GL Account					
Type Code					
	F3=Exit	F4=Prompt			

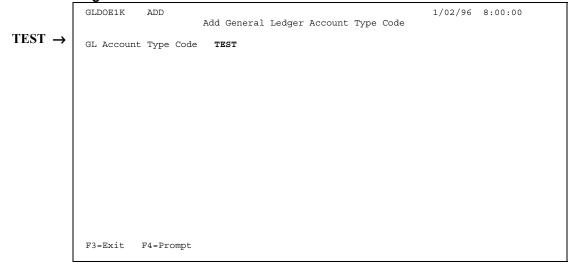
Your Choices

Figure 2 shows the Add General Ledger Account Type Code display.

- We need to fill in a new GL Account Type Code.
- We will call our new Account Type, TEST.

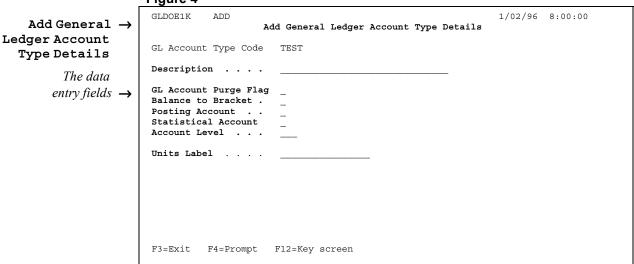
Key in **TEST**, as shown in Figure 3.

Figure 3



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





Your Choices

Figure 4 shows the Add General Ledger Account Type Details display.

- We need to fill in the 7 data fields.
- In the Description field, we will call this Account Type, Test Account.
- **F4** lets you prompt the next 4 fields.

Key in *Test Account*, as shown in Figure 5. Then tab down to GL Account Purge Flag.

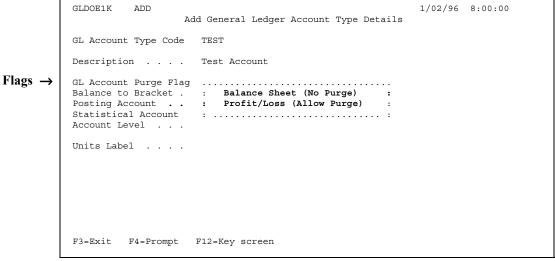
Figure 5

	GLDOE1K ADD Add General Ledger Account Type Details	1/02/96	8:00:00	
Test Account → GL Account → Purge Flag	GL Account Type Code TEST Description Test Account GL Account Purge Flag Balance to Bracket Posting Account Statistical Account			
	F3=Exit F4=Prompt F12=Key screen			

Purge Flag

Press **F4**, and your display will look like Figure 6.

Figure 6



Your Choices

You're working with this drop-box.

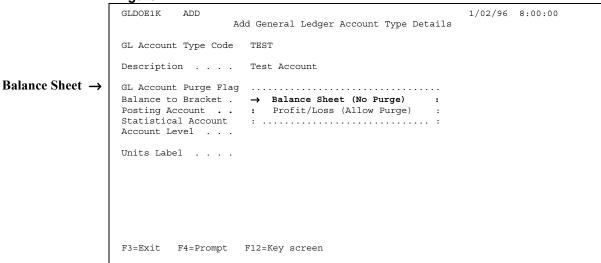
Figure 6 shows a drop-box with 2 flags.

- Your choice is between a Balance Sheet and a Profit & Loss Statement.
- Use either the mouse or the keyboard to select a flag.
- With the mouse, point and click with the left button.
- From the keyboard, use the arrow keys to move the cursor up and down, then press **Enter** to select a code.
- We will choose the Balance Sheet.

Selecting

Select Balance Sheet ...

Figure 7



You're working with this drop-box.

Filled

...and your display will look like Figure 8.

	Figure 8			
	GLDOE1K ADD Ad	d General Ledger Account Type Details	1/02/96	8:00:00
	GL Account Type Code	TEST		
В →	Description	Test Account		
Balance to → Bracket	GL Account Purge Flag Balance to Bracket . Posting Account Statistical Account Account Level Units Label	- - -		

F3=Exit F4=Prompt F12=Key screen

In Figure 8, a B fills the GL Account Balance Purge Flag field.

• Next, we will work with the Balance to Bracket field.

Balance To Bracket

Tab down to Balance to Bracket, and press **F4**. Your display will look like Figure 9.

Figure 9

You're working with this drop-box.

Your Choices

Figure 9 shows another drop-box.

• We will choose C - Credit.

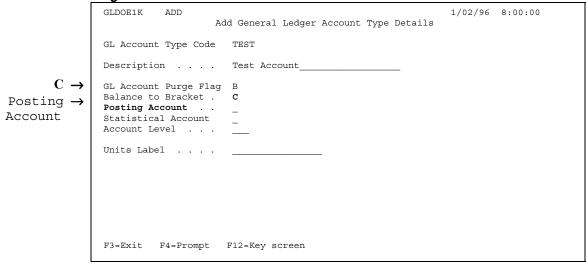
Selecting

Select C - Credit...

Figure 10

You're working with this drop-box.

Figure 11



In Figure 11, a C fills the Balance to Bracket field.

• Next, we will work with the Posting Account field.

Posting Account

Tab down to Posting Account, and press F4. Your display will look like Figure 12.

Figure 12

```
GLDOE1K ADD
                                              1/02/96 8:00:00
              Add General Ledger Account Type Details
GL Account Type Code TEST
Description . . . . Test Account
GL Account Purge Flag B
Units Label . . . .
F3=Exit F4=Prompt F12=Key screen
```

You're working with this drop-box.

Your Choices

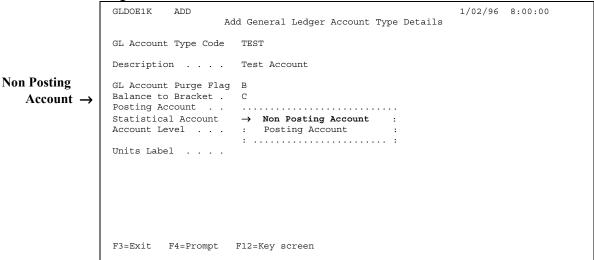
Figure 12 shows another drop-box.

We will choose Non Posting Account.

Selecting

Select Non Posting Account ...

Figure 13

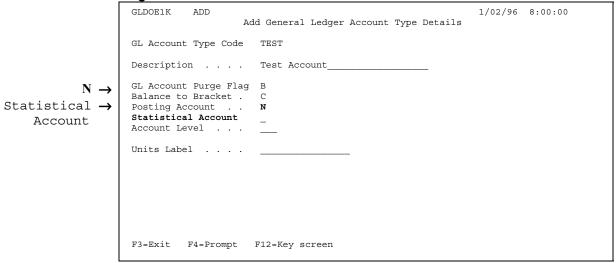


You're working with this drop-box.

Filled

...and your display will look like Figure 14.

Figure 14



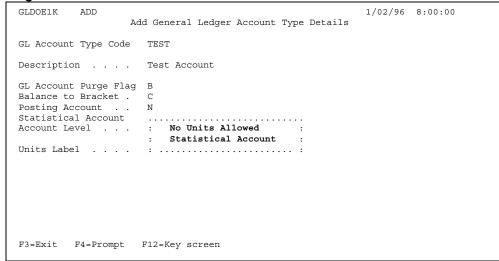
In Figure 14, an N fills the Posting Account field.

• Next, we will work with the Statistical Account field.

Statistical Account

Tab down to Statistical Account , and press ${\bf F4}$. Your display will look like Figure 15

Figure 15



You're working with this drop-box.

Your Choices

Figure 15 shows another drop-box.

• We will choose No Units Allowed.

Selecting

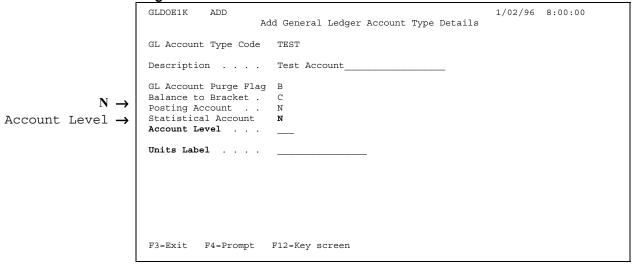
No Units Allowed →

Select No Units Allowed ...

Figure 16

You're working with this drop-box.

Figure 17



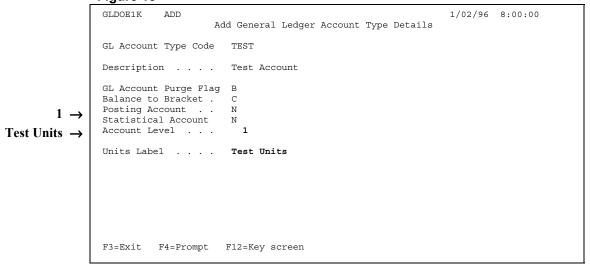
In Figure 17, an N fills the Statistical Account field.

- Next, we will work with the Account Level and Units Label fields.
- The allowed values for the Account Level are 1 through 9.
- We will choose 1.
- We will call the Units, Test Units.

Account Level And Units Label

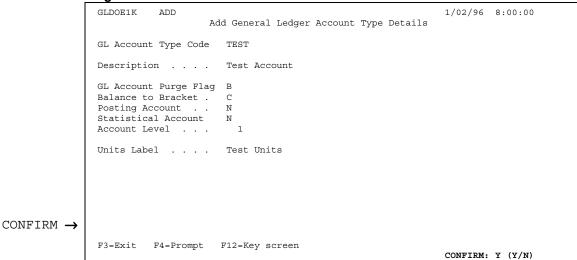
Tab down and fill in the Account Level and Units Label fields, as shown in Figure 18.

Figure 18



Press **Enter**, and your display will look like Figure 19.

Figure 19



Confirming Confirmation Tips

You will be asked to confirm your new Account Type.

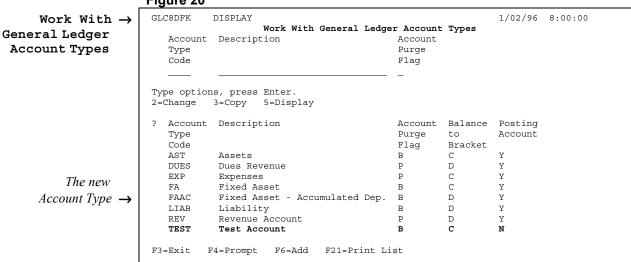
The Y for "yes" will be waiting for your response.

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

Returning To The Main Starting Point

Press Enter to return to Work With General Ledger Account Types.

Figure 20



The Result You Are Done

You have successfully added a new Account Type.

This completes Subsection 6.1.2., How To Add GL Account Types.

6.1.3. How To Print The GL Account Type List

The Main Starting Point

Figure 1 shows the Work With General Ledger Account Types display. $\label{eq:count}$

	Figure 1								
Work With → General Ledger Account Types	GLC8DFK Account Type Code	DISPLAY Descript	Work With (General I		Account Account Purge Flag	Types	1/02/96	8:00:00
	Type option 2=Change		Enter. 5=Display						
	? Account Type Code	Descript	ion			Account Purge Flag	Balance to Bracket	Posting Account	
	AST DUES	Assets Dues Rev				B P	C D	Y Y	
	EXP FA FAAC	Expenses Fixed As Fixed As		mulated I	Dep.	P B B	C C D	Y Y Y	
$\mathbf{F21} = Print List \rightarrow $	LIAB REV TEST	Liabilit Revenue Test Acc	Account		-	B P B	D D C	Y Y N	
		'4=Prompt		F21=Pri	nt Lis	_	C	IN	

The Scenario

We are going to print the Account Type list.

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

Printing

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

Figure 2

Work With General Ledger Account Types Account Description Account Type Purge Code Flag Type options, press Enter. 2=Change 3=Copy 5=Display	
Type Purge Code Flag Type options, press Enter.	
Code Flag Type options, press Enter.	
Type options, press Enter.	
z-change s-copy s-bispiay	
? Account Description Account Balance Posting	
Type Purge to Account	
Code Flag Bracket	
AST Assets B C Y	
DUES Dues Revenue P D Y	
EXP Expenses P C Y	
FA Fixed Asset B C Y	
FAAC Fixed Asset - Accumulated Dep. B D Y	
LIAB Liability B D Y	
REV Revenue Account P D Y	
Processing → TEST Test Account B C N	
F3=Exit F4=Prompt F6=Add F21=Print List	
Processing Print List	

The Processing Print List message appears in the bottom left.

Completed

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

Figure 3

GLC8DFK	DISPLAY			1/02/96 8:00:00	_
	Work With General Ledge	er Account	Types		
Account	Description	Account			
Туре		Purge			
Code		Flag			
		_			
Type option	ns, press Enter.				
	3=Copy 5=Display				
? Account	Description		Balance	_	
Type		Purge	to	Account	
Code		Flag			
AST	Assets	В	C	Y	
DUES	Dues Revenue	P	D	Y	
EXP	Expenses	P	C	Y	
FA	Fixed Asset	В	C	Y	
FAAC	Fixed Asset - Accumulated Dep.	В	D	Y	
LIAB	Liability	В	D	Y	
REV	Revenue Account	P	D	Y	
Completed → TEST	Test Account	В	C	N	
F3=Exit	F4=Prompt F6=Add F21=Print Li	st			
	rinting List				

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the Account Type list.

You Are Done

This completes Subsection 6.1.3., How To Print The GL Account Type List.

6.1.4. How To Display GL Account Types

The Main Starting Point

Figure 1 shows the Work With General Ledger Account Types display.

	Figure 1								
Work With $ ightarrow$	GLC8DFK	DISPLAY	Work With	General 1	.edger	Account	Times	1/02/96	8:00:00
General Ledger Account Types	Account Type Code	Descrip		General 1		Account Purge Flag	Types		
$5 = Display \rightarrow$	Type option 2=Change	s, press 3=Copy	Enter. 5=Display			_			
	? Account	Descrip	tion			Account	Balance	Posting	
	Type Code					Purge Flag	to Bracket	Account	
	AST	Assets				В	C	Y	
	DUES	Dues Re	venue			P	D	Y	
	EXP	Expenses	3			P	C	Y	
	FA	Fixed A	sset			В	C	Y	
	FAAC	Fixed A	sset - Accu	mulated I	Dep.	В	D	Y	
	LIAB	Liabili	ty			В	D	Y	
	REV	Revenue	Account			P	D	Y	
	TEST	Test Ac	count			В	C	N	
	F3=Exit F	4=Prompt	F6=Add	F21=Pri	nt Lis	t			

The Scenario

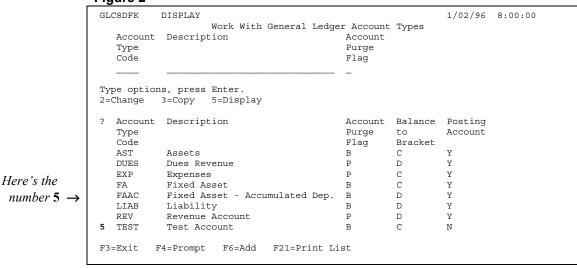
We are going to display the Details for the Test Account.

• In Figure 1, option number 5 lets you display Details.

Displaying Details

Tab across, then down to TEST, and key in a 5, as shown in Figure 2.

Figure 2



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

Figure 3

Display →
General Ledger
Account Type
Details

```
Display General Ledger Account Type Details

GL Account Type Code TEST

Description . . : Test Account

GL Account Purge Flag B

Balance to Bracket : C

Posting Account . : N

Statistical Account N

Account Level . . : 1

Units Label . . : Test Units
```

Your Choices

Figure 3 shows the Display General Ledger Account Type Details display.

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

Returning To The Main Starting Point

Press $\mathbf{F3}$ to return to Work With General Ledger Account Types.

Figure 4

Work With → General Ledger Account Types

LC8DFK	DISPLAY	3		1/02/96	8:00:00
Account Type Code	Work With General Ledge Description	Account Purge Flag	Types		
2=Change	ons, press Enter. 3=Copy 5=Display Description		Balance	_	
Type		Purqe	to	Account	
Type Code		Purge Flag	to Bracket	Account	
	Assets			Account Y	
Code	Assets Dues Revenue	Flag	Bracket		
Code AST		Flag B	Bracket C	Y	
Code AST DUES	Dues Revenue Expenses	Flag B P	Bracket C D	Y Y	
Code AST DUES EXP	Dues Revenue Expenses Fixed Asset	Flag B P P B	Bracket C D C	Y Y Y	
Code AST DUES EXP FA	Dues Revenue Expenses Fixed Asset	Flag B P P B	Bracket C D C	Y Y Y Y	
Code AST DUES EXP FA FAAC	Dues Revenue Expenses Fixed Asset Fixed Asset - Accumulated Dep.	Flag B P P B B	Bracket C D C C	Y Y Y Y	

The Result You Are Done

You have successfully displayed the Details for the Test Account. This completes Subsection 6.1.4., How To Display GL Account Types.

6.1.5. How To Copy GL Account Types

The Main **Starting Point**

Figure 1 shows the Work With General Ledger Account Types display.

	Figure 1						
Work With \rightarrow General Ledger	GLC8DFK Account	DISPLAY Work With Ge Description	_	Account	Types	1/02/96	8:00:00
Account Types	Type Code	Description		Purge Flag			
$3 = Copy \rightarrow$		s, press Enter. 3=Copy 5=Display		_			
	? Account	Description			Balance	Posting	
	Type Code			Purge Flag	to Bracket	Account	
	AST	Assets		В	С	Y	
	DUES	Dues Revenue		P	D	Y	
	EXP	Expenses		P	C	Y	
	FA	Fixed Asset		В	C	Y	
	FAAC	Fixed Asset - Accumu	lated Dep.	В	D	Y	
	LIAB	Liability		В	D	Y	
	REV	Revenue Account		P	D	Y	
	TEST	Test Account		В	C	N	
	F3=Exit F	4=Prompt F6=Add F	21=Print Lis	t			

The Scenario

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

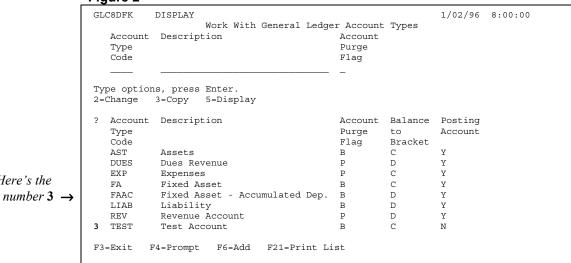
• In Figure 1, option number 3 lets you copy Account Types.

Copying

Here's the

Tab across, then down to TEST, and key in a 3, as shown in Figure 2.

Figure 2



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

Copy General
Ledger Account
Type

Enter New Account Type
Code

F3=Exit

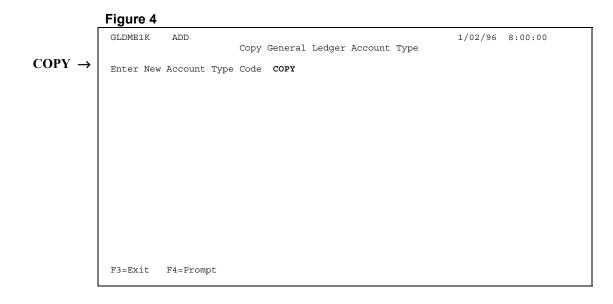
Your Choices

Figure 3 shows the Copy General Ledger Account Type display.

- We need to fill in the Enter New Account Type Code field.
- We will call the new Account Type, COPY.

Keying In A New Code

Key in *COPY*, as shown in Figure 4.



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

Figure 5

Copy General →
Ledger Account
Type Details

Changeable fields \rightarrow

Copy General Ledger Account Type Details

GL Account Type Code COPY

Description . . . Test Account

GL Account Purge Flag B
Balance to Bracket . C
Posting Account . . N
Statistical Account N
Account Level . . . 1

Units Label . . . Test Units

Your Choices

Figure 5 shows the Copy General Ledger Account Type Details display.

- There are 7 changeable fields.
- We will change the Description field to Copy Test Account.
- The other fields are covered in Subsection 6.1.2., How To Add GL Account Types.
- We will leave the other fields as they are.

A New Description

Key in *Copy Test Account*, as shown in Figure 6.

Figure 6

Copy Test Account →

```
Copy General Ledger Account Type Details

GL Account Type Code COPY

Description . . . Copy Test Account

GL Account Purge Flag B

Balance to Bracket . C

Posting Account . . N

Statistical Account N

Account Level . . . 1

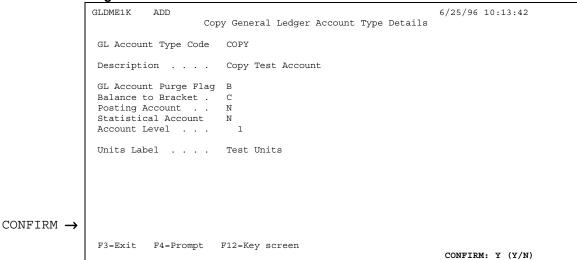
Units Label . . . Test Units

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

Processing

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

Figure 7



Confirming Confirmation Tips

You will be asked to confirm your request to copy.

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

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

Returning To The Main Starting Point

Press ${\bf Enter}$ to return to Work With General Ledger Account Types .

Figure 8

Work With → General Ledger Account Types

The new
Account Type →

GLC8DFK	DISPLAY Work With General Ledge	r Account	Types	1/02/96	8:00:00
Account Type Code	Description	Account Purge Flag			
	ns, press Enter. 3=Copy 5=Display				
? Account	Description	Account	Balance	Posting	
? Account Type	Description	Account Purge	Balance to	Posting Account	
	Description		to	_	
Type	Description Assets	Purge	to	_	
Type Code	-	Purge Flag	to Bracket	Account	
Type Code AST	Assets	Purge Flag B	to Bracket C	Account Y	
Type Code AST COPY	Assets Copy Test Account	Purge Flag B B	to Bracket C C	Account Y N	
Type Code AST COPY DUES	Assets Copy Test Account Dues Revenue Expenses	Purge Flag B B	to Bracket C C D	Account Y N Y	
Type Code AST COPY DUES EXP	Assets Copy Test Account Dues Revenue Expenses	Purge Flag B B P P B	to Bracket C C C C	Account Y N Y Y	
Type Code AST COPY DUES EXP FA	Assets Copy Test Account Dues Revenue Expenses Fixed Asset	Purge Flag B B P P B	to Bracket C C C C C	Account Y N Y Y Y Y	

The Result

You have successfully created a new Account Type by copying the Test Account.

You Are Done

This completes Subsection 6.1.5., How To Copy GL Account Types.

6.1.6. How To Change GL Account Types

The Main Starting Point

Figure 1 shows the Work With General Ledger Account Types display.

Figure 1 GLC8DFK 1/02/96 8:00:00 Work With → Work With General Ledger Account Types Account Description Account General Ledger Type Purge Account Types Code Flag $2 = Change \rightarrow$ Type options, press Enter. 2=Change 3=Copy 5=Display Account Description Account Balance Posting Purge Type to Account Code Flag Bracket AST Assets COPY Copy Test Account Dues Revenue DUES EXP Expenses Fixed Asset FAAC Fixed Asset - Accumulated Dep. B LIAB Liability В D Revenue Account F3=Exit F4=Prompt F6=Add F21=Print List

The Scenario

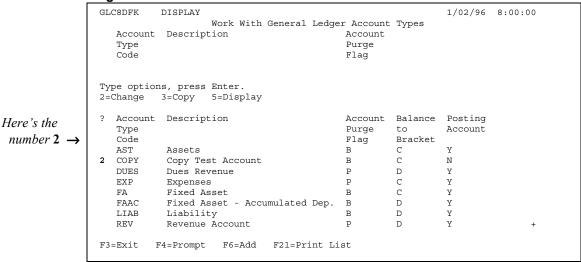
We are going to bring up the display that lets you change Account Types.

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

Changing

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

Figure 2



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

Figure 3

Edit General →
Ledger Account
Type Details

Changeable fields \rightarrow

```
GLDLEIK CHANGE

Edit General Ledger Account Type Details

GL Account Type Code COPY

Description . . . Copy Test Account

GL Account Purge Flag B
Balance to Bracket . C
Posting Account . . N
Statistical Account N
Account Level . . . 1

Units Label . . . Test Units
```

Your Choices

Figure 3 shows the Edit General Ledger Account Type Details display.

- There are 7 changeable fields.
- Changing Accounts Types is a similar task to adding new ones, see Subsection 6.1.2., How To Add GL Account Types, for further instructions.
- **F3** lets you exit without making changes.

Returning To The Main Starting Point

 $\operatorname{Press} F3$ to return to Work With General Ledger Account Types .

Figure 4

Work With → General Ledger Account Types

GL(C8DFK	DISPLAY Work With General Ledge:	r Account	Types	1/02/96	8:00:00
	Account Type Code	Description	Account Purge Flag			
		s, press Enter. 3=Copy 5=Display				
?	Account	Description	Account	Balance	Posting	
	Type	-	Purge	to	Account	
	Code		Flag	Bracket		
	AST	Assets	В	C	Y	
	COPY	Copy Test Account	В	C	N	
	DUES	Dues Revenue	P	D	Y	
	EXP	Expenses	P	C	Y	
	FA	Fixed Asset	В	C	Y	
	FAAC	Fixed Asset - Accumulated Dep.	В	D	Y	
	LIAB	Liability	В	D	Y	
	REV	Revenue Account	P	D	Y	+
F3:	=Exit F	4=Prompt F6=Add F21=Print Li	st			

The Result

You have successfully brought up the display that lets you change Account Types.

You Are Done

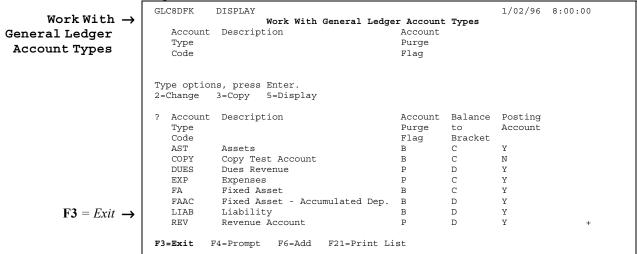
This completes Subsection 6.1.6., How To Change GL Account Types.

6.1.7. How To Return To The GL Setup Menu

The Main Starting Point

Figure 1 shows the Work With General Ledger Account Types display.

Figure 1



The Scenario

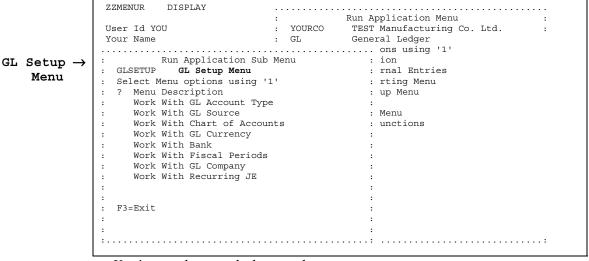
We are going to return to the GL Setup Menu.

• In Figure 1, **F3** lets you exit.

GL Setup Menu

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

Figure 2



You're working with this window

The Result You Are Done

You have successfully returned to the ${\tt GL}$ ${\tt Setup}$ ${\tt Menu}$.

This completes Subsection 6.1.7., How To Return To The GL Setup Menu, and Section 6.1., How To Work With GL Account Types.

6.2. How To Work With GL Sources

GL Setup Menu

Figure 1 shows the GL Setup Menu.

Figure 1

GL Setup → Menu

```
ZZMENUR
           DISPLAY
                            : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
User Id YOU
 Your Name
..... ons using '1'
         Run Application Sub Menu : ion : rnal Entries
: GLSETUP GL Setup Menu
  Select Menu options using '1'
                                            : rting Menu
  ? Menu Description
                                            : up Menu
     Work With GL Account Type
    Work With GL Source
     Work With Chart of Accounts
                                            : unctions
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
  F3=Exit
```

You're working with this window

The Scenario

We are going to go to Work With GL Source.

• In Figure 1, option number 1 lets you select a display.

Selecting

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

Figure 2

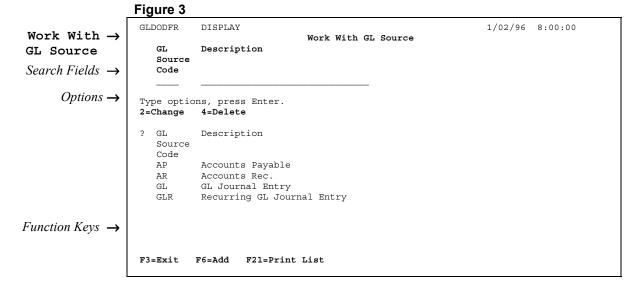
Here's the number 1 →

```
ZZMENUR
           DISPLAY
                            : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
User Id YOU
Your Name
..... ons using '1'
         Run Application Sub Menu : ion
GL Setup Menu : rnal Entries
: GLSETUP GL Setup Menu
 Select Menu options using '1'
                                           : rting Menu
  ? Menu Description
                                           : up Menu
: Work With GL Account Type
: 1 Work With GL Source
                                           : Menu
     Work With Chart of Accounts
                                           : unctions
    Work With GL Currency
     Work With Bank
    Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
: F3=Exit
```

You're working with this window

GL Source

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



Work With GL Source Search Fields The Options The Source List Function Keys The Work With GL Source display fills up your entire screen.

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

The Options are explained throughout this chapter.

In the lower half, there is a selection of Sources in GL Source Code order.

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

A Main Starting Point

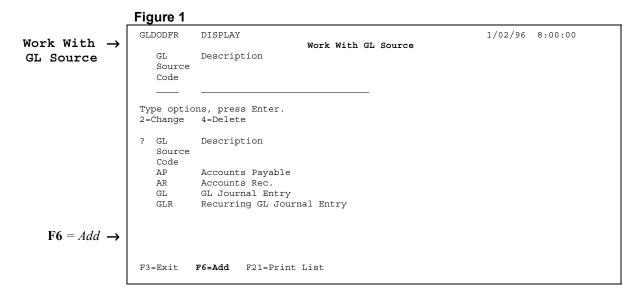
The next 5 Subsections begin at the Work With GL Source display.

- 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.

6.2.1. How To Add A GL Source

The Main Starting Point

Figure 1 shows the Work With GL Source display.



The Scenario

We are going to add a new GL Source.

• In Figure 1, **F6** lets you add GL Sources.

Adding A Source

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

	Figure 2		
Add GL Source →	GLDPE1R ADD	Add GL Source KEY SCREEN	1/02/96 8:00:00
KEY SCREEN	GL Source Code		
GL Source Code			
	F3=Exit		

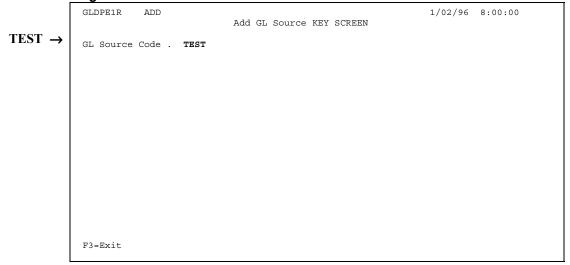
Your Choices

Figure 2 shows the Add GL Source KEY SCREEN.

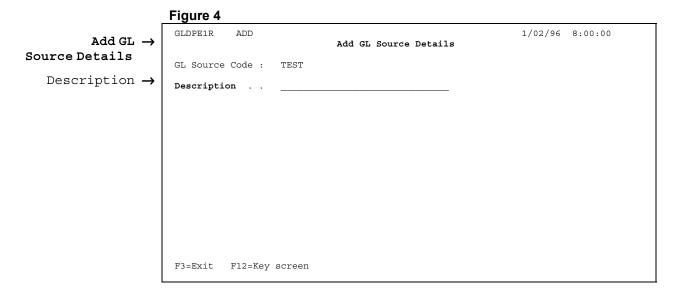
- We need to fill in a new GL Source Code.
- We will call our new GL Source, TEST.

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

Figure 3



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



Your Choices

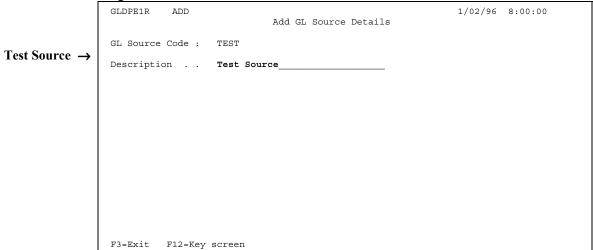
Figure 4 shows the Add GL Source Details display.

- We need to fill in the Description field.
- We will use, Test Source.

A Description

Key in *Test Source*, as shown in Figure 5.

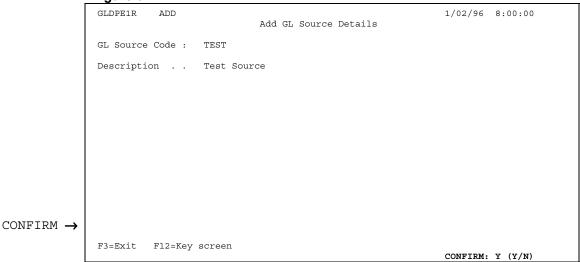
Figure 5



Processing

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

Figure 6



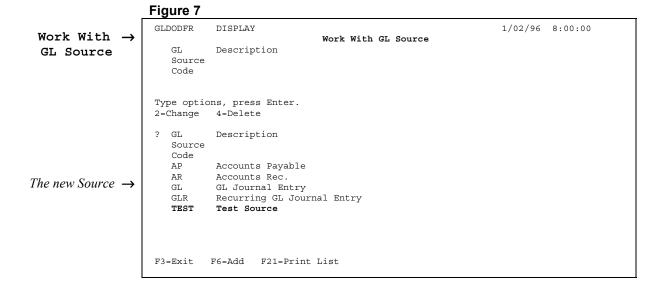
Confirming Confirmation Tips

You will be asked to confirm your new Source.

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 new Source, press N then F3.

Press Enter to return to Work With GL Source.



The Result You Are Done

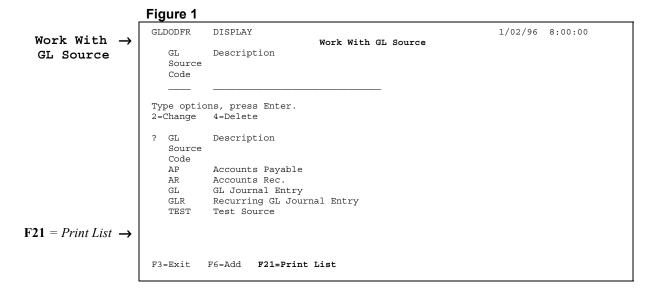
You have successfully added a new GL Source.

This completes Subsection 6.2.1., How To Add A GL Source.

6.2.2. How To Print The GL Source List

The Main Starting Point

Figure 1 shows the Work With GL Source display.



The Scenario

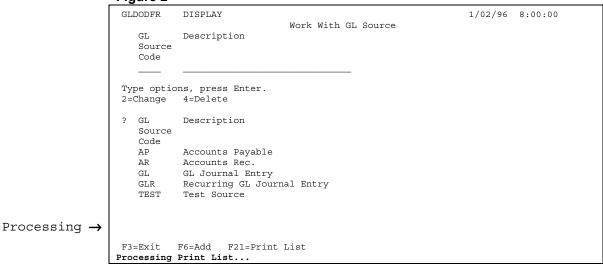
We are going to print the GL Source list.

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

Printing

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

Figure 2

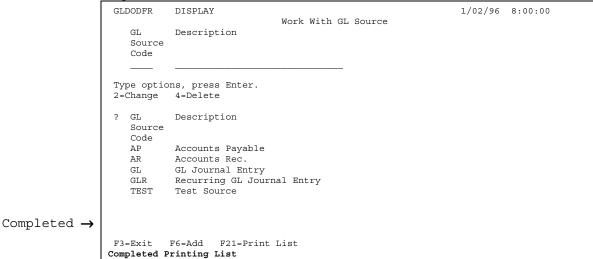


The Processing Print List message appears in the bottom left.

Completed

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

Figure 3



Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the GL Source list.

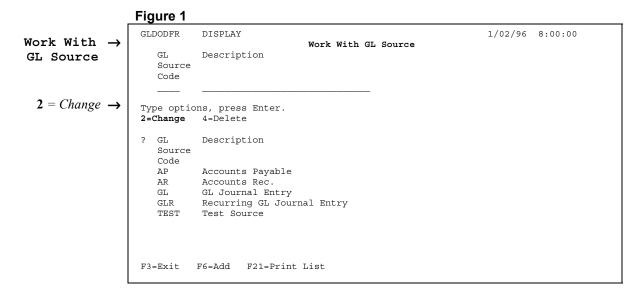
You Are Done

This completes Subsection 6.2.2., How To Print The GL Source List.

6.2.3. How To Change A GL Source

The Main Starting Point

Figure 1 shows the Work With GL Source display.



The Scenario

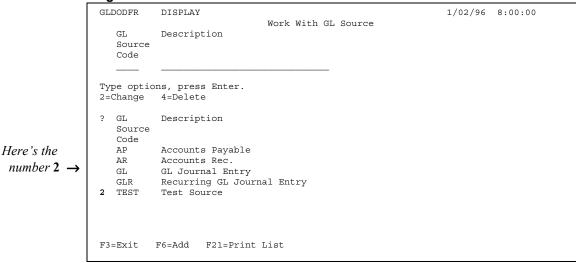
We are going to bring up the display that lets you change GL Sources.

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

Changing

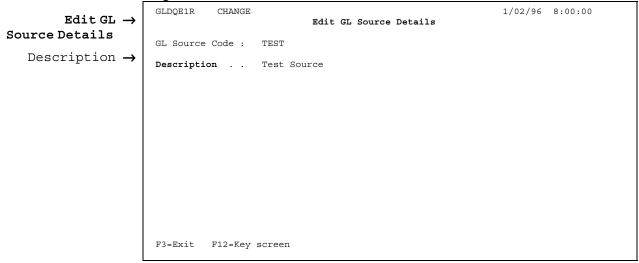
Tab across, then down to TEST, and key in a 2, as shown in Figure 2.

Figure 2



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

Figure 3

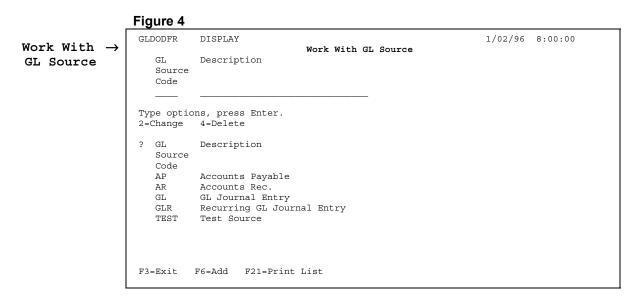


Your Choices

Figure 3 shows the Edit GL Source Details display.

- Only the Description field can be changed.
- **F3** lets you exit without making any changes.

Press F3 to return to Work With GL Source.



The Result

You have successfully brought up the display that lets you change GL Sources.

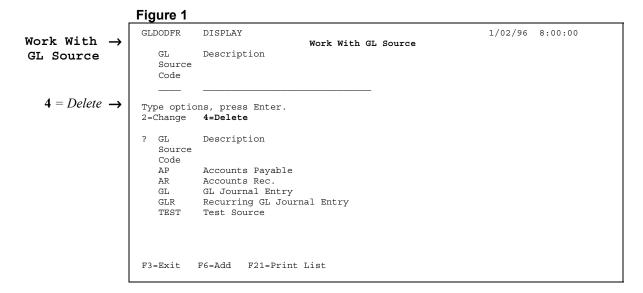
You Are Done

This completes Subsection 6.2.3., How To Change A GL Source.

6.2.4. How To Delete A GL Source

The Main Starting Point

Figure 1 shows the Work With GL Source display.



The Scenario

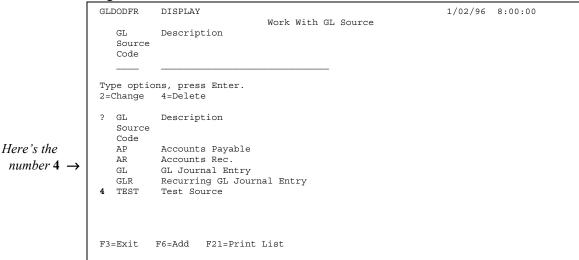
We are going to delete the Test Source.

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

Deleting

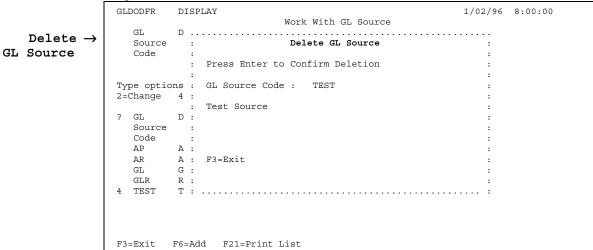
Tab across, then down to TEST, and key in a 4, as shown in Figure 2.

Figure 2



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

Figure 3



Your Choices

You're working with this window

Figure 3 shows the Delete GL Source window.

- This window lets you review the GL Source description to make sure that it's the one that you intend to delete.
- **F3** lets you exit without deleting.
- Enter lets you process the delete request.

Processing

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

Figure 4

GL	DODFR	DISE	PLAY	1/02/96	8:00:00
			Work With GL Source		
	GL				
	Source Code	:	Delete GL Source	:	
	Code	:	Press Enter to Confirm Deletion	:	
			riebb blicer to confirm beretion	:	
Ту	pe optic	ns :	GL Source Code : TEST	:	
2=	Change			:	
			Test Source	:	
?	GL			:	
	Source Code	:		:	
		A :		•	
			F3=Exit	:	
	GL	G:		:	
	GLR		: CONFIRM: Y (Y)	/N) : :	
4	TEST	Т:	:	: :	
			:	:	
F3	=Exit	F6=Ac	dd F21=Print List		

The CONFIRM window

Confirming Confirmation Tips

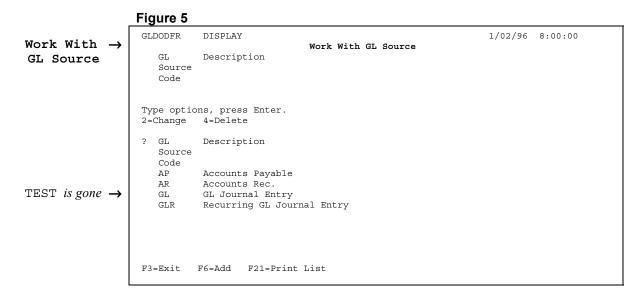
You will be asked to confirm your changes.

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 GL Source.



The Result You Are Done

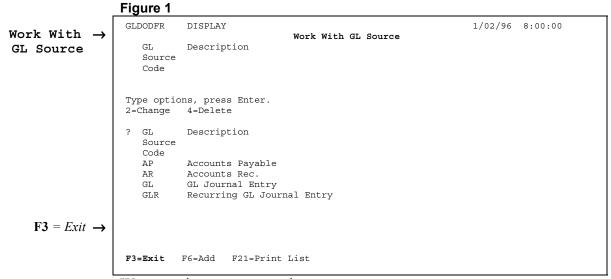
You have successfully deleted the Test Source.

This completes Subsection 6.2.4., How To Delete A GL Source.

6.2.5. How To Return To The GL Setup Menu

The Main Starting Point

Figure 1 shows the Work With GL Source display.



The Scenario

We are going to return to the GL Setup Menu.

• In Figure 1, **F3** lets you exit.

GL Setup Menu

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

Figure 2

```
ZZMENUR
                                     DISPLAY
                                                         : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
                          User Id YOU
                          Your Name
                                                        : GL
                                                                      General Ledger
                                                        ..... ons using '1'
                         : Run Application Sub Menu
: GLSETUP GL Setup Menu
GL Setup Menu \rightarrow
                                                                          : ion
                                                                         : rnal Entries
                            Select Menu options using '1'
                                                                          : rting Menu
                            ? Menu Description
                                                                          : up Menu
                               Work With GL Account Type
                               Work With GL Source
                                                                         : Menu
                               Work With Chart of Accounts
                                                                          : unctions
                               Work With GL Currency
                               Work With Bank
                               Work With Fiscal Periods
                               Work With GL Company
                               Work With Recurring JE
                            F3=Exit
```

The Result You Are Done

You have successfully returned to the GL Setup Menu.

This completes Subsection 6.2.4., How To Delete A GL Source, and Section 6.2., How To Add A GL Source.

6.3. How To Work With The GL Chart Of Accounts

GL Setup Menu

Figure 1 shows the GL Setup Menu.

Figure 1

GL Setup Menu →

```
ZZMENUR
           DISPLAY
                              : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
Your Name
                             ..... ons using '1'
         Run Application Sub Menu : ion
  GLSETUP GL Setup Menu
                                               : rnal Entries
  Select Menu options using '1'
                                              : rting Menu
                                              : up Menu
  ? Menu Description
     Work With GL Account Type
                                              : Menu
: unctions
     Work With GL Source
     Work With Chart of Accounts
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
: F3=Exit
```

You're working with this window

The Scenario

We are going to go to Work With Chart of Accounts.

• In Figure 1, option number 1 lets you select a display.

Selecting

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

Figure 2

Here's the number $1 \rightarrow$

```
ZZMENUR
           DISPLAY
                              : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
 User Id YOU
 Your Name
..... ons using '1'
         Run Application Sub Menu : ion
                                             : rnal Entries
: rting Menu
: up Menu
: GLSETUP GL Setup Menu
: Select Menu options using '1'
  ? Menu Description
   Work With GL Account Type
Work With GL Source
                                               : Menu
: 1 Work With Chart of Accounts
                                              : unctions
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
: F3=Exit
```

You're working with this window

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

Figure 3 GLDQDFK Work With → DISPLAY 1/02/96 8:00:00 Work With General Ledger Chart of Accounts General Company YOURCO TEST Manufacturing Co. Ltd. Ledger Chart GL Cost Account GL Sub Account Description Account Centre Code Account Type Status of Accounts Search Fields → Type options, press Enter. *Options* \rightarrow 2=Change 3=Copy 5=Display 7=Rename 8=Details ? GL Cost Account GL Sub Account Description Centre Code Account Type Account Status 0000 Balance Sheet - Kobelt Manufac 0100 Assets 0105 Current Assets 0110 Cash 0120 Cash General Account 0121 Toronto Dominion General Accou 0122 Canada Trust (MasterCard) Cash 0125 TD US Cash Account Function Keys → 0126 US Account Exchange Payroll Clearing 0130 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 Accounts quickly.

The Options

The Options are explained throughout this section.

The Account List

Function Keys

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

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

See Section 4.4.

This display and all of its functions and options are covered in Section 4.4., How To Work With The Chart Of Accounts. Please turn to Section 4.4. for instructions on how to use this display.

Press F3 to return to the GL Setup Menu.

Figure 4

ZZMENUR DISPLAY : Run Application Menu : YOURCO TEST Manufacturing Co. Ltd. : GL General Ledger User Id YOU Your Name ons using '1' : Run Application Sub Menu : ion : GLSETUP GL Setup Menu : rnal Entries : Select Menu options using 'l' : rting Menu : ? Menu Description : up Menu $\texttt{GL Setup Menu} \, \rightarrow \,$ Work With GL Account Type : : Menu : unctions Work With GL Source Work With Chart of Accounts Work With GL Currency Work With Bank Work With Fiscal Periods Work With GL Company Work With Recurring JE : F3=Exit

The Result

You have successfully brought up the Work With Chart of Accounts display.

You Are Done

This completes Section 6.3., How To Work With The GL Chart Of Accounts.

6.4. How To Work With GL Currency

GL Setup Menu

Figure 1 shows the GL Setup Menu.

Figure 1

GL Setup Menu →

```
ZZMENUR
           DISPLAY
                             : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
User Id YOU
Your Name
..... ons using '1'
         Run Application Sub Menu : ion
P GL Setup Menu : rnal Entries
: GLSETUP GL Setup Menu
  Select Menu options using '1'
                                              : rting Menu
  ? Menu Description
                                             : up Menu
     Work With GL Account Type
    Work With GL Source
     Work With Chart of Accounts
                                              : unctions
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
  F3=Exit
```

You're working with this window

The Scenario

We are going to go to Work With GL Currency.

• In Figure 1, option number 1 lets you select a display.

Selecting

Here's the

 $number 1 \rightarrow$

Tab down to Work With GL Currency, and key in a $\emph{1}$, as shown in Figure 2.

Figure 2

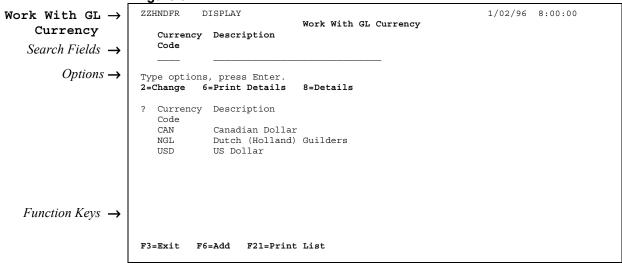
```
ZZMENUR
            DISPLAY
                               : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
User Id YOU
Your Name
..... ons using '1'
          Run Application Sub Menu : ion
GL Setup Menu : rnal Entries
: GLSETUP GL Setup Menu
 Select Menu options using '1'
                                                 : rting Menu
  ? Menu Description
                                                 : up Menu
    Work With GL Account Type
Work With GL Source
Work With Chart of Accounts
                                                 : Menu
                                                 : unctions
: 1 Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
      Work With GL Company
     Work With Recurring JE
: F3=Exit
```

You're working with this window

GL Currency

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

Figure 3



Work With GL Currency

The Work With GL Currency display fills up your entire screen.

Search Fields

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

The Options

The Options are explained throughout this section.

The Currency List

In the lower half, there is a selection of Currencies in Currency Code order

Function Keys

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

A Main Starting Point

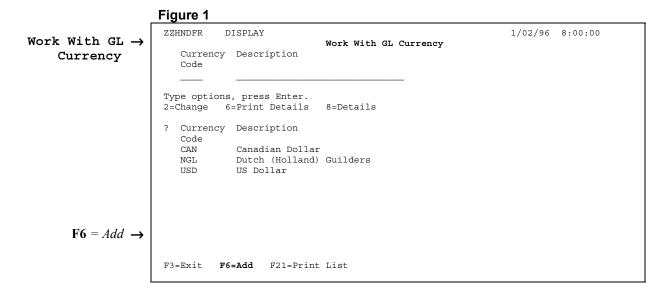
The next 4 Subsections begin at the Work With GL Currency display.

- 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.

6.4.1. How To Add A GL Currency

The Main Starting Point

Figure 1 shows the Work With GL Currency display.



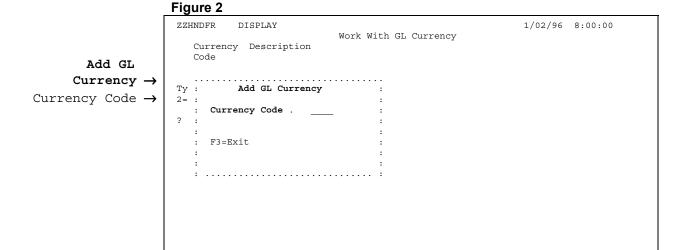
The Scenario

We are going to add a new GL Currency.

• In Figure 1, **F6** lets you add Currencies.

Adding A Currency

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



Your Choices

You're working with this window

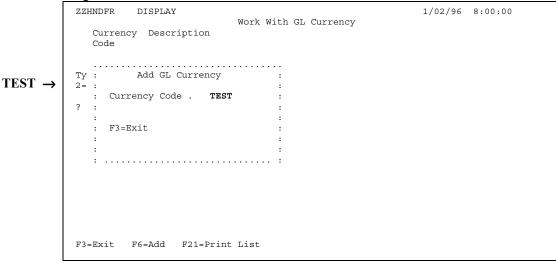
F3=Exit F6=Add F21=Print List

Figure 2 shows the Add GL Currency window.

- We need to fill in a new Currency Code.
- We will call our new Currency, TEST.

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

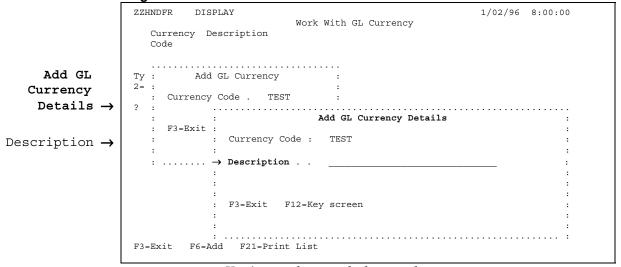
Figure 3



You're working with this window

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

Figure 4



You're working with this window

Your Choices

Figure 4 shows the Add GL Currency Details window.

- We need to fill in the Description field.
- We will use, Test Currency.

A Description

Key in *Test Currency*, as shown in Figure 5.

Figure 5

	ZZHNDFR DISPLAY 1/02/96 8:00:00 Work With GL Currency Currency Description Code	
Test Currency →	<pre>Ty : Add GL Currency : 2= : : Currency Code . TEST : ? : : Add GL Currency Details : : F3=Exit : : Currency Code : TEST : : : : Description . → Test Currency . : : : : F3=Exit F12=Key screen : : : : F3=Exit F6=Add F21=Print List</pre>	

You're working with this window

Processing

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

Figure 6

The CONFIRM window

Confirming Confirmation Tips

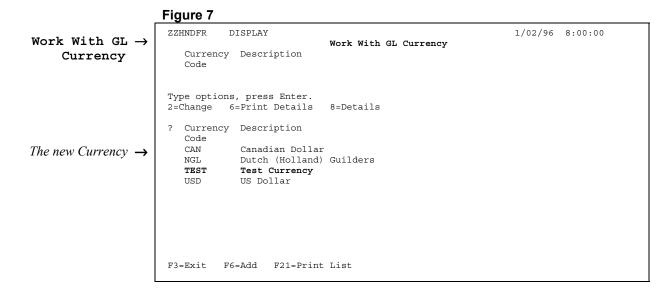
You will be asked to confirm your new Currency.

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 Currency, press N then F3.

Returning To The Main Starting Point

Press Enter to return to Work With GL Currency.



The Result You Are Done

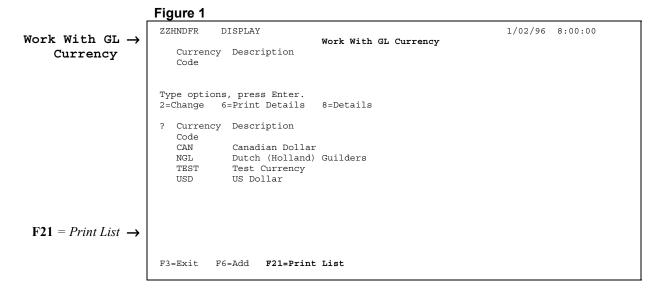
You have successfully added a new GL Currency.

This completes Subsection 6.4.1., How To Add A GL Currency.

6.4.2. How To Print The GL Currency List

The Main Starting Point

Figure 1 shows the Work With GL Currency display.



The Scenario

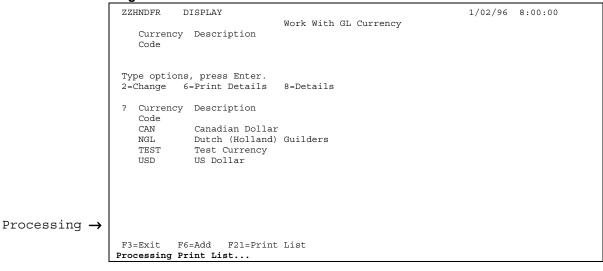
We are going to print the GL Currency list.

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

Printing

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



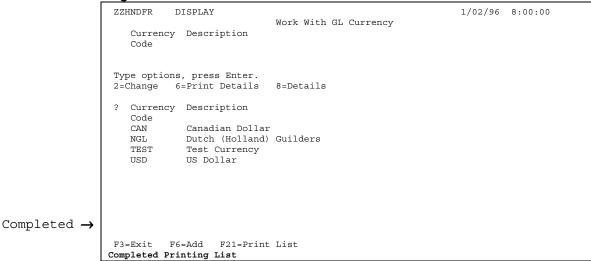


The Processing Print List message appears in the bottom left.

Completed

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

Figure 3



Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the GL Currency list.

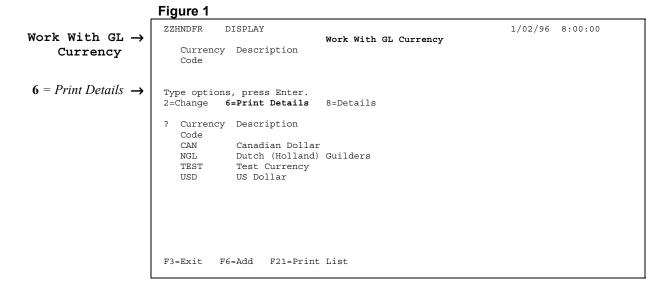
You Are Done

This completes Subsection 6.4.2., How To Print The GL Currency List.

6.4.3. How To Print GL Currency Details

The Main Starting Point

Figure 1 shows the Work With GL Currency display.



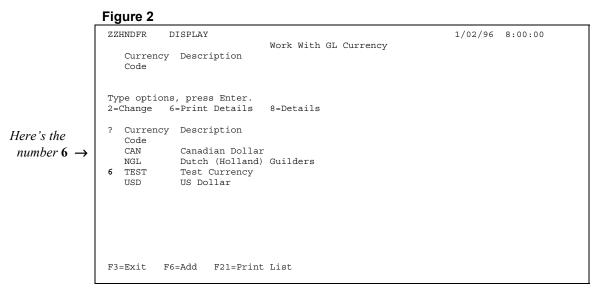
The Scenario

We are going to print the Details for the Test Currency.

• In Figure 1, option number 6 lets you print Details.

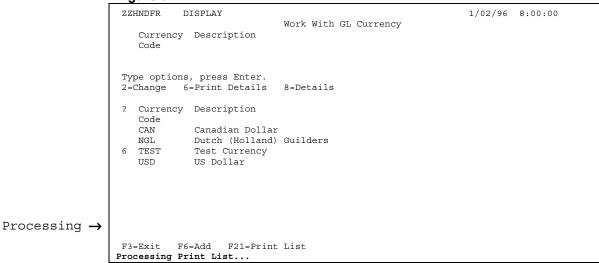
Printing Details

Tab across, then down to TEST, and key in a 6, as shown in Figure 2.



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

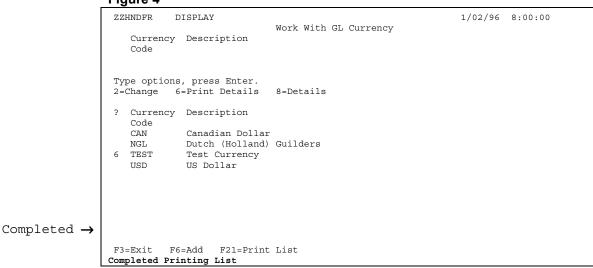
Figure 3



Completed

In a few seconds, the Completed Printing List message appears, as shown in Figure 4.

Figure 4



The Result You Are Done

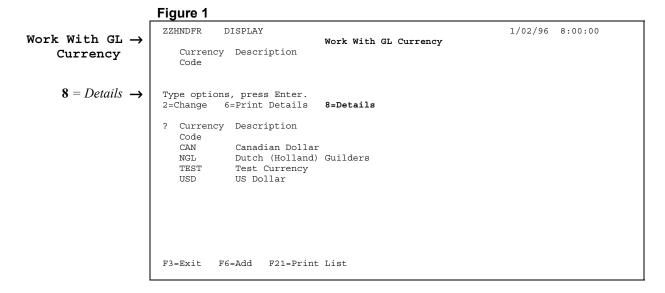
You have successfully printed the GL Currency list.

This completes Subsection 6.4.3., How To Print GL Currency Details.

6.4.4. How To Work With GL Currency Exchange Rates

The Main Starting Point

Figure 1 shows the Work With GL Currency display.



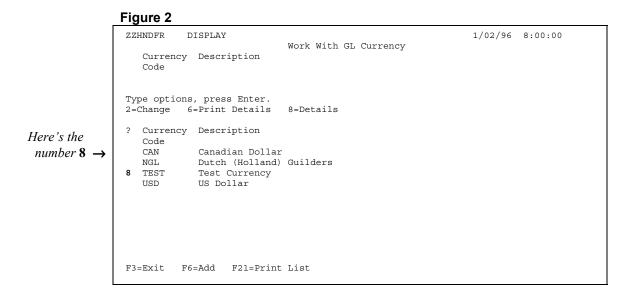
The Scenario

We are going to work with the exchange rate for the Test Currency.

• In Figure 1, option number 8 lets you work with Details.

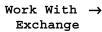
Working With Details

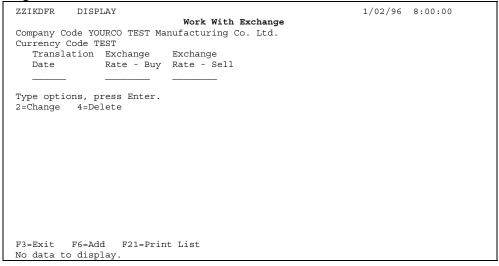
Tab across, then down to TEST , and key in a $\pmb{8}$, as shown in Figure 2.



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

Figure 3





A New Main Starting Point

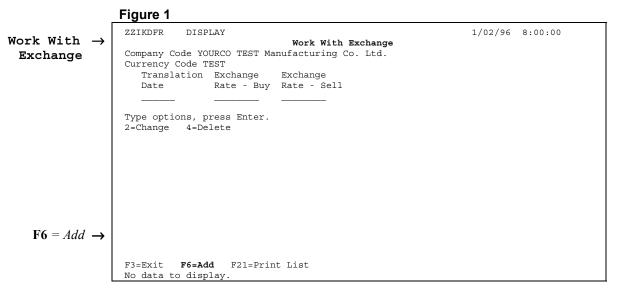
Figure 3 shows the Work With Exchange display.

- There are several functions and options available on this display.
- This subsection has been divided into 5 further subsections to demonstrate these functions and options.
- The Work With Exchange display will act as the Main Starting Point throughout the 5 subsections.

6.4.4.1. How To Add Exchange Rates

The Main Starting Point

Figure 1 shows the Work With Exchange display.



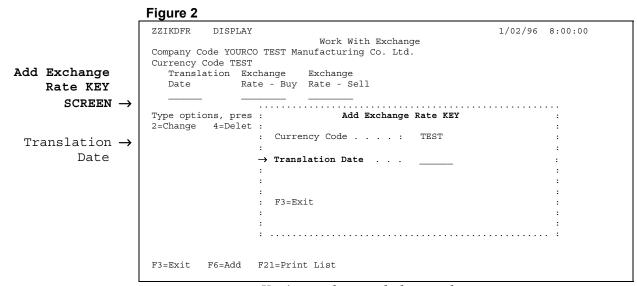
The Scenario

We are going to add an Exchange Rate to the Test Currency.

• In Figure 1, **F6** lets you add Exchange Rates.

Adding An Exchange Rate

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



You're working with this window

Your Choices

Figure 2 shows the Add Exchange Rate KEY SCREEN window.

- We need to fill in the Translation Date field.
- We will use, 010296.

Key in 010296, as shown in Figure 3.

Figure 3

	1 19410 0				
	Currency Code TEST Translation Ex	Work With Exchange O TEST Manufacturing Co. Ltd.	1/02/96	8:00:00	
010296 →	Type options, pres 2=Change 4=Delet	: Currency Code : TEST : : Translation Date → 010296 : : :		 	

You're working with this window

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



	1 1ga10 4		
Add Exchange →	: Add Exchange Rate Details	1/02/96 :	8:00:00
Rate Details	: : Currency Code : TEST : Translation Date : 1/02/96	:	
Exchange Rates \rightarrow	: Exchange Rate - Buy : Exchange Rate - Sell .	:	
	<u></u>	:	:
		:	:
	: F3=Exit F12=Key screen	:	:
		:	:
	: F3=Exit : Invalid date.	•	· :
	:		:
	F3=Exit F6=Add F21=Print List		

You're working with this window

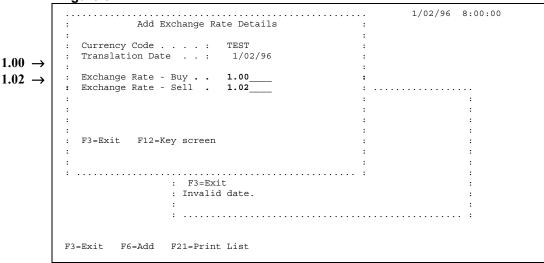
Your Choices

Figure 4 shows the Add Exchange Rate Details window.

- We need to fill in the Exchange Rates.
- We will use, 1.00 for the Buy, and 1.02 for the Sell.

Key in **1.00** and **1.02**, as shown in Figure 5.

Figure 5

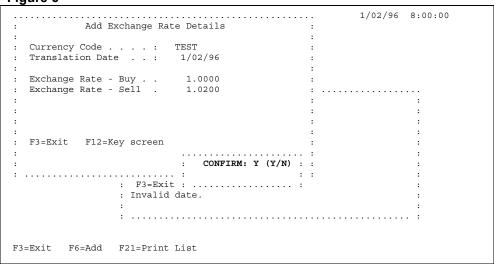


You're working with this window

Processing

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

Figure 6



The CONFIRM window

Confirming Confirmation Tips

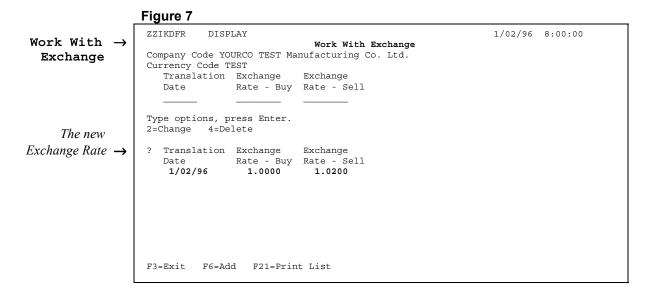
You will be asked to confirm your new Exchange Rates.

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 new Exchange Rates, press N then F3.

Returning To The Main Starting Point

Press Enter to return to Work With Exchange.



The Result You Are Done

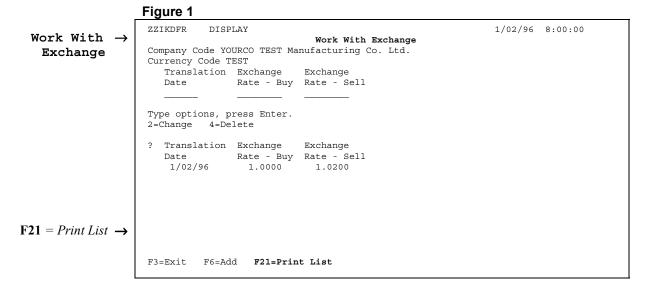
You have successfully added a new Exchange Rate.

This completes Subsection 6.4.4.1., How To Add Exchange Rates.

6.4.4.2. How To Print The Exchange Rate List

The Main Starting Point

Figure 1 shows the Work With Exchange display.



The Scenario

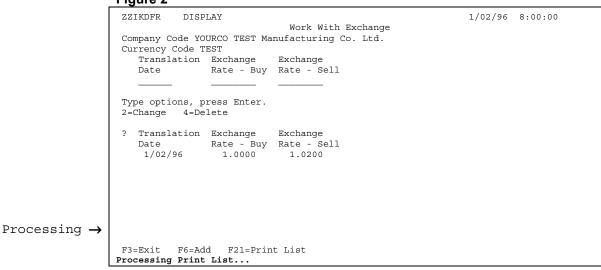
We are going to print the Exchange Rate List.

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

Printing

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



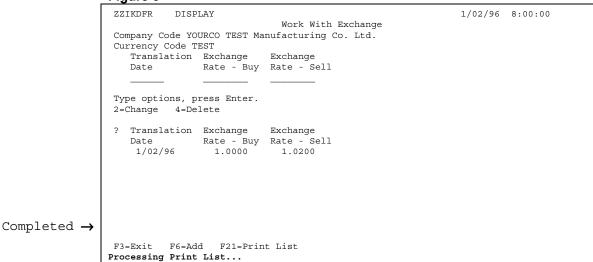


The Processing Print List message appears in the bottom left.

Completed

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

Figure 3



Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the Exchange Rate list.

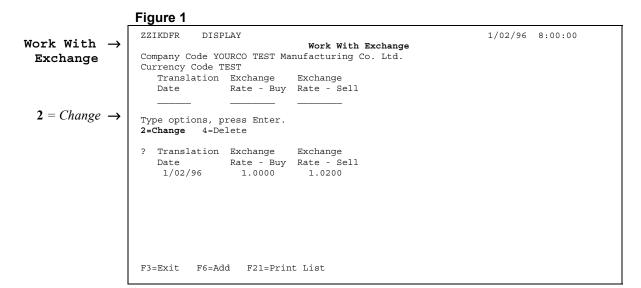
You Are Done

This completes Subsection 6.4.4.2., How To Print The Exchange Rate List.

6.4.4.3. How To Change An Exchange Rate

The Main Starting Point

Figure 1 shows the Work With Exchange display.



The Scenario

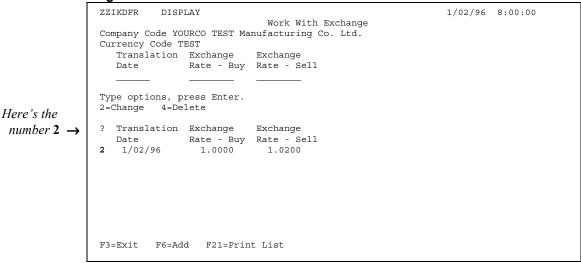
We are going to bring up the display that lets you change the Exchange Rates.

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

Making Changes

Tab across, then down to the first Translation Date, and key in a 2, as shown in Figure 2.

Figure 2



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

Figure 3

Edit Exchange Rate KEY SCREEN →

 $\texttt{Translation} \, \to \,$ Date

ZZIKDFR DISPLAY	1/02/96	8:00:00
: Edit Exchange Rate KEY :		
: : Currency Code : TEST :		
: Translation Date : 1/02/96 :		
: F3=Exit :		
F3=Exit F6=Add F21=Print List		

You're working with this window

Your Choices

Figure 3 shows the Edit Exchange Rate KEY SCREEN.

- You can change the Translation Date.
- Changing Exchange Rates is a similar task to adding new ones, see Subsection 6.4.4.1., How To Add Exchange Rates, for further instructions.
- **F3** lets you exit.

Returning To The Main

Press F3, to return to Work With Exchange.

Starting Point

Figure 4

Work With → Exchange

```
ZZIKDFR
          DISPLAY
                                                             1/02/96 8:00:00
                             Work With Exchange
Company Code YOURCO TEST Manufacturing Co. Ltd.
Currency Code TEST
  Translation Exchange
                          Exchange
  Date
               Rate - Buy Rate - Sell
Type options, press Enter.
2=Change 4=Delete
? Translation Exchange
                           Exchange
   Date Rate - Buy Rate - Sell
1/02/96 1.0000 1.0200
F3=Exit F6=Add F21=Print List
```

The Result

You have successfully brought up the display that lets you change the Exchange Rates.

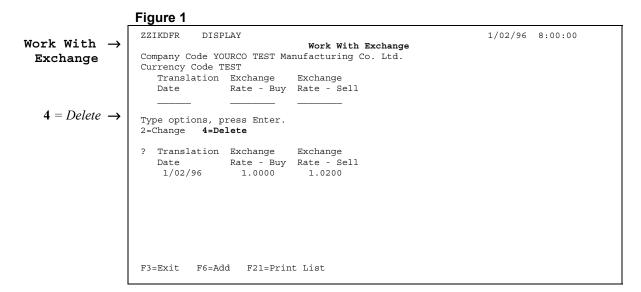
You Are Done

This completes Subsection 6.4.4.3., How To Change An Exchange Rate.

6.4.4.4. How To Delete An Exchange Rate

The Main Starting Point

Figure 1 shows the Work With Exchange display.



The Scenario

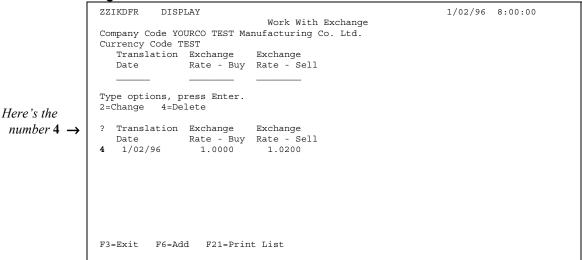
We are going to delete the Exchange Rate that we created earlier.

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

Deleting

Tab across, then down to the first Translation Date, and key in a 4, as shown in Figure 2.

Figure 2

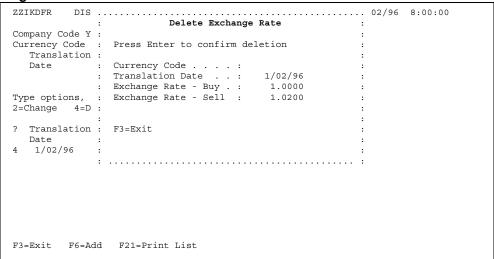


Reviewing

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

Figure 3

$\begin{array}{c} \text{Delete} \rightarrow \\ \text{Exchange Rate} \end{array}$



You're working with this window

Your Choices

Figure 3 shows the Delete Exchange Rate window.

- This window lets you review the Exchange Rate description to make sure that it is the one that you intend to delete.
- **F3** lets you exit without deleting.
- Enter lets you continue with the delete request.

Processing

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

Figure 4

ZZIKDFR DIS	
:	
Company Code Y :	<u> </u>
4 4	Press Enter to confirm deletion :
Translation :	
	Currency Code :
	Translation Date : 1/01/96 :
	Exchange Rate - Buy . : 1.0000 :
	Exchange Rate - Sell : 1.0200 :
2=Change 4=D:	<u> </u>
	:
? Translation :	F3=Exit :
Date :	
4 1/01/96 :	: CONFIRM: Y (Y/N) : :
6/25/96 :	
	1
F3=Exit F6=Add	F21=Print List

The CONFIRM window

Confirming Confirmation Tips

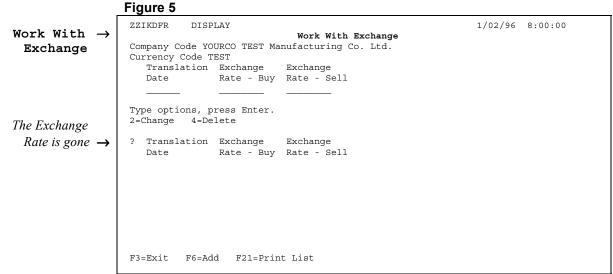
You will be asked to confirm your request to delete.

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

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

Returning To The Main Starting Point

Press Enter to return to Work With Exchange.



The Result You Are Done

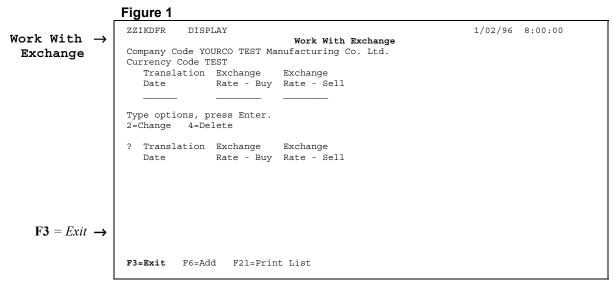
You have successfully deleted the Exchange Rate.

This completes Subsection 6.4.4.4., How To Delete An Exchange Rate.

6.4.4.5. How To Return To Work With GL Currency

The Main Starting Point

Figure 1 shows the Work With Exchange display.



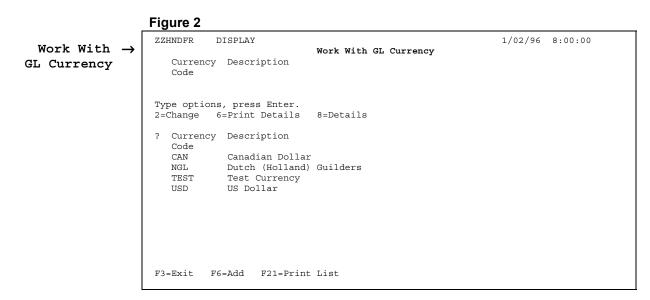
The Scenario

We are going to return to Work With GL Currency.

• In Figure 1, **F3** lets you exit.

GL Currency

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



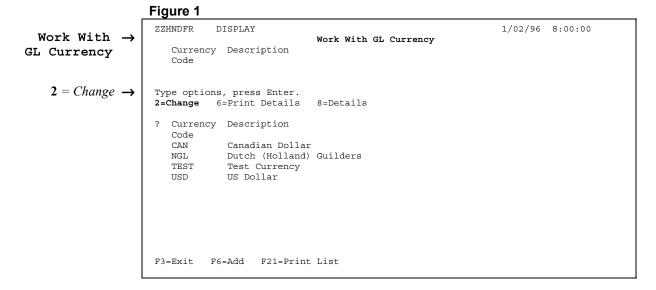
The Result You Are Done

You have successfully returned to Work With GL Currency. This completes Subsections 6.4.4.5., How To Return To Work With GL Currency, and 6.4.4., How To Work With GL Currency Exchange Rates.

6.4.5. How To Change GL Currency Details

The Main Starting Point

Figure 1 shows the Work With GL Currency display.



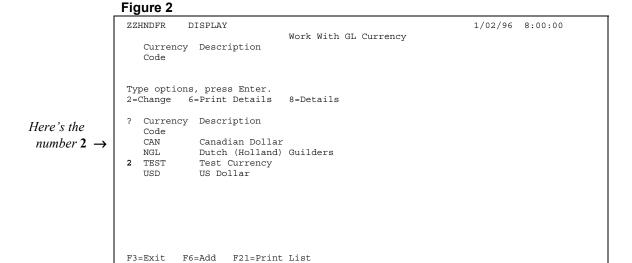
The Scenario

We are going to bring up the display that lets you change GL Currencies.

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

Making Changes

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



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

Figure 3



You're working with this window

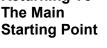
Your Choices

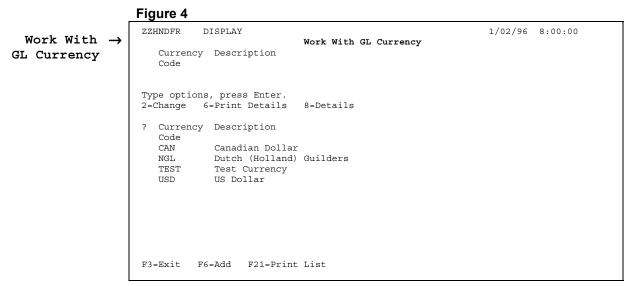
Figure 3 shows the Edit Currency Details window.

- You can change the Description field.
- F3 lets you exit without making changes.

Returning To The Main

Press F3 to return to Work With GL Currency.





The Result

You have successfully brought up the display that lets you change the GL Currencies.

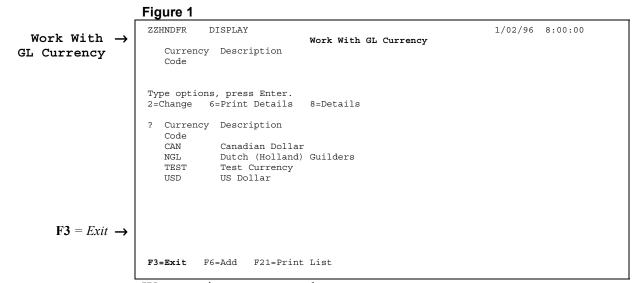
You Are Done

This completes Subsection 6.4.5., How To Change GL Currency Details.

6.4.6. How To Return To The GL Setup Menu

The Main Starting Point

Figure 1 shows the Work With GL Currency display.



The Scenario

We are going to return to the GL Setup Menu.

GL Setup Menu

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

```
Figure 2
                       ZZMENUR
                                 DISPLAY
                                                             Run Application Menu
                                                   : YOURCO
                       User Id YOU
                                                               TEST Manufacturing Co. Ltd.
                       Your Name
                                                  : GL
                                                               General Ledger
                                  ..... ons using '1'
                      : Run Application Sub Menu
: GLSETUP GL Setup Menu
                                                             : ion
GL Setup Menu →
                                                                  : rnal Entries
                         Select Menu options using '1'
                                                                  : rting Menu
                                                                   : up Menu
                         ? Menu Description
                            Work With GL Account Type
                            Work With GL Source
                            Work With Chart of Accounts
                                                                   : unctions
                            Work With GL Currency
                            Work With Bank
                            Work With Fiscal Periods
                            Work With GL Company
                            Work With Recurring JE
                         F3=Exit
```

You're working with this window

The Result You Are Done

You have successfully returned to the GL Setup Menu.

This completes Subsection 6.4.6., How To Return To The GL Setup Menu, and Section 6.4., How To Work With GL Currency.

6.5. How To Work With The Banks

GL Setup Menu

Figure 1 shows the GL Setup Menu.

Figure 1

GL Setup Menu →

```
ZZMENUR
            DISPLAY
                              : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
User Id YOU
 Your Name
..... ons using '1'
         Run Application Sub Menu : ion
P GL Setup Menu : rnal Entries
Monu options vains 111
: GLSETUP GL Setup Menu
  Select Menu options using '1'
                                               : rting Menu
  ? Menu Description
                                               : up Menu
     Work With GL Account Type
     Work With GL Source
     Work With Chart of Accounts
                                                : unctions
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
  F3=Exit
```

You're working with this window

The Scenario

We are going to go to Work With Bank.

In Figure 1, option number 1 lets you select a display.

Selecting

Here's the

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

Figure 2

```
ZZMENUR
                              DISPLAY
                                                  : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
                  User Id YOU
                 Your Name
                 ..... ons using '1'
                        Run Application Sub Menu : ion

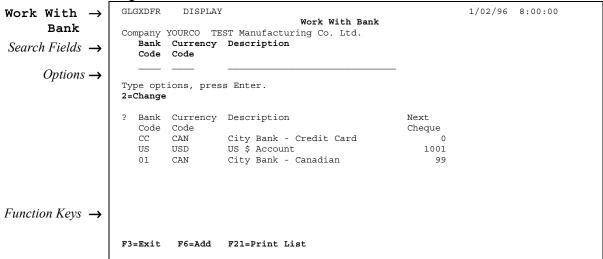
ETUP GL Setup Menu : rnal Entries

ect Menu options using '1' : rting Menu
                 : GLSETUP GL Setup Menu
                   Select Menu options using '1'
                                                                    : up Menu
:
                   ? Menu Description
                     Work With GL Account Type
Work With GL Source
                                                                    : Menu
: unctions
                     Work With Chart of Accounts
number 1 \rightarrow
                       Work With GL Currency
                   1 Work With Bank
                       Work With Fiscal Periods
                       Work With GL Company
                       Work With Recurring JE
                : F3=Exit
```

You're working with this window

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





Work With Bank Search Fields The Options The Bank List Function Keys The Work With Bank display fills up your entire screen.

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

The Options are explained throughout this section.

In the lower half, there is a selection of Banks in Bank Code order.

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

A Main Starting Point

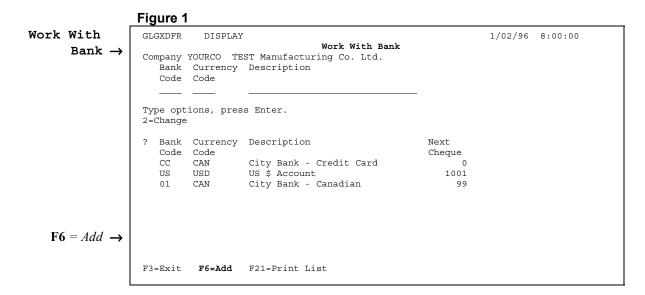
The next 4 Subsections begin at the Work With Bank display.

- 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.

6.5.1. How To Add A Bank

The Main Starting Point

Figure 1 shows the Work With Bank display.



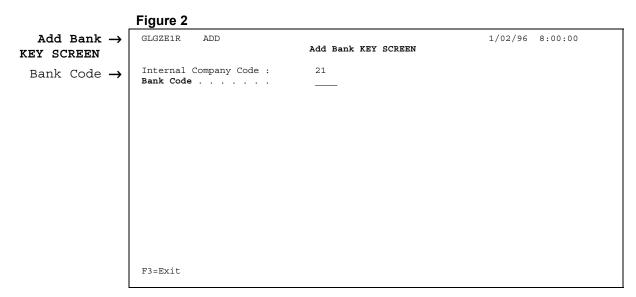
The Scenario

We are going to add a Bank.

• In Figure 1, **F6** lets you Add Banks.

Adding A Bank

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



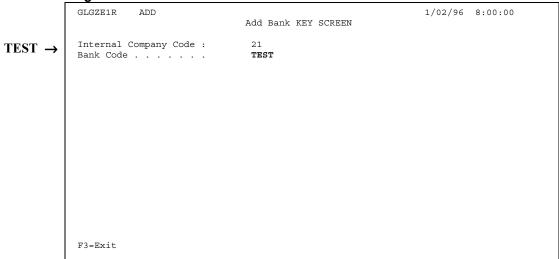
Your Choices

Figure 2 shows the Add Bank KEY SCREEN.

- We need to fill the Bank Code field.
- We will use, TEST.

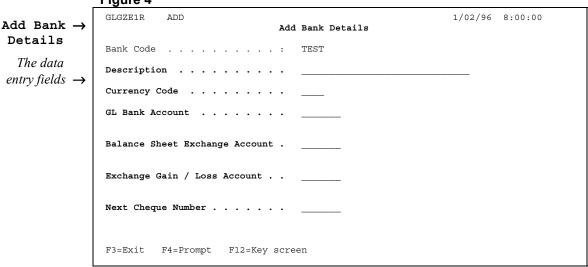
Key in *TEST*, as shown in Figure 3.

Figure 3



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





Your Choices

Figure 4 shows the Add Bank Details display.

- We need to fill in the 6 data fields.
- In the Description field, we will call this Bank, Test Bank.
- **F4** lets you prompt the next 4 fields.

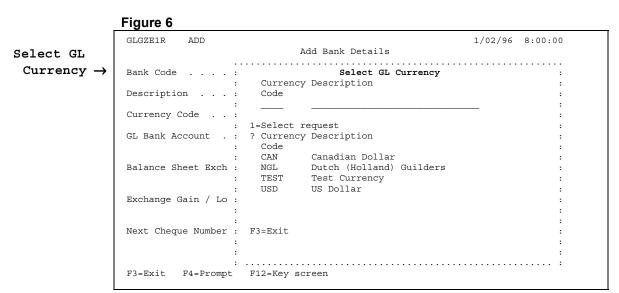
Key in *Test Bank*, as shown in Figure 5. Then tab down to Currency Code.

<u>.</u>	0			
	GLGZE1R ADD	Add Bank Details	1/02/96	8:00:00
T (D)	Bank Code	. : TEST		
Test Bank →	Description	Test Bank		
Currency Code →	Currency Code	· ·		
	GL Bank Account	· ·		
	Balance Sheet Exchange Account	t		
	Exchange Gain / Loss Account .	· ·		
	Next Cheque Number	· ·		
	F3=Exit F4=Prompt F12=Key	screen		

Figure 5

Currency

Press **F4**, and your display will look like Figure 6.



You're working with this window

Your Choices

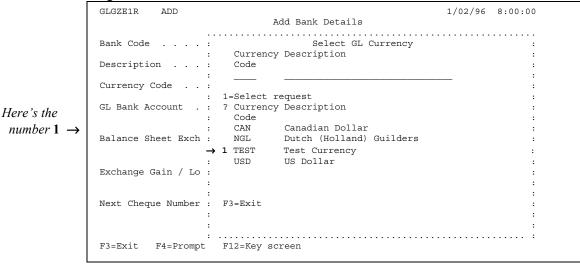
Figure 6 shows the Select GL Currency window.

- We will select the TEST Currency.
- Option number 1 lets you select Currencies.

Selecting

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

Figure 7



You're working with this window

Filled

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

	Figure 8		
Add Bank Details →	GLGZE1R ADD Add Bank Details	1/02/96	8:00:00
	Bank Code TEST		
TEST →	Description Test Bank		
GL Bank→	Currency Code TEST Test Currency		
Account	GL Bank Account		
	Balance Sheet Exchange Account		
	Exchange Gain / Loss Account		
	Next Cheque Number		
	F3=Exit F4=Prompt F12=Key screen		

Your Choices

Figure 8 shows the Add Bank Details display.

- TEST fills the Currency Code field.
- Next, we will work with the GL Bank Account.

GL Bank Account

Tab down to GL Bank Account and press **F4**. Your display will look like Figure 9.

Figure 9

Select GL Account →

				Select (L Account			:
	Company	GL Cost	Account	GL Sub	Description		Account	:
	Code	Centre	Code	Account			Type	:
								:
								:
Т	Type option	ons, pres	ss Enter	-				:
								:
	_=Select :	-						:
?					Description		Account	:
	Code	Centre		Account			Type	:
	YOURCO		0000		Balance Sheet			:
	YOURCO		0100		Assets			:
	YOURCO		0105		Current Assets	3		:
	YOURCO		0110		Cash			:
	YOURCO		0120		Cash General A	Account		+ :
								:
F	3=Exit							:
								:
								:
								:

You're working with this window

Your Choices

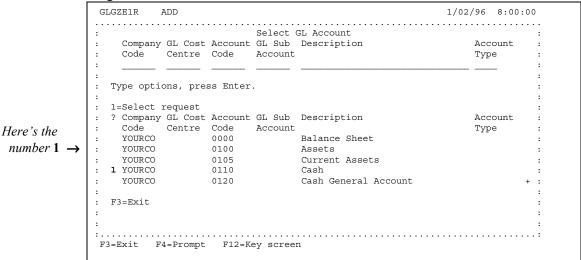
Figure 9 shows the Select GL Account window.

• We will choose the Cash Account.

Selecting

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

Figure 10



You're working with this window

Figure 11

Add Bank Details \rightarrow	GLGZE1R ADD	Add Bank Details	1/02/96 8:00:00
	Bank Code	: TEST	
	Description	. Test Bank	
	Currency Code	. TEST Test Currency	
Cash →	GL Bank Account		
Balance Sheet → Exchange Account	Balance Sheet Exchange Account	Cash:	
	Exchange Gain / Loss Account .	·	
	Next Cheque Number	·	
	F3=Exit F4=Prompt F12=Key	screen	

Your Choices

Figure 11 shows the Add Bank Details display.

- Cash fills the GL Bank Account field.
- Next, we will work with the Balance Sheet Exchange Account.

Exchange Account

Tab down to Balance Sheet Exchange Account and press **F4**. Your display will look like Figure 12.

Figure 12

Select GL
Account →

:				Select (GL Account		:
:	Company	GL Cost	Account	GL Sub	Description	Account	:
:	Code	Centre	Code	Account		Type	:
:							:
:							:
:	Type option	ons, pres	ss Enter	-			:
:	1 0-1						:
:	1=Select :		7 agount	CT Cub	Degarintion	Account.	:
		Centre			Description		:
	YOURCO	centre	0000	ACCOUNT	Balance Sheet	Туре	:
:	YOURCO		0100		Assets		:
:	YOURCO		0100		Current Assets		:
	YOURCO		0105		Cash		:
	YOURCO		0120		Cash General Account		
	1001(00		0120		cash deneral Account		т.
	F3=Exit						:
:	15 2						:

You're working with this window

Your Choices

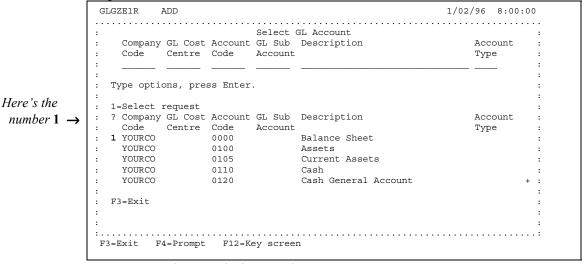
Figure 12 shows the Select GL Account window.

• We will select the Balance Sheet.

Selecting

Tab across, then down to Balance Sheet, and key in a 1, as shown in Figure 13.

Figure 13



You're working with this window

Filled

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

	Figure 14			
Add Bank Details \rightarrow	GLGZE1R ADD	i Bank Details	1/02/96	8:00:00
	Bank Code :	TEST		
	Description	Test Bank		
	Currency Code	TEST Test Currency		
	GL Bank Account	0110 Cash		
Balance Sheet → Exchange →	Balance Sheet Exchange Account .	0000 Balance Sheet		
Gain / Loss Account	Exchange Gain / Loss Account			
	Next Cheque Number			
	F3=Exit F4=Prompt F12=Key scre	een		

Your Choices

Figure 14 shows the Add Bank Details display.

- Balance Sheet fills the Balance Sheet Exchange Account field.
- Next, we will work with Exchange Gain / Loss Account.

Gain / Loss

Tab down to Exchange Gain / Loss Account and press **F4**. Your display will look like Figure 15.

Figure 15

 $\begin{array}{c} \texttt{Select GL} \\ \texttt{Account} \rightarrow \end{array}$

			Select (L Account		:
				Description	Account	:
Code	Centre	Code	Account		Туре	:
						:
Type option	ons, pres	ss Enter	Ē			:
1=Select :	remiest					:
	-	Account	GI. Sub	Description	Account	:
	Centre		Account	Debelipeion	Type	
YOURCO		0000		Balance Sheet	-12-	
YOURCO		0100		Assets		:
YOURCO		0105		Current Assets		:
YOURCO		0110		Cash		:
YOURCO		0120		Cash General Account		+ :
						:
F3=Exit						:
						:
						:

You're working with this window

Your Choicesi

Figure 15 shows the Select GL Account window.

• We are going to search for and select the Exchange Account.

Searching

Tab across to the Description search field, and key in *Exchange*, as shown in Figure 16.

Figure 16

Exchange →

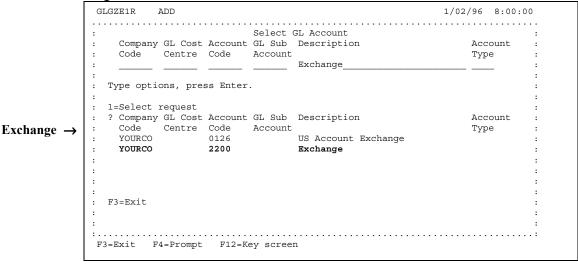
:				Select (GL Account		:
					Description	Account	:
	Code	Centre	Code	Account		Type	:
					Exchange		:
							:
	Type optio	ons, pres	ss Enter	-			:
							:
	1=Select 1						:
					Description	Account	:
		Centre		Account		Type	:
	YOURCO		0000		Balance Sheet		:
	YOURCO		0100		Assets		:
	YOURCO		0105		Current Assets		:
	YOURCO		0110		Cash		:
	YOURCO		0120		Cash General Account		+ :
							:
	F3=Exit						:
							:
							:

You're working with this window

Found

Press Enter, and your display will look like Figure 17.

Figure 17

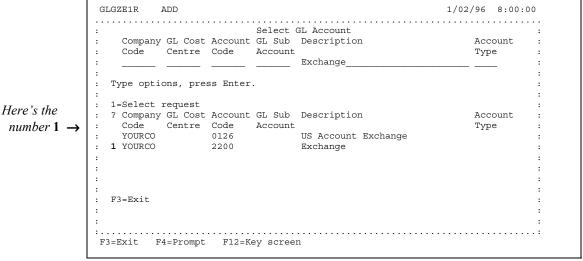


You're working with this window

Selecting

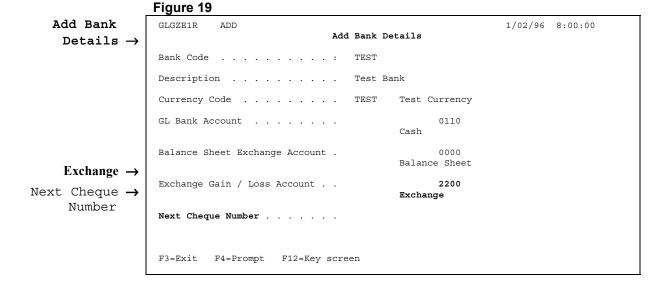
Tab across, then down to Exchange, and key in a 1, as shown in Figure 18.

Figure 18



You're working with this window

Press Enter, and your display will look like Figure 19.



Your Choices

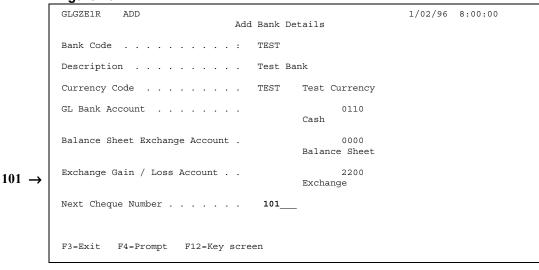
Figure 19 shows the Add Bank Details display.

- Exchange fills the Exchange Gain / Loss Account field.
- Next, we will work with the Next Cheque Number.

Next Cheque Number

Tab down to Next Cheque Number and key in 101, as shown in Figure 20.

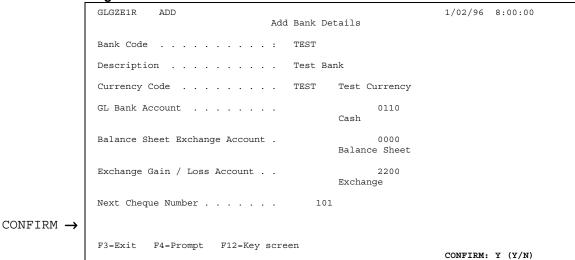
Figure 20



Processing

Press Enter, and your display will look like Figure 21.

Figure 21



Confirming Confirmation Tips

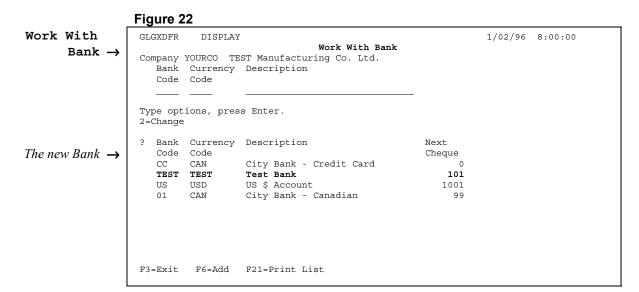
You will be asked to confirm your new Bank.

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 new Bank, press N then F3.

Returning To The Main Starting Point

Press Enter to return to Work With Bank.



The Result You Are Done

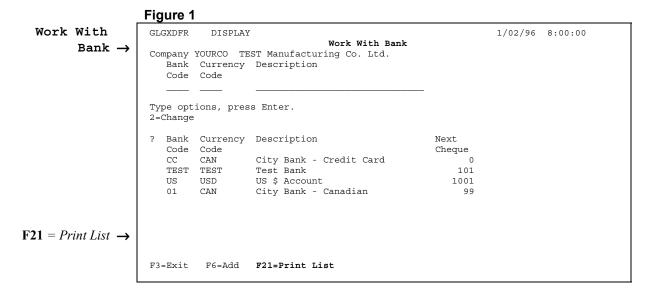
You have successfully added a new Bank.

This completes Subsection 6.5.1., How To Add A Bank.

6.5.2. How To Print The Bank List

The Main Starting Point

Figure 1 shows the Work With Bank display.



The Scenario

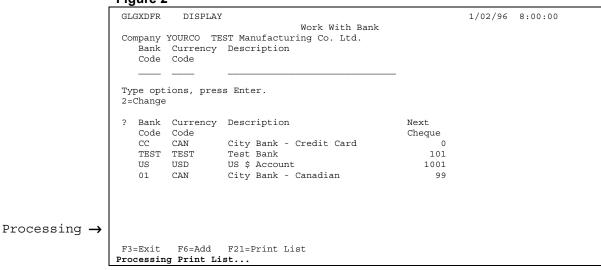
We are going to print the Bank list.

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

Printing

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

Figure 2

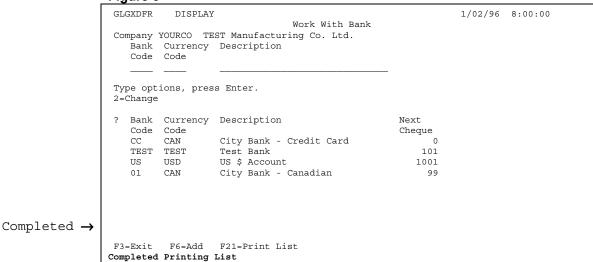


The Processing Print List message appears in the bottom left.

Completed

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

Figure 3



Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the Bank list.

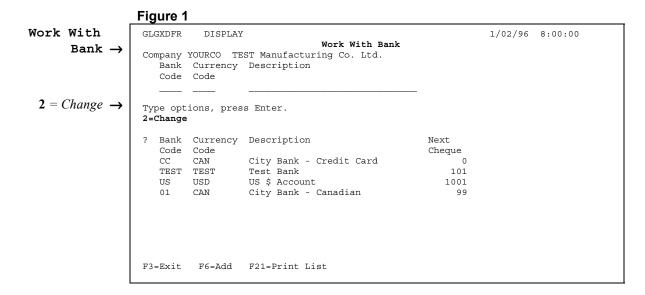
You Are Done

This completes Subsection 6.5.2., How To Print The Bank List.

6.5.3. How To Change Bank Details

The Main Starting Point

Figure 1 shows the Work With Bank display.



The Scenario

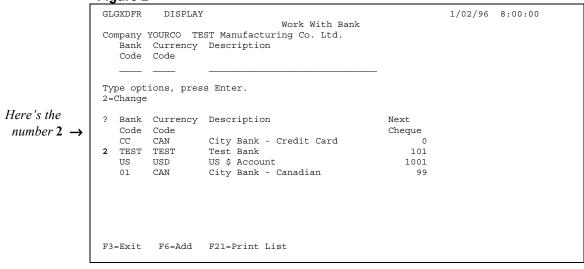
We are going to bring up the display that lets you change the Details for the Test Bank.

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

Making Changes

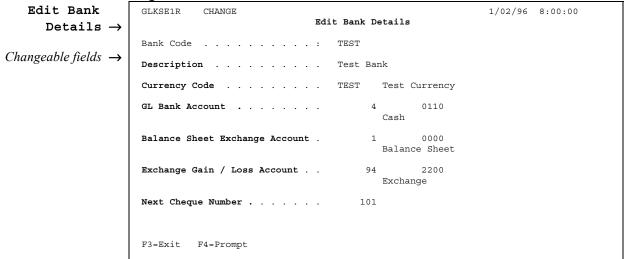
Tab across, then down to Test Bank, and key in a 2, as shown in Figure 2.

Figure 2



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

Figure 3



Your Choices

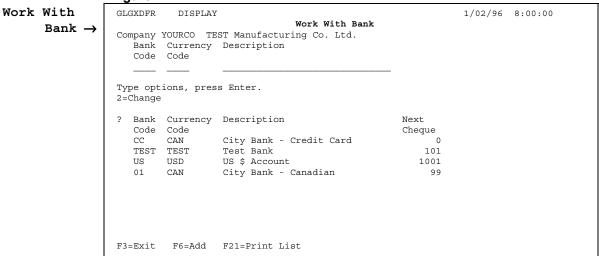
Figure 3 shows the Edit Bank Details display.

- All of the fields are changeable except for Bank Code.
- Changing the Banks is a similar task to adding new ones, see Subsection 6.5.1., How To Add A Bank, for further instructions.
- **F3** lets you exit without making changes.

Returning To The Main **Starting Point**

Press F3 to return to Work With Bank.

Figure 4



The Result

You have successfully brought up the display that lets you change Bank Details.

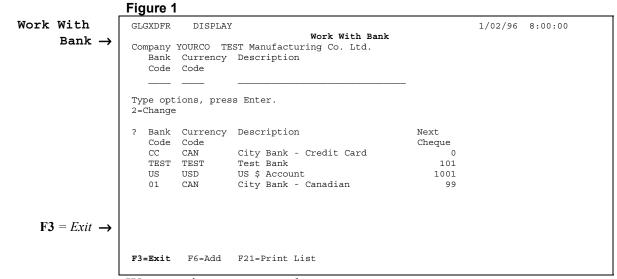
You Are Done

This completes Subsection 6.5.3., How To Change Bank Details.

6.5.4. How To Return To The GL Setup Menu

The Main Starting Point

Figure 1 shows the Work With Bank display.



The Scenario

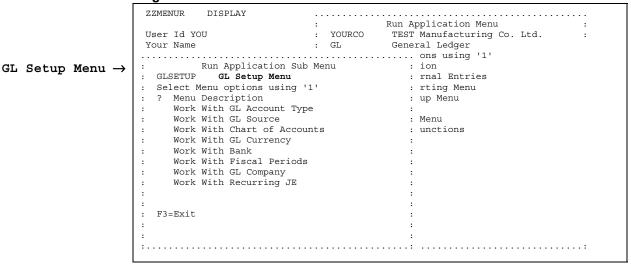
We are going to return to the GL Setup Menu.

• In Figure 1, **F3** lets you exit.

GL Setup Menu

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

Figure 2



You're working with this window

The Result You Are Done

You have successfully returned to the ${\tt GL}$ ${\tt Setup}$ ${\tt Menu}$.

This completes Subsection 6.5.4., How To Return To The GL Setup Menu, and Section 6.5., How To Work With The Banks.

6.6. How To Work With Fiscal Periods

GL Setup Menu

Figure 1 shows the GL Setup Menu.

Figure 1

GL Setup Menu →

```
ZZMENUR
           DISPLAY
                             : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
User Id YOU
 Your Name
..... ons using '1'
         Run Application Sub Menu : ion
P GL Setup Menu : rnal Entries
: GLSETUP GL Setup Menu
  Select Menu options using '1'
                                              : rting Menu
  ? Menu Description
                                             : up Menu
     Work With GL Account Type
     Work With GL Source
     Work With Chart of Accounts
                                              : unctions
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
  F3=Exit
```

You're working with this window

The Scenario

We are going to go to Work With Fiscal Periods.

• In Figure 1, option number 1 lets you select a display.

Selecting

Tab down to Work With Fiscal Periods, and key in a ${\it 1}$, as shown in Figure 2.

Figure 2

```
ZZMENUR
           DISPLAY
                             : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
User Id YOU
Your Name
..... ons using '1'
         Run Application Sub Menu : ion
GL Setup Menu : rnal Entries
: GLSETUP GL Setup Menu
 Select Menu options using '1'
                                             : rting Menu
  ? Menu Description
                                             : up Menu
    Work With GL Account Type
Work With GL Source
                                             : Menu
   Work With Chart of Accounts
Work With GL Currency
                                             : unctions
     Work With Bank
  1 Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
: F3=Exit
                       ......
```

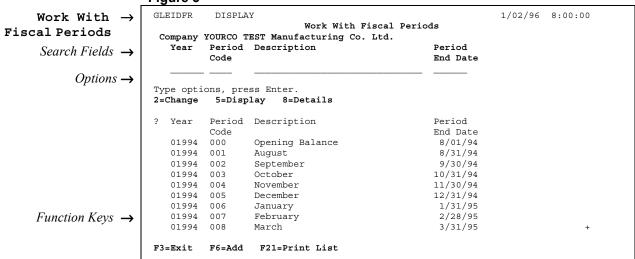
Here's the number $1 \rightarrow$

You're working with this window

Fiscal Periods

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





Work With Fiscal Periods Search Fields The Options The Fiscal Period List Function Keys The Work With Fiscal Periods display fills up your entire screen.

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

The Options are explained throughout this section.

In the lower half, there is a selection of Fiscal Periods in Fiscal Period Code order.

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 Fiscal Periods 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.

6.6.1. How To Add A Fiscal Year

The Main Starting Point

Figure 1 shows the Work With Fiscal Periods display.

	Figure 1				
Work With \rightarrow	GLEIDFR DISP			1/02/96	8:00:00
Fiscal Periods		Work With Fiscal Peri	lods		
		TEST Manufacturing Co. Ltd.	Period		
	rear Perio Code	d Description	End Date		
	code		Elia Date		
	Type options, p	ress Enter.			
		splay 8=Details			
	? Year Perio	d Description	Period		
	Code		End Date		
	01994 000	Opening Balance	8/01/94		
	01994 001	August	8/31/94		
	01994 002	September	9/30/94		
	01994 003	October	10/31/94		
	01994 004	November	11/30/94		
	01994 005	December	12/31/94		
	01994 006	January	1/31/95		
$\mathbf{F6} = Add \rightarrow$	01994 007	February	2/28/95		
10 2100 7	01994 008	March	3/31/95		+
	F3=Exit F6=Ad	f F21=Print List			

The Scenario

We are going to add a new Fiscal Year to the General Ledger.

• In Figure 1, **F6** lets you add Fiscal Years.

Adding A Fiscal Period

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

Figure 2 GLEIDFR DISPLAY 1/02/96 8:00:00 Work With Fiscal Periods Company YOURCO TEST Manufacturing Co. Ltd. Year Period Description Period End Date Add Fiscal Code Year \rightarrow T : Add Fiscal Year The data \rightarrow 2: entry fields F3=Exit 01994 007 February 01994 008 March 2/28/95 3/31/95 F3=Exit F6=Add F21=Print List

You're working with this window

Your Choices

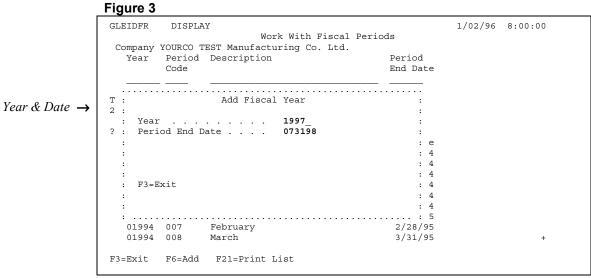
Figure 2 shows the Add Fiscal Year window.

- We need to fill in the Year and the Period End Date.
- We will use 1997 for the Year.
- The test company, YOURCO, ends its fiscal year on July 31, so we will use this date for the Period End Date.

Filling In The Fields

Key in the year and date as shown in Figure 3.





You're working with this window

Processing

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

Figure 4

GLEIDER DISPLAY		1/02/06	0.00.00
		1/02/96	8:00:00
	k With Fiscal Periods		
Company YOURCO TEST Manufactu			
Year Period Description	Period		
Code	End Date		
T: Add Fiscal	Year :		
2 :	:		
: Year	1997 :		
? : Period End Date	73198 :		
:	: e		
:	: 4		
:	: 4		
:	: 4		
: F3=Exit	: 4		
•			
•	: CONFIRM: Y (Y/N) : : 4		
	: : /95		
01994 008 March	3/31/95		+
01004 000 March	3/31/93		₹
F3=Exit F6=Add F21=Print L	ict		
ra-baic ro-add rai=Pillich	IBC		

The CONFIRM window

Confirming Confirmation Tips

You will be asked to confirm your new Fiscal Year.

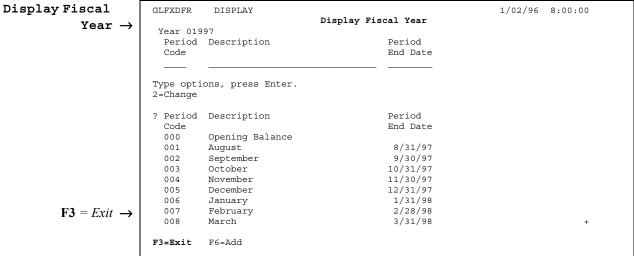
The Y for "yes" will be waiting for your response.

- If you want to make a correction, press N.
- If you want to escape without processing your new Fiscal Year, press N then F3.

Fiscal Year

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





Your Choices

Figure 5 shows the Display Fiscal Year display.

- The functions and options available on this display are covered in Subsection 6.6.4., How To Work With Fiscal Years.
- **F3** lets you exit this display.

Returning To The Main Starting Point

Press F3 to return to Work With Fiscal Periods.

Figure 6

Work With \rightarrow Fiscal Periods

			Work With Fiscal Pe	rioas	
C	ompany	YOURCO T	EST Manufacturing Co. Ltd.		
	Year	Period	Description	Period	
		Code		End Date	
Гу	pe opti	ons, pre	ss Enter.		
2=	Change	5=Disp	lay 8=Details		
>	Voar	Doried	Description	Period	
•	Ieal		Description		
		Code		End Date	
	01994		Opening Balance	8/01/94	
	01994	001	August	8/31/94	
	01994	002	September	9/30/94	
	01994	003	October	10/31/94	
		004	November	11/30/94	
	01994			, ,	
			December	12/31/94	
	01994	005		12/31/94 1/31/95	
	01994 01994	005 006	January	1/31/95	
	01994 01994 01994	005 006 007	January February	1/31/95 2/28/95	
	01994 01994	005 006 007	January	1/31/95	+

Your Choices

Figure 6 shows the Work With Fiscal Periods display.

• We will now search for 1997 to show that it has been added.

Searching

Key 1997, in to the Company Year search field, as shown in Figure 7.

Figure 7

1997 →

LEIDFR	DISPLA	Work With Fisc	-1 Pi-d-	1/02/96	8:00:00
~	TOTTE GO E				
		EST Manufacturing Co. Lt			
Year		Description	Period		
	Code		End Date		
1997					
tma anti	ona nro	ag Enton			
		ss Enter.			
=Change	5=DISP	olay 8=Details			
Year	Period	Description	Period		
	Code	-	End Date		
01994	000	Opening Balance	8/01/94		
01994	001	August	8/31/94		
01994	002	September	9/30/94		
01994	003	October	10/31/94		
01994	004	November	11/30/94		
01994		December	12/31/94		
01994		January	1/31/95		
01994		February	2/28/95		
01994		March	3/31/95		+
01001	000	1102 011	3/31/33		

Found

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

Figure 8

	GLEIDFR	DISPLA	Y		1/02/96	8:00:00
			Work With	Fiscal Periods		
	Company	YOURCO T	EST Manufacturing Co	o. Ltd.		
	Year	Period	Description	Period		
		Code		End Date		
	1997					
	Type opti	ons. pre	ss Enter.			
			lay 8=Details			
		-	•			
1997 →	? Year		Description	Period		
		Code		End Date		
	01997	000	Opening Balance			
		001	August	8/31/97		
		002	September	9/30/97		
	01997	003	October	10/31/97		
	01997	004	November	11/30/97		
	01997	005	December	12/31/97		
	01997	006	January	1/31/98		
	01997	007	February	2/28/98		
	01997	800	March	3/31/98		+
	F3=Exit	F6=Add	F21=Print List			

The Result You Are Done

You have successfully added a new Fiscal Year to the General Ledger.

This competes Subsection 6.6.1., How To Add A Fiscal Year.

6.6.2. How To Print The Fiscal Period List

The Main Starting Point

Figure 1 shows the Work With Fiscal Periods display.

	Figure 1					
	GLEIDFR	DISPLA	Y		1/02/96	8:00:00
Work With \rightarrow			Work With Fiscal Peri	ods		
Fiscal Periods	Company	YOURCO I	EST Manufacturing Co. Ltd.			
	Year	Period	Description	Period		
		Code		End Date		
	Type opti					
	2=Change	5=Disp	lay 8=Details			
	? Year	Period	Description	Period		
		Code	•	End Date		
	01994	000	Opening Balance	8/01/94		
	01994	001	August	8/31/94		
	01994	002	September	9/30/94		
	01994	003	October	10/31/94		
	01994	004	November	11/30/94		
	01994	005	December	12/31/94		
	01994	006	January	1/31/95		
$\mathbf{F21} = Print\ List \rightarrow$	01994	007	February	2/28/95		
	01994	800	March	3/31/95		+
	F3=Exit	F6=Add	F21=Print List			

The Scenario

We are going to print the Fiscal Period list.

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

Printing

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

Figure 2

	GLEIDFR	DISPLA	Υ		1/02/96	8:00:00
			Work With Fiscal Per	ods	-,,	
	Company	YOURCO T	EST Manufacturing Co. Ltd.			
	Year		Description	Period		
	1001	Code	Beberrperon	End Date		
	Type opti	ons, pre	ss Enter.			
			lay 8=Details			
		-	-			
	? Year	Period	Description	Period		
		Code	_	End Date		
	01994	000	Opening Balance	8/01/94		
	01994	001	August	8/31/94		
	01994	002	September	9/30/94		
	01994	003	October	10/31/94		
	01994	004	November	11/30/94		
	01994	005	December	12/31/94		
	01994	006	January	1/31/95		
	01994	007	February	2/28/95		
Processing \rightarrow	01994	800	March	3/31/95		+
3						
	F3=Exit	F6=Add	F21=Print List			
	Processing	Print L	ist			
•						

The Processing Print List message appears in the bottom left.

Completed

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

Figure 3

	GLEIDFR	DISPLA	v		1/02/06	8:00:00
	GLEIDER	DISFLA	Work With Fiscal Per	ioda	1/02/96	6:00:00
	Company	VOITECO T	EST Manufacturing Co. Ltd.	1005		
	Year		Description	Period		
	ieai	Code	Description	End Date		
		code		End Date		
	Type opti	ons, pre	ss Enter.			
	2=Change					
			1			
	? Year	Period	Description	Period		
		Code		End Date		
	01994	000	Opening Balance	8/01/94		
	01994	001	August	8/31/94		
	01994	002	September	9/30/94		
	01994	003	October	10/31/94		
	01994	004	November	11/30/94		
	01994	005	December	12/31/94		
	01994	006	January	1/31/95		
	01994	007	February	2/28/95		
Completed \rightarrow	01994	800	March	3/31/95		+
	F3=Exit	E6-144	F21=Print List			
	Completed					
	combieced	FIIICING	птас			

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the Fiscal Period list.

You Are Done

This completes Subsection 6.6.2., How To Print The Fiscal Period List.

6.6.3. How To Display Fiscal Periods

The Main **Starting Point**

Figure 1 shows the Work With Fiscal Periods display.

<u>-</u>	Figure 1				
	GLEIDFR DIS	PLAY		1/02/96	8:00:00
Work With \rightarrow		Work With Fiscal Pe	eriods		
Fiscal Periods		O TEST Manufacturing Co. Ltd.			
		od Description	Period		
	Code		End Date		
$5 = Display \rightarrow$	Type options,	nress Enter			
1 ,		isplay 8=Details			
	<u> </u>				
	? Year Peri	od Description	Period		
	Code		End Date		
	01994 000	Opening Balance	8/01/94		
	01994 001	August	8/31/94		
	01994 002	September	9/30/94		
	01994 003	October	10/31/94		
	01994 004	November	11/30/94		
	01994 005	December	12/31/94		
	01994 006	January	1/31/95		
	01994 007	February	2/28/95		
	01994 008	March	3/31/95		+
	F3=Exit F6=F	dd F21=Print List			

The Scenario

We are going to display the Details for the Opening Balance period for the year 1994.

• In Figure 1, option number 5 lets you display Details.

Display Details

Tab across, then down to Opening Balance, and key in a 5, as shown in Figure 2.

Figure 2

				Work With Fisca	al Periods	
	C	ompany	YOURCO T	EST Manufacturing Co. Ltd	d.	
		Year	Period	Description	Period	
			Code		End Date	
	Ty	pe opti	ons, pre	ess Enter.		
the				lay 8=Details		
	?	Year	Period	Description	Period	
$er 5 \rightarrow$	•	rcur	Code	Deberrperon	End Date	
	5	01994		Opening Balance	8/01/94	
		01994	001	August	8/31/94	
		01994		September	9/30/94	
		01994	003	October	10/31/94	
		01994	004	November	11/30/94	
		01994	005	December	12/31/94	
		01994	006	January	1/31/95	
		01994	007	February	2/28/95	
		01994	800	March	3/31/95	+
		=Exit	F6=Add	F21=Print List		

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

Figure 3

Display Fiscal → Period Details

GLFWD1R DISPLAY 1/02/96 8:00:00 Display Fiscal Period Details Internal Company Code : Year : 01994
Period Code : 000
Period End Date . . . : 8/01/94 F3=Exit F12=Key screen

Your Choices

Figure 3 shows the Display Fiscal Period Details display.

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

Returning To The Main

Press F3 to return to Work With Fiscal Periods.

Starting Point

Fiscal Periods

Figure 4 Work With →

	EIDFR	DISPLA	Work With Fiscal P		_,, , , o	8:00:00
_				eriods		
Co	~ ~		EST Manufacturing Co. Ltd.			
	Year	Period	Description	Period		
		Code		End Date		
νī	oe opti	ons, pre	ss Enter.			
			lay 8=Details			
	Year	Period	Description	Period		
		Code		End Date		
	01994	000	Opening Balance	8/01/94		
	01994	001	August	8/31/94		
	01994	002	September	9/30/94		
	01994	003	October	10/31/94		
	01994	004	November	11/30/94		
	01994	005	December	12/31/94		
	01994	006	January	1/31/95		
	01994		February	2/28/95		
		008	March	3/31/95		+
	01994	000		5/51/55		
	01994					

The Result

You have successfully displayed the Details for the Opening Balance period.

You Are Done

This completes Subsection 6.6.3., How To Display Fiscal Periods.

6.6.4. How To Work With Fiscal Years

The Main Starting Point

Figure 1 shows the Work With Fiscal Periods display.

	Figure 1				
	GLEIDFR DI	SPLAY		1/02/96	8:00:00
Work With $ ightarrow$		Work With Fiscal Per	riods		
Fiscal Periods	Company YOUR	CO TEST Manufacturing Co. Ltd.			
	Year Per	lod Description	Period		
	Cod	2	End Date		
$8 = Details \rightarrow$	Type options,	nress Enter			
		Display 8=Details			
	3				
	? Year Per	lod Description	Period		
	Cod		End Date		
	01994 000	Opening Balance	8/01/94		
	01994 001	August	8/31/94		
	01994 002	September	9/30/94		
	01994 003	October	10/31/94		
	01994 004	November	11/30/94		
	01994 005	December	12/31/94		
	01994 006	January	1/31/95		
	01994 007	February	2/28/95		
	01994 008	March	3/31/95		+
	F3=Exit F6=	Add F21=Print List			

The Scenario

We are going to work with the Details for the Opening Balance period.

• In Figure 1, option number 8 lets you work with Details.

Working With Details

Tab across, then down to Opening Balance, and key in an $\boldsymbol{\delta}$, as shown in Figure 2.

Figure 2

[GLEIDFR	DISPLA	У		1/02/96	8:00:00
	OBBIDIK	DIDIE	Work With Fiscal Peri	ode	1/02/30	0.00.00
	Company	VOITECO T	EST Manufacturing Co. Ltd.	Jour		
	Year		Description	Period		
	ieai	Code	Description	End Date		
		code		Elia Date		
	Tyme ont	one pre	ss Enter.			
			lay 8=Details			
Here's the	z-change	J-DISP	iay 0-Decails			
number $8 \rightarrow$? Year	Period	Description	Period		
number 6 -7		Code		End Date		
	8 01994	000	Opening Balance	8/01/94		
	01994	001	August	8/31/94		
	01994	002	September	9/30/94		
	01994	003	October	10/31/94		
	01994	004	November	11/30/94		
	01994	005	December	12/31/94		
	01994	006	January	1/31/95		
	01994	007	February	2/28/95		
	01994	800	March	3/31/95		+
	F3=Exit	F6=Add	F21=Print List			

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

Figure 3

 $\begin{array}{c} {\tt Display} \to \\ {\tt Fiscal Year} \end{array}$

GLFXDFR	DISPLAY		1/02/96	8:00:00
		Display Fiscal Year		
Year 019	94			
Period	Description	Period		
Code		End Date		
	ons, press Enter.			
2=Change				
? Period	Description	Period		
Code	Debelipelon	End Date		
000	Opening Balance	8/01/94		
001	August	8/31/94		
002	September	9/30/94		
003	October	10/31/94		
004	November	11/30/94		
005	December	12/31/94		
006	January	1/31/95		
007	February	2/28/95		
008	March	3/31/95		+
F3=Exit	F6=Add			

A New Main Starting Point

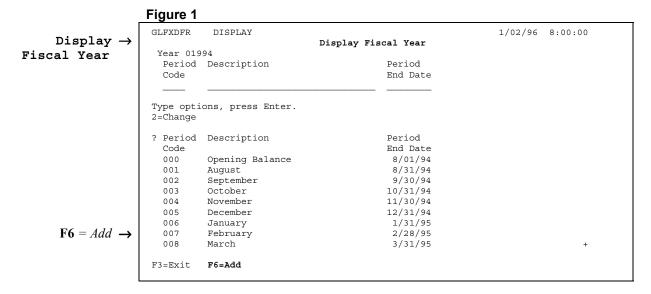
Figure 3 shows the Display Fiscal Year display.

- There are several functions and options available on this display.
- This subsection has been divided into 3 further subsections to demonstrate these functions and options.
- The Display Fiscal Year display will act as the Main Starting Point throughout the 3 subsections.

6.6.4.1. How To Add Fiscal Periods

The Main Starting Point

Figure 1 shows the Display Fiscal Year display.



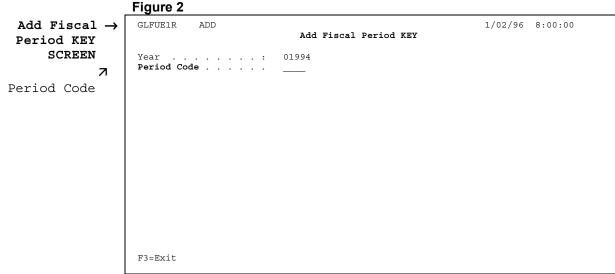
The Scenario

We are going to add a new Fiscal Period to the 1994 Fiscal Year.

• **F6** lets you add Fiscal Periods.

Adding A Period

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



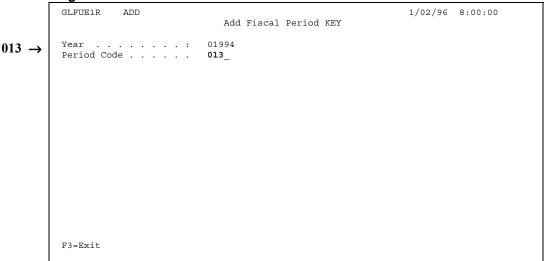
Your Choices

Figure 2 shows the Add Fiscal Period KEY SCREEN display.

- We need to fill in the Period Code field.
- We will use, 013.

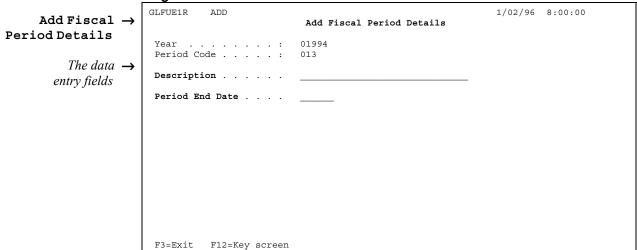
Key in *013*, as shown in Figure 3.

Figure 3



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





Your Choices

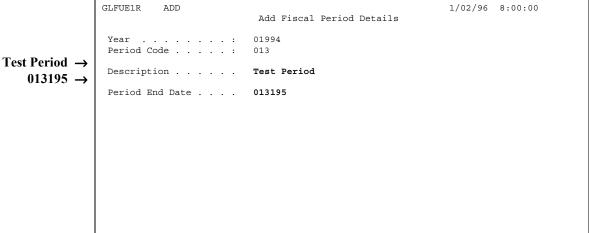
Figure 4 shows the Add Fiscal Period Details display.

- We need to fill in the Description and Period End Date fields.
- We will call the Period, Test Period, and give it an ending date of January 31, 1995.

Filling In The Fields

Fill in the fields, as shown in Figure 5.



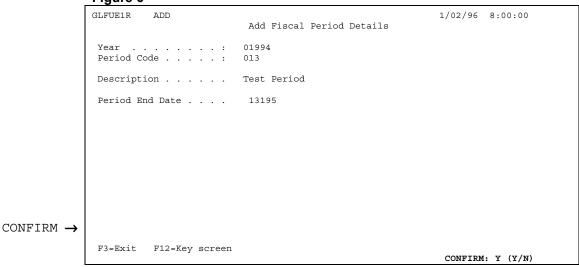


Processing

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

Figure 6

F3=Exit F12=Key screen



Confirming Confirmation Tips

You will be asked to confirm your new Period.

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 new Period, press N then F3.

Returning To The Main **Starting Point**

Press Enter to return to Display Fiscal Year.

Figure 7 Display GLFXDFR DISPLAY 1/02/96 8:00:00 Display Fiscal Year Fiscal Year → Year 01994 Period Description Period Period Code → Code End Date Type options, press Enter. 2=Change ? Period Description Period End Date Code 000 Opening Balance 8/01/94 8/31/94 001 August September 9/30/94 002 October 10/31/94 003 11/30/94 November 004 005 December 12/31/94 006 1/31/95 January 007 2/28/95 February 800 March 3/31/95 F3=Exit F6=Add

Your Choices

Figure 7 shows the Display Fiscal Year display.

The new Period does not appear on this display so we will use the Period Code search field to find it.

Key in 013 into the Period Code search field, as shown in Figure 8.

Figure 8

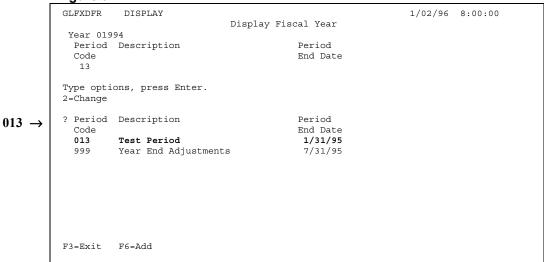
013

GLFXDFR	DISPLAY		1/02/96	8:00:00
		Display Fiscal Year		
Year 019	994			
Period	Description	Period		
Code		End Date		
013_				
Type opt	ions, press Enter.			
2=Change	iono, press incer.			
	Description	Period		
Code		End Date		
000	Opening Balance	8/01/94		
001	August	8/31/94		
002	September	9/30/94		
003	October	10/31/94		
004	November	11/30/94		
005	December	12/31/94		
006	January	1/31/95		
007	February	2/28/95		
800	March	3/31/95		+
TO Total	TC 244			
F3=Exit	F6=Add			

Found

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

Figure 9



The Result You Are Done

You have successfully added a new Fiscal Period.

This completes Subsection 6.6.4.1., How To Add Fiscal Periods.

6.6.4.2. How To Change Fiscal Periods

The Main Starting Point

Figure 1 shows the Display Fiscal Year display.

	Figure 1				
Display	GLFXDFR	DISPLAY		1/02/96	8:00:00
Fiscal Year →			Display Fiscal Year		
115001 1001 /	Year 019				
	Period	Description	Period		
	Code		End Date		
$2 = Change \rightarrow$	Trme enti	ons, press Enter.			
2 Change	2=Change	ons, press Enter.			
	z=change				
	? Period	Description	Period		
	Code		End Date		
	000	Opening Balance	8/01/94		
	001	August	8/31/94		
	002	September	9/30/94		
	003	October	10/31/94		
	004	November	11/30/94		
	005	December	12/31/94		
	006	January	1/31/95		
	007	February	2/28/95		
	800	March	3/31/95		+
	F3=Exit	F6=Add			

The Scenario

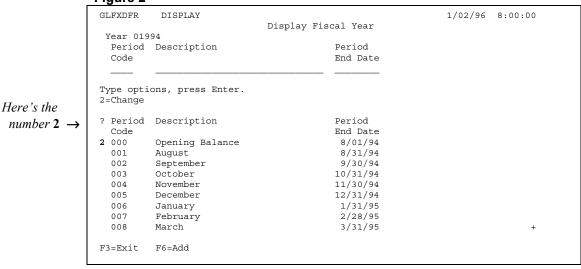
We are going to bring up the display that lets you make changes to the Fiscal Periods.

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

Making Changes

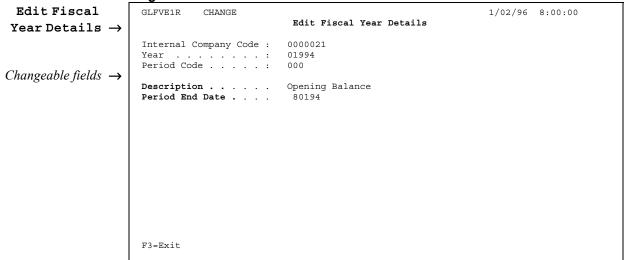
Tab across, then down to Opening Balance, and key in a 2, as shown in Figure 2.

Figure 2



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

Figure 3



Your Choices

Figure 3 shows the Edit Fiscal Year Details display.

- You can change the Description and the Period End Date fields.
- F3 lets you exit this display without making changes.

Returning To The Main Starting Point

Press F3 to return to Display Fiscal Year.

Display
Fiscal Year \rightarrow

FXDFR	DISPLAY		1/02/96	8:00:00
		Display Fiscal Year	, ,	
Year 019	94			
Period	Description	Period		
Code		End Date		
	ons, press Enter.			
=Change				
D = 2 = -2	Description	P 1 - 1		
Period	Description	Period		
Code	Description	Feriod End Date		
	Opening Balance			
Code	*	End Date		
Code 000	Opening Balance	End Date 8/01/94		
Code 000 001	Opening Balance August	End Date 8/01/94 8/31/94		
Code 000 001 002	Opening Balance August September	End Date 8/01/94 8/31/94 9/30/94		
Code 000 001 002 003	Opening Balance August September October	End Date 8/01/94 8/31/94 9/30/94 10/31/94		
Code 000 001 002 003 004	Opening Balance August September October November	End Date 8/01/94 8/31/94 9/30/94 10/31/94 11/30/94		
Code 000 001 002 003 004 005	Opening Balance August September October November December	End Date 8/01/94 8/31/94 9/30/94 10/31/94 11/30/94 12/31/94		
Code 000 001 002 003 004 005	Opening Balance August September October November December January	End Date 8/01/94 8/31/94 9/30/94 10/31/94 11/30/94 12/31/94 1/31/95		+

The Result

You have successfully brought up the display that lets you change Fiscal Periods.

You Are Done

This completes Subsection 6.6.4.2., How To Change Fiscal Periods.

6.6.4.3. How To Return To Work With Fiscal Periods

The Main Starting Point

Figure 1 shows the Display Fiscal Year display.

	Figure 1				
Display	GLFXDFR	DISPLAY		1/02/96	8:00:00
Fiscal Year \rightarrow	W 010	0.4	Display Fiscal Year		
·	Year 019				
		Description	Period		
	Code		End Date		
	m				
		ons, press Enter.			
	2=Change				
	? Period	Description	Period		
	Code	-	End Date		
	000	Opening Balance	8/01/94		
	001	August	8/31/94		
	002	September	9/30/94		
	003	October	10/31/94		
	004	November	11/30/94		
	005	December	12/31/94		
	006	January	1/31/95		
$\mathbf{F3} = Exit \rightarrow$	007	February	2/28/95		
10 Emil ,	800	March	3/31/95		+
	F3=Exit	F6=Add			

The Scenario

We are going to return to Work With Fiscal Periods.

• In Figure 1, **F3** lets you exit.

Figure 2

Exiting

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

Work with	
Fiscal Periods	\rightarrow

		Work With Fiscal	Periods	
Company	YOURCO T	EST Manufacturing Co. Ltd.		
Year	Period	Description	Period	
	Code		End Date	
		ss Enter.		
=Change	5=Disp	lay 8=Details		
Year	Period	Description	Period	
	Code		End Date	
01994	000	Opening Balance	8/01/93	
01994	001	August	8/31/93	
01994	002	September	9/30/93	
01994	003	October	10/31/93	
01994	004	November	11/30/93	
01994	005	December	12/31/93	
01994	006	January	1/31/94	
01994	007	February	2/28/94	
	008	March	3/31/94	+
01994				

The Result You Are Done

You have successfully returned to Work With Fiscal Periods. This completes Subsections 6.6.4.3., How To Return To Work With Fiscal Periods, and 6.6.4., How To Work With Fiscal Years.

6.6.5. How To Change Fiscal Periods

The Main Starting Point

Figure 1 shows the Work With Fiscal Periods display.

Work with Fiscal Periods \rightarrow

LEIDFR	DISPLA	Y		1/02/96	8:00:00
		Work With Fiscal Pe	riods		
~ ~		EST Manufacturing Co. Ltd.			
Year		Description	Period		
	Code		End Date		
lype opti	ons, pre	ss Enter.			
		lay 8=Details			
? Year	Period	Description	Period		
	Code		End Date		
01994	000	Opening Balance	8/01/94		
01994	001	August	8/31/94		
01004	002	September	9/30/94		
01994	0.03	October	10/31/94		
01994					
		November	11/30/94		
01994	004		11/30/94 12/31/94		
01994 01994	004		, ,		
01994 01994 01994	004 005 006	December	12/31/94		
01994 01994 01994 01994	004 005 006 007	December January	12/31/94 1/31/95		+

The Scenario

We are going to bring up the display that lets you make changes to the Fiscal Periods.

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

Making Changes

Here's the number $2 \rightarrow$

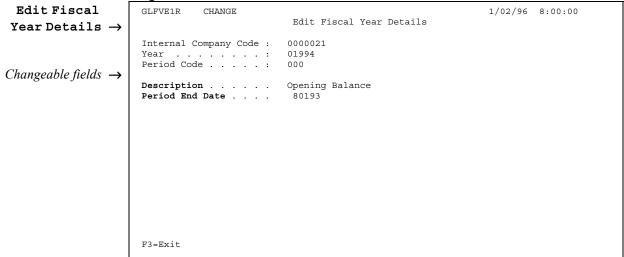
Tab across, then down to Opening Balance , and key in a $\boldsymbol{2}$, as shown in Figure 2.

Figure 2

GL	EIDFR	DISPLA	Y		1/02/96	8:00:00
			Work With Fiscal Per	iods		
С			EST Manufacturing Co. Ltd.			
	Year	Period Code	Description	Period End Date		
		Code		End Date		
Ty	pe opti	ons, pre	ss Enter.			
			lay 8=Details			
?	Year		Description	Period		
		Code		End Date		
2	01994	000	Opening Balance	8/01/94		
	01994	001	August	8/31/94		
	01994	002	September	9/30/94		
	01994	003	October	10/31/94		
	01994	004	November	11/30/94		
	01994	005	December	12/31/94		
	01994	006	January	1/31/95		
	01994	007	February	2/28/95		
	01994	008	March	3/31/95		+
F3	=Exit	F6=Add	F21=Print List			
	2	1 5 Haa	121 11110 2100			

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

Figure 3



Your Choices

Figure 3 shows the Edit Fiscal Year Details display.

- You can change the Description and the Period End Date fields.
- F3 lets you exit this display without making changes.

Returning To

Press F3 to return to Work With Fiscal Periods.

The Main **Starting Point**

Work with Fiscal Periods Figure 4

Company	YOURCO T	EST Manufacturing Co. Ltd.		
Year	Period	Description	Period	
	Code		End Date	
Type opt:	ions, pre	ss Enter.		
2=Change	5=Disp	lay 8=Details		
? Year	Period	Description	Period	
. Icui	Code	Beberipeion	End Date	
01994	000	Opening Balance	8/01/94	
01994	001	August	8/31/94	
01994	002	September	9/30/94	
01994	003	October	10/31/94	
01994	004	November	11/30/94	
01994	005	December	12/31/94	
01994	006	January	1/31/95	
01994	007	February	2/28/95	
01994	800	March	3/31/95	+

This Result

You have successfully brought up the display that lets you change Fiscal Perdiods

You Are Done

This completes Subsection 6.6.5., How To Change Fiscal Periods.

6.6.6. How To Return To The GL Setup Menu

The Main Starting Point

Figure 1 shows the Work With Fiscal Periods display.

	Figure 1					
Work with	GLEIDFR	DISPLA	Y		1/02/96	8:00:00
Fiscal Periods \rightarrow			Work With Fiscal Per	iods		
1150011011005 /	~ ~		EST Manufacturing Co. Ltd.			
	Year		Description	Period		
		Code		End Date		
	Type opti	ons, pre	ss Enter.			
	2=Change	5=Disp	lay 8=Details			
	? Year	Period	Description	Period		
	: ieai	Code	Description	End Date		
	01994	000	Opening Balance	8/01/94		
	01994	001	August	8/31/94		
	01994	002	September	9/30/94		
	01994	003	October	10/31/94		
	01994	004	November	11/30/94		
	01994	005	December	12/31/94		
	01994	006	January	1/31/95		
$\mathbf{F3} = Exit \rightarrow$	01994	007	February	2/28/95		
	01994	800	March	3/31/95		+
	F3=Exit	F6=Add	F21=Print List			

The Scenario

We are going to return to the GL Setup Menu.

• In Figure 1, **F3** lets you exit.

GL Setup Menu

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

```
DISPLAY
                                : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
 User Id YOU
 Your Name
                                ..... ons using '1'
: Run Application Sub Menu
: GLSETUP GL Setup Menu
                                                   : ion
                                                   : rnal Entries
   Select Menu options using '1'
                                                   : rting Menu
  ? Menu Description
                                                   : up Menu
      Work With GL Account Type
      Work With GL Source
                                                    : Menu
      Work With Chart of Accounts
                                                    : unctions
      Work With GL Currency
      Work With Bank
      Work With Fiscal Periods
      Work With GL Company
      Work With Recurring JE
   F3=Exit
```

You're working with this window

The Result You Are Done

You have successfully returned to the GL Setup Menu.

This completes Subsection 6.6.6.., How To Return To The GL Setup Menu, and Section 6.6.., How To Work With Fiscal Periods.

6.7. How To Work With GL Companies

GL Setup Menu

Figure 1 shows the GL Setup Menu.

Figure 1

GL Setup Menu →

```
ZZMENUR
           DISPLAY
                            : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
User Id YOU
 Your Name
..... ons using '1'
         Run Application Sub Menu : ion
P GL Setup Menu : rnal Entries
: GLSETUP GL Setup Menu
  Select Menu options using '1'
                                             : rting Menu
                                             : up Menu
  ? Menu Description
     Work With GL Account Type
     Work With GL Source
     Work With Chart of Accounts
                                              : unctions
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
  F3=Exit
```

You're working with this window

The Scenario

We are going to go to Work With GL Company.

• In Figure 1, option number 1 lets you select a display.

Selecting

Here's the number $1 \rightarrow$

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

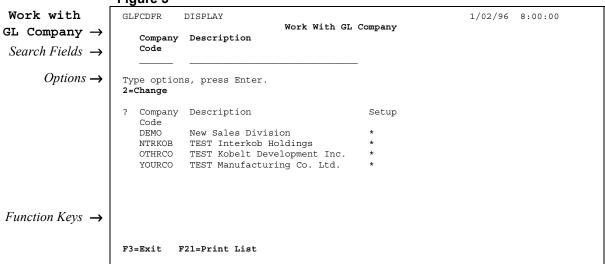
Figure 2

```
ZZMENUR
           DISPLAY
                            : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
 User Id YOU
 Your Name
..... ons using '1'
: Run Application Sub Menu : ion
: GLSETUP GL Setup Menu : rnal Entries
: Select Menu options using '1'
                                            : rting Menu
  ? Menu Description
                                            : up Menu
    Work With GL Account Type
Work With GL Source
                                            : Menu
: unctions
   Work With GL Currency
Work With Bank
     Work With Fiscal Periods
  1 Work With GL Company
     Work With Recurring JE
: F3=Exit
```

GL Company

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

Figure 3



Work With GL Comapny The Work With GL Company display fills up your entire screen.

Search Fields

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

The Options
The Company List

The Options are explained throughout this section.

In the lower half, there is a selection of GL Companies in Company Code order.

Function Keys

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

A Main Starting Point

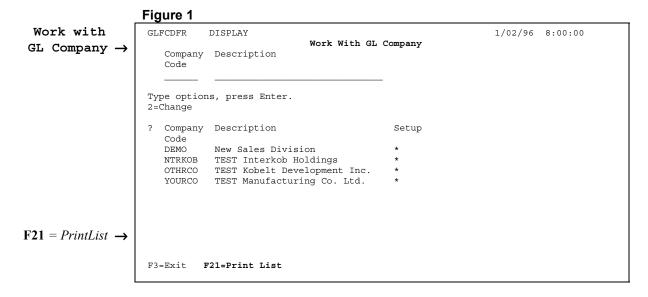
The next 3 Subsections begin at the Work With GL Company display.

- 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.

6.7.1. How To Print The GL Company List

The Main Starting Point

Figure 1 shows the Work With GL Company display.



The Scenario

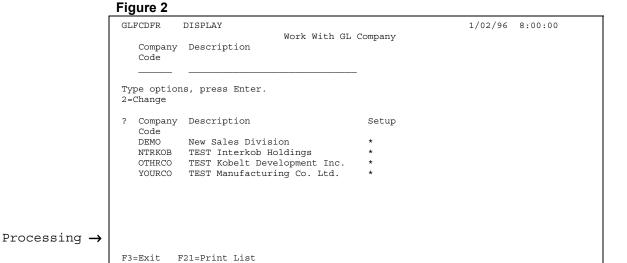
We are going to print the GL Company list.

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

Processing Print List...

Printing

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

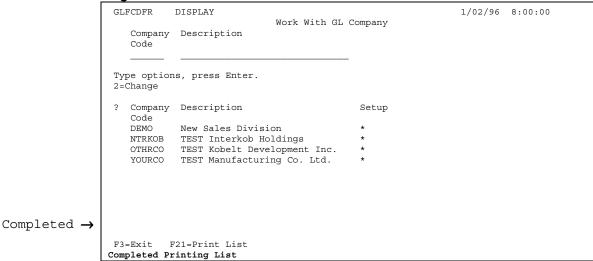


The Processing Print List message appears in the bottom left.

Completed

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

Figure 3



Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the GL Company List.

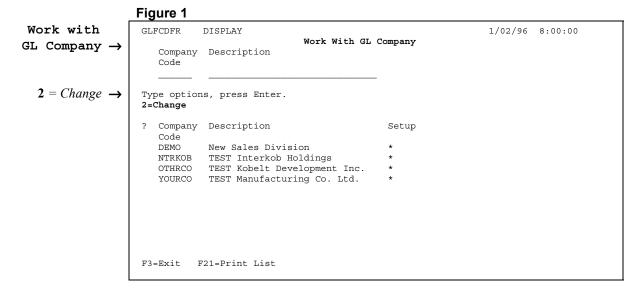
You Are Done

This completes Subsection 6.7.1., How To Print The GL Company List.

6.7.2. How To Change GL Company Details

The Main Starting Point

Figure 1 shows the Work With GL Company display.



The Scenario

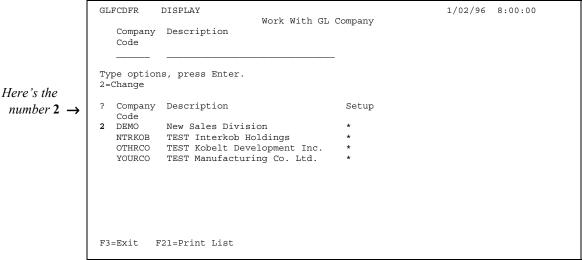
We are going to make some minor changes to the New Sales Division.

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

Making Changes

Tab across, then down to New Sales Division, and key in a 2, as shown in Figure 2.

Figure 2



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

Figure 3

Edit GL Company Details \rightarrow Changeable fields \rightarrow

Your Choices

Figure 3 shows the Edit GL Company Details display.

- The Consolidation Company Code can be the same as the GL Company Code depending upon how your company is set up.
- We will look at the next field, the Retained Earnings Account.
- **F4** lets you prompt the Retained Earnings Account and the Source Code fields.
- **F11** lets you delete this GL Company.

Retained Earnings

Tab down to Retained Earnings Account, as shown in Figure 4.

Figure 4

Retained Earnings Account →

```
Edit GL Company Details

Company Code: DEMO New Sales Division

Consolidation Company Code . . . YOURCO

Retained Earnings Account . . . .

GL Journal Entry Source Code . . . GL

Recurring JE Source Code . . . . GLR

Number of Fiscal Periods . . . . 12

Current Fiscal Year . . . . . . 1996

Current Fiscal Period . . . . . . 6
```

Prompting

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

Figure 5

Select GL
Account →

G:	LFYE1R	CHANGE				1/02/96 8:00	:00
:		GL Cost		GL Sub	JL Account Description	Account Type	:
:							:
:	Type opti	ons, pre	ss Enter				:
:	1=Select						:
:	? Company	GL Cost Centre		GL Sub Account	Description	Account	:
:	YOURCO	Centre	0000	ACCOUNT	Balance Sheet	Type	:
:	YOURCO				Assets		:
:	YOURCO		0105		Current Assets Cash		:
:	YOURCO		0120		Cash General Account		+ :
:	F3=Exit						:
:	15 LAIC						:
:							:
F	3=Exit F	4=Prompt	F11=D	elete			:

Your Choices

You're working with this window

Figure 5 shows the Select GL Account window.

- The GL Accounts are discussed in Section 4.4., How To Work With The Chart Of Accounts.
- We will use the Description search field to find the Retained Earnings Account.

Searching

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

Figure 6

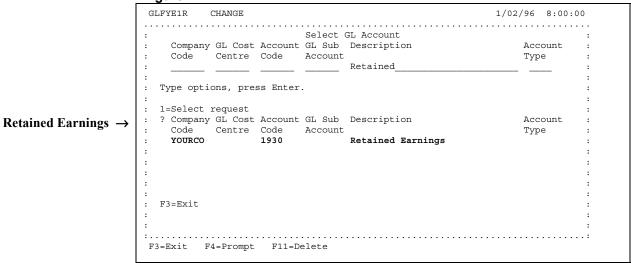
Retained →

				Select (GL Account			
		GL Cost Centre		GL Sub	Description Retained		Account Type	:
	Type option		ss Enter					:
	? Company	-		GL Sub Account	Description		Account Type	:
	YOURCO		0000		Balance Sheet			:
	YOURCO			NEW				:
	YOURCO		0105		Current Asset	S		:
	YOURCO		0110		Cash			:
	YOURCO		0120		Cash General	Account		+ :
1	F3=Exit							:
1	-J-EXIC							:
								:

Found

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

Figure 7

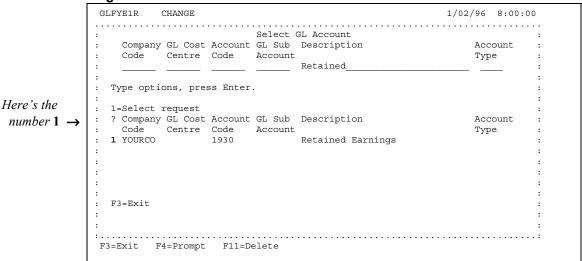


You're working with this window

Select

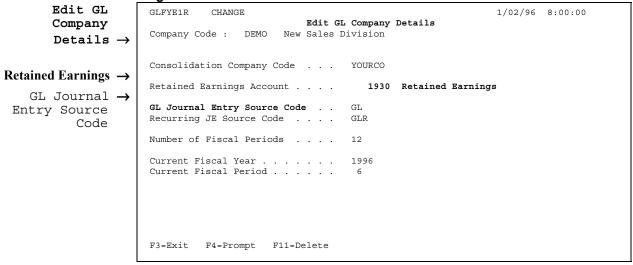
Tab across, then down to Retained Earnings, and key in a 1, as shown in Figure 8.

Figure 8



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

Figure 9



Your Choices

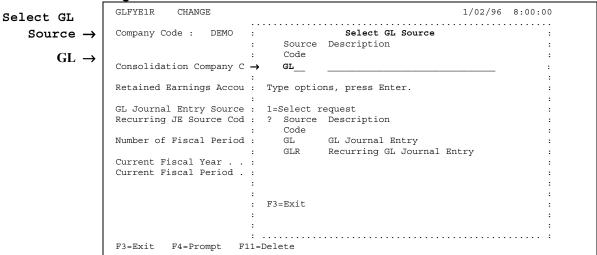
Figure 9 shows the Edit GL Company Details display.

- The Retained Earnings Account field is now filled.
- We will not change any of the other fields, but we will prompt the Source Codes to show the choices available to you.

Journal Entry Source

Tab down to GL Journal Entry Source Code, and press F4. Your display will look like Figure 10.





You're working with this window

Your Choices

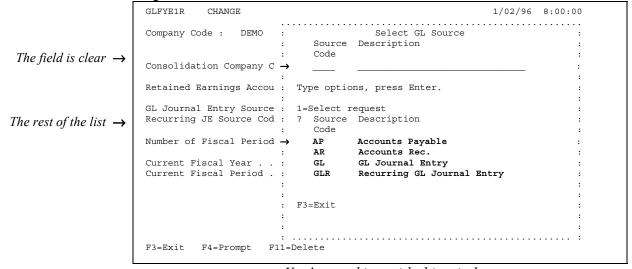
Figure 10 shows the Select GL Source window.

- The GL Sources are discussed in Section 6.2., How To Work With GL Sources.
- The code for GL Journal Entry fills the Source Code search field.
- Clearing this field will let you see the rest of the GL Source list.

Clearing The Search Field

Press **Field Exit** to clear the field, then press **Enter**, and your display will look like Figure 11.





You're working with this window

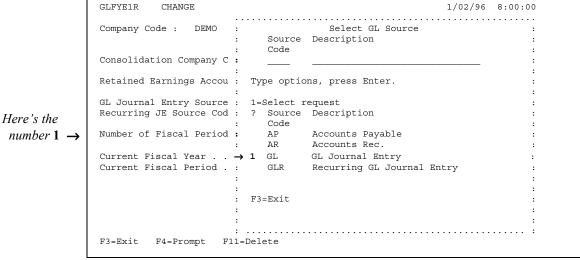
The List

Figure 11 shows the rest of the GL Source list appearing in the window.

Selecting

Tab across, then down to GL Journal Entry, and key in a 1, as shown in Figure 12.

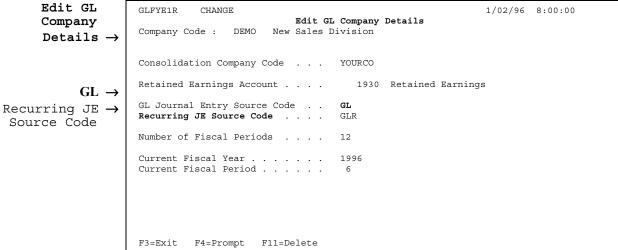




You're working with this window

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





Your Choices

Figure 13 shows the Edit GL Company Details display.

- The GL Journal Entry Source Code field is now filled as it was before.
- If you prompt the Recurring JE Source Code field, you will see the Select GL Source window, as shown in Figures 10, 11 and 12.
- You cannot prompt the remaining fields, they can be changed by keying over the existing data, but we will leave them as they are.

Processing

Press Enter to process the change, and your display will look like Figure 14.

Figure 14

```
GLFYE1R
                         CHANGE
                                                                        1/02/96 8:00:00
                                         Edit GL Company Details
               Company Code : DEMO New Sales Division
               Consolidation Company Code . . . YOURCO
               Retained Earnings Account . . . . 1930 Retained Earnings
               GL Journal Entry Source Code . . GL
               Recurring JE Source Code . . . . GLR
               Number of Fiscal Periods . . . . 12
               Current Fiscal Year . . . . . .
                                                 1994
               Current Fiscal Period . . . . .
CONFIRM →
               F3=Exit F4=Prompt F11=Delete
                                                                        CONFIRM: Y (Y/N)
```

Confirming **Confirmation Tips**

You will be asked to confirm your changes.

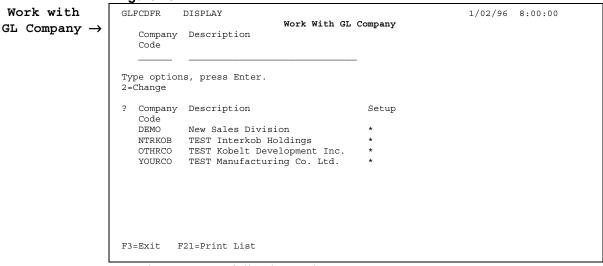
The Y for "yes" will be waiting for your response.

- 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 GL Company.





The Result You Are Done

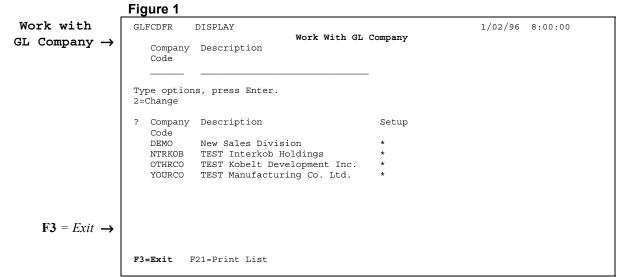
You have successfully changed a GL Company.

This completes Subsection 6.7.2., How To Change GL Company Details.

6.7.3. How To Return To The GL Setup Menu

The Main Starting Point

Figure 1 shows the Work With GL Company display.



The Scenario

We are going to return to the GL Setup Menu.

• In Figure 1, **F3** lets you exit.

GL Setup Menu

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

Figure 2

```
ZZMENUR
                                     DISPLAY
                                                         : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
                          User Id YOU
                          Your Name
                                                        : GL
                                                                      General Ledger
                                                        ..... ons using '1'
                          . . . . . . . . . . . .
                         : Run Application Sub Menu
: GLSETUP GL Setup Menu
                                                                          : ion
GL Setup Menu →
                                                                         : rnal Entries
                            Select Menu options using '1'
                                                                          : rting Menu
                            ? Menu Description
                               Work With GL Account Type
                               Work With GL Source
                                                                         : Menu
                               Work With Chart of Accounts
                                                                          : unctions
                               Work With GL Currency
                               Work With Bank
                               Work With Fiscal Periods
                               Work With GL Company
                               Work With Recurring JE
                            F3=Exit
```

You're working with this window

The Result You Are Done

You have successfully returned to the ${\tt GL}$ ${\tt Setup}$ ${\tt Menu}$.

This completes Subsection 6.7.3., How To Return To The GL Setup Menu, and Section 6.7., How To Work With GL Companies.

6.8. How To Work With Recurring Journal **Entries**

GL Setup Menu

Figure 1 shows the GL Setup Menu.

Figure 1

GL Setup Menu →

```
ZZMENUR
                              : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
Your Name
                              : GL
                            ..... ons using '1'
         Run Application Sub Menu : ion
  GLSETUP GL Setup Menu
  Select Menu options using '1'
                                             : rting Menu
                                              : up Menu
  ? Menu Description
     Work With GL Account Type
                                             : Menu
: unctions
     Work With GL Source
     Work With Chart of Accounts
     Work With GL Currency
     Work With Bank
     Work With Fiscal Periods
     Work With GL Company
     Work With Recurring JE
: F3=Exit
```

You're working with this window

The Scenario

We are going to go to Work With Recurring JE.

In Figure 1, option number 1 lets you select a display.

Selecting

Here's the

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

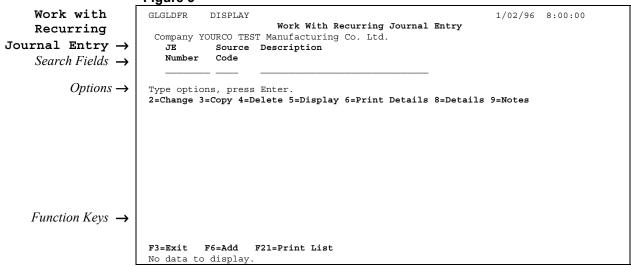
Figure 2

```
ZZMENUR
                            DISPLAY
                                               : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
                 User Id YOU
                 Your Name
                ..... ons using '1'
                          Run Application Sub Menu : ion
                                                               : rnal Entries
: rting Menu
: up Menu
                : GLSETUP GL Setup Menu
                  Select Menu options using '1'
                  ? Menu Description
                     Work With GL Account Type
                     Work With GL Source
                                                                 : Menu
                     Work With Chart of Accounts
                                                                 : unctions
                    Work With GL Currency
Work With Bank
Work With Fiscal Periods
number 1 \rightarrow
                     Work With GL Company
                  1 Work With Recurring JE
                  F3=Exit
```

Recurring JE

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





Work With Recurring Journal Entry The Work With Recurring Journal Entry display fills up your entire screen.

Search Fields

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

The Options

The Options are explained throughout this section.

The Recurring Journal Entry List In the lower half, there is a space for a listing of the Recurring Journal Entries, there are currently none in the system.

Function Keys

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

A Main Starting Point

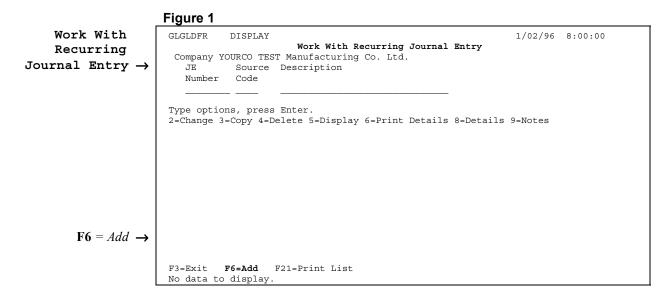
The next 10 Subsections begin at the Work With Recurring Journal Entry display.

- 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.

6.8.1. How To Add Recurring Journal Entries

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

We are going to add a Recurring Journal Entry to the General Ledger.

• In Figure 1, **F6** lets you add Recurring Journal Entries.

Adding A New Recurring Journal Entry

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

	Figure 2			
Add Recurring Journal Entry \rightarrow	GLGOPVR ENTER	Add Recurring Journal Entry	1/02/96	8:00:00
GL Source Code →	GL Source Code			
	Enter Expiry Period Year			
E4 . D				
$\mathbf{F4} = Prompt \rightarrow$	F3=Exit F4=Prompt			

Your Choices

Figure 2 shows the Add Recurring Journal Entry display.

- F4 lets you prompt the GL Source Code field.
- The data for the other fields will be keyed in directly.

Prompting

Press **F4**, and your display will look like Figure 3.

Figure 3

 $\begin{array}{c} \mathtt{Select \ GL} \\ \mathtt{Source} \rightarrow \end{array}$

GLGOPVR ENTER	1/02/96	8:00:00
:	Select GL Source	
:	Source Description	:
L Source Code :	Code	:
:	0000	:
Description :		
:	Type options, press Enter.	
:	ZE: ZE: A, E AAA MARAA	:
Enter Expiry Period . :	1=Select request	
· · ·	? Source Description	
Year :	Code	:
Period Code :	AP Accounts Payable	:
:	AR Accounts Rec.	:
:	GL GL Journal Entry	:
:	GLR Recurring GL Journal Entry	:
:		:
:		:
:	F3=Exit	:
:		:
:		:
:		:

You're working with this window

Your Choices

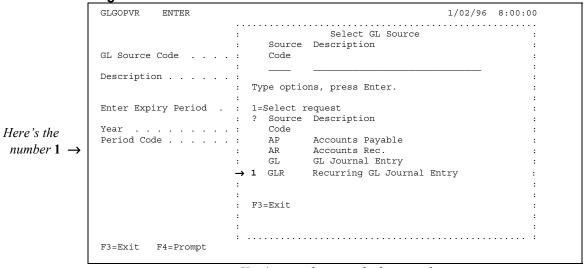
Figure 3 shows the Select GL Source window.

- GL Source is covered in Section 6.2., How To Work With GL Source.
- We will select GLR.

Selecting

Tab across, then down to GLR, and key in a 1, as shown in Figure 4.





You're working with this window

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

Figure 5 Add Recurring GLGOPVR ENTER 1/02/96 8:00:00 Add Recurring Journal Entry Journal Entry \rightarrow $GLR \rightarrow$ GL Source Code GLR Description → Description Enter Expiry Period . . : Year F3=Exit F4=Prompt

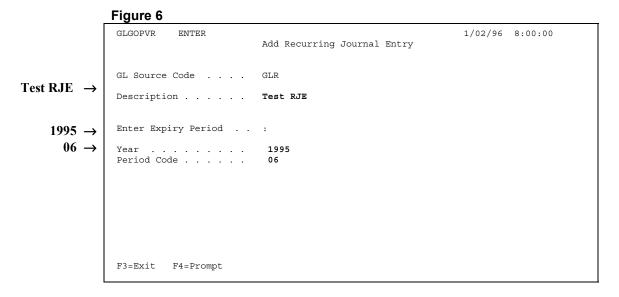
Your Choices

Figure 5 shows the Add Recurring Journal Entry display.

- The GL Source Code field is filled.
- Next, we will fill the Description field and the other fields directly.

Filling The Fields

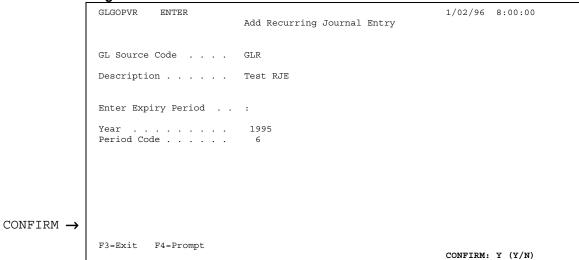
Tab down, and fill in the other fields, as shown in Figure 6.



Processing

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

Figure 7



Confirming Confirmation Tips

You will be asked to confirm your new Recurring Journal Entry.

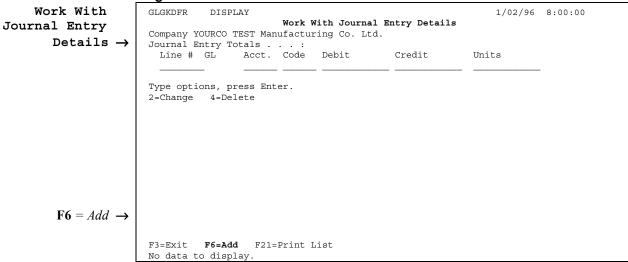
The Y for "yes" will be waiting for your response.

- If you want to make a correction, press N.
- If you want to escape without processing your new Recurring Journal Entry, press N then F3.

Entry Details

Press Enter to return to Work With Journal Entry Details.





Your Choices

Figure 8 shows the Work With Journal Entry Details display.

- This display is covered in Section 3.6., How To Work With Journal Entry Details.
- We will use this display to add Details to the new Recurring Journal Entry.
- **F6** lets us add Details.

Adding Details

Press **F6**, and your display will look like Figure 9.

Figure 9

Add JE Detail Line Details →	GLJNE1R ADD	l JE Detail Line Details	1/02/96	8:00:00
Line Number →	JE Number : Line Number :	0000308 00000 10		
Input GL → Account Code Debit →	Input GL Cost Centre Input GL Account Code Input GL Sub Account			
	Debit			
	Credit			
	(Units)			
	F3=Exit F12=Key screen			+

Your Choices

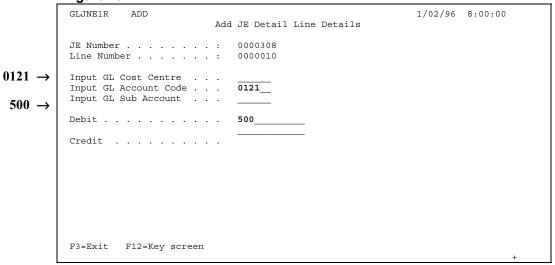
Figure 9 shows the Add JE Detail Line Details display.

- The Line Number is set at 10.
- We will fill the Input GL Account Code and Debit fields.
- Enter lets you prompt the Input GL Account Code field.
- We will fill this field in without prompting.

Filling In The Fields

Tab down, and fill in the fields, as shown in Figure 10.

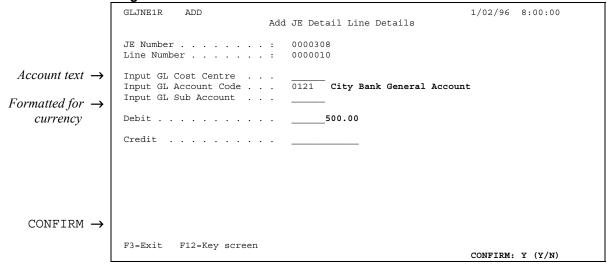
Figure 10



Processing

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

Figure 11



Confirming

You will be asked to confirm your changes.

Press Enter, and your display will look like Figure 12.

Figure 12

	GLJNE1R ADD	Add JE Detail Line Details	1/02/96	8:00:00
20 →	JE Number			
	Input GL Cost Centre Input GL Account Code Input GL Sub Account			
	Debit			
	Credit			
	(Unit			
Record Added \rightarrow				
	F3=Exit F12=Key screen Record added.			

Your Choices

Figure 12 shows the Add JE Detail Line Details display.

- The Line Number has been moved up to 20.
- The Record Added message shows that the Debit is now entered into the system.
- We are now going to add a Credit to balance the entry.

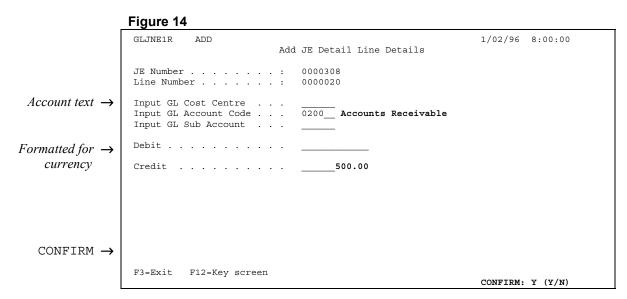
Balancing The Journal Entry

Tab down, and fill in the fields, as shown in Figure 13.

Figure 13 GLJNE1R ADD 1/02/96 8:00:00 Add JE Detail Line Details 0000308 JE Number : Line Number : 0000020 $0200 \rightarrow$ Input GL Cost Centre . . . 0200_ Input GL Account Code . . . Input GL Sub Account . . . Debit 500 → 500 (Units) _____ F3=Exit F12=Key screen Record added.

Processing

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

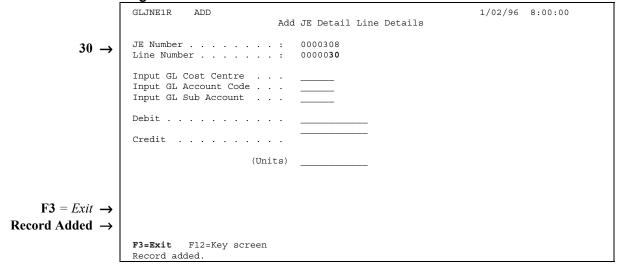


Confirming

You will be asked to confirm your changes.

Press Enter, and your display will look like Figure 15.

Figure 15



Your Choices

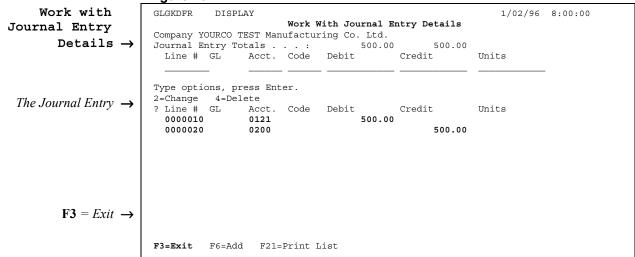
Figure 15 shows the Add JE Detail Line Details display.

- The Line Number has been moved up to 30.
- If necessary, you can add another record to this Journal Entry.
- The Record Added message shows that the Credit is now entered into the system.
- The Journal Entry is balanced and we will exit this display.
- **F3** lets you exit.

Exiting

Press **F3**, and your display will look like Figure 16.





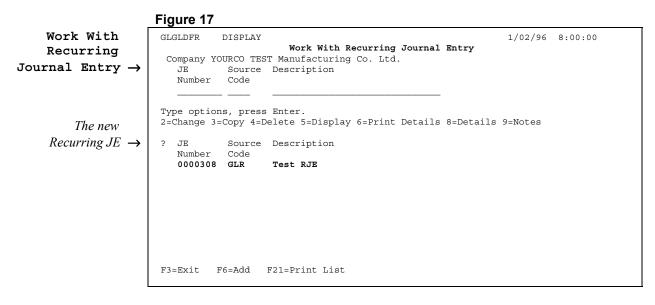
Your Choices

Figure 16 shows the Work With Journal Entry Details display.

- The Journal Entry now appears in the middle.
- There are functions and options available on this display which are discussed in Section 3.6., How To Work With Journal Entry Details.
- **F3** lets you exit.

Returning To The Main **Starting Point**

Press F3 to return to Work With Recurring Journal Entry.



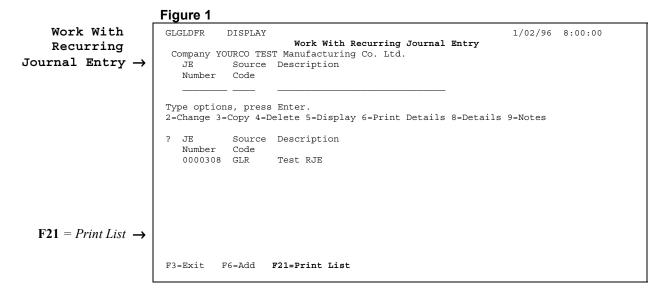
The Result You Are Done

You have successfully added a new Recurring Journal Entry. This completes Subsection 6.8.1., How To Add Recurring Journal Entries.

6.8.2. How To Print The Recurring Journal Entry List

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

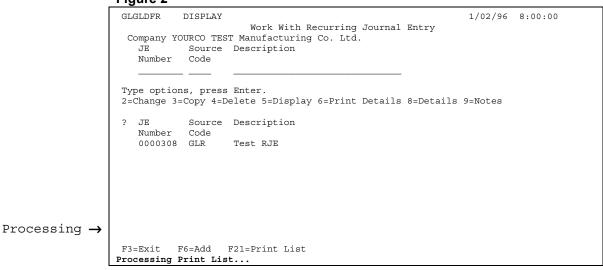
We are going to print the Recurring Journal Entry list.

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

Printing

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

Figure 2

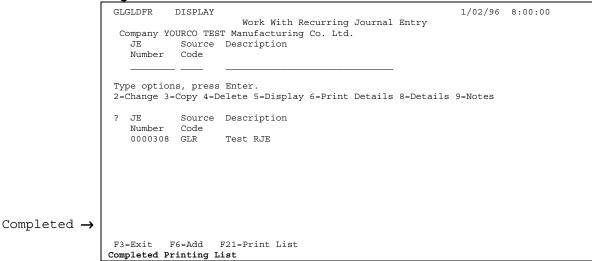


The Processing Print List message appears in the bottom left.

Completed

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

Figure 3



Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the Recurring JE list.

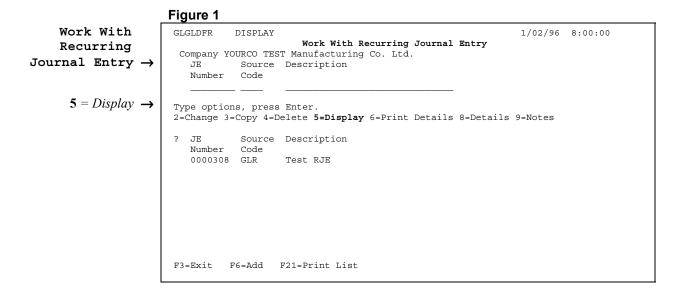
You Are Done

This completes Subsection 6.8.2., How To Print The Recurring Journal Entry List.

6.8.3. How To Display Recurring Journal Entries

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

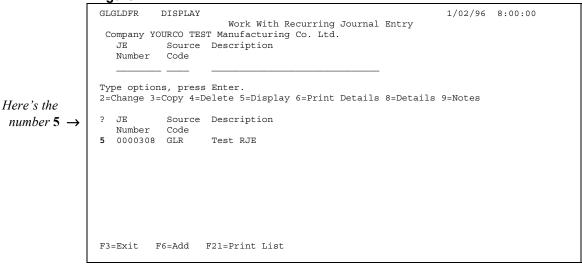
We are going to display one of the Recurring Journal Entries.

• In Figure 1, option number 5 lets you display.

Displaying Details

Tab across, then down to \mathtt{Test} RJE, and key in a 5, as shown in Figure 2.

Figure 2



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

Figure 3

Display GL Journal Entry Details \rightarrow

GLJID1R DISPLAY 1/02/96 8:00:00 Display GL Journal Entry Details JE Number : Year : Period Code : 01995 006 GL Source Code . . . : GLR Description : Test RJE JE Status : F3=Exit F4=Prompt

Your Choices

Figure 3 shows the Display GL Journal Entry Details

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

Returning To The Main

Press F3 to return to Work With Recurring Journal Entry.

Starting Point

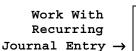
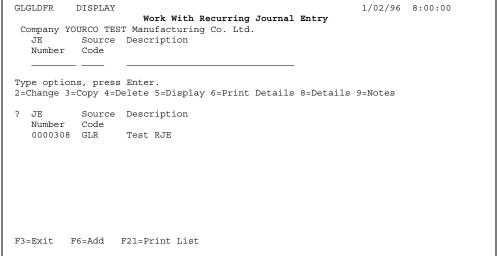


Figure 4



The Result

You have successfully displayed the Details for one of the Recurring Journal Entries.

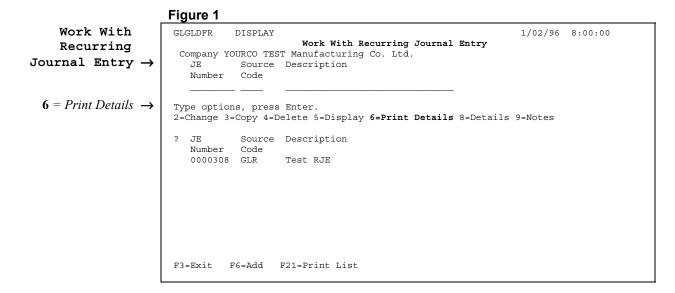
You Are Done

This completes Subsection 6.8.3., How To Display Recurring Journal Entries.

6.8.4. How To Print Recurring Journal Entry Details

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

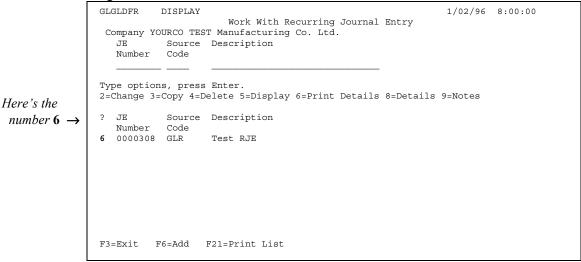
We are going to print the Details for the Test RJE.

• In Figure 1, option number 1 lets you print Details.

Printing Details

Tab across, then down to Test RJE, and key in a $\boldsymbol{6}$, as shown in Figure 2.

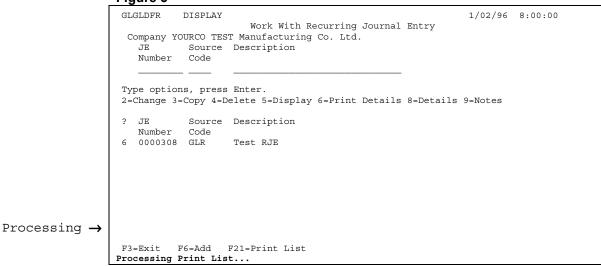
Figure 2



Printing

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

Figure 3

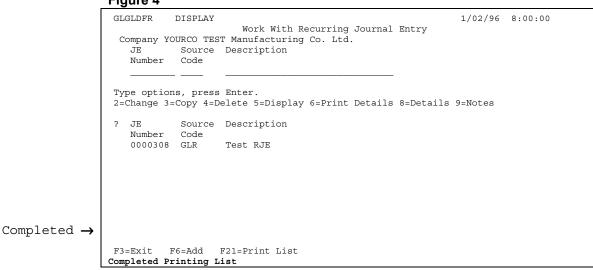


The Processing Print List message appears in the bottom left.

Completed

In a few seconds, the Completed Printing List message appears, as shown in Figure 4.

Figure 4



The Result You Are Done

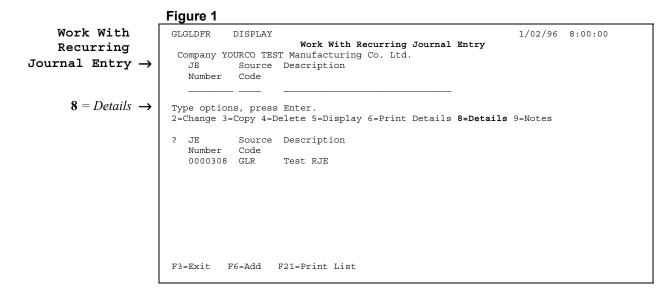
You have successfully printed the Details for the Test RJE.

This completes Subsection 6.8.4., How To Print Recurring Journal Entry Details.

6.8.5. How To Work With Recurring Journal Entry Details

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

We are going to bring up the display that lets you work with the Details for the Test RJE.

• In Figure 1, option number 8 lets you work with Details.

Details

Tab across, then down to Test RJE , and key in a $\pmb{8}$, as shown in Figure 2.

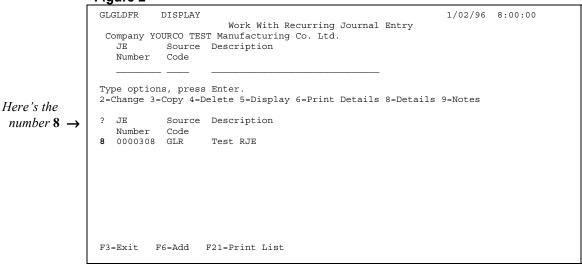


Figure 3

Work with Journal Entry Details \rightarrow

GLGKDFR DISPLAY 1/02/96 8:00:00 Work With Journal Entry Details Company YOURCO TEST Manufacturing Co. Ltd. Journal Entry Totals . . . : 500.00 500.00 Line # GL Acct. Code Debit Credit Units Type options, press Enter. 2=Change 4=Delete
2-Line # GL Acct. Code Debit Cre
0000010 0121 500.00
0000020 0200 Credit Units 500.00 F3=Exit F6=Add F21=Print List

Your Choices

Figure 3 shows the Work With Journal Entry Details display.

- The functions and options available here are covered in Section 3.6., How To Work With Journal Entry Details.
- **F3** lets you exit.

Returning To The Main

Press F3 to return to Work With Recurring Journal Entry.

Starting Point

Figure 4

Work With Recurring Journal Entry →

£L(GLDFR	DISPLAY	Work With Recurring Journa	l Entry	1/02/96	8:00:00
C	ompany YO JE Number	Source	T Manufacturing Co. Ltd. Description	7		
	pe option Change 3=		Enter. elete 5=Display 6=Print Detail:	- s 8=Details	9=Notes	
	Number	Code	Description Test RJE			
	Duit D	c ndd	F21=Print List			

The Result

You have successfully brought up the display that lets you work with the Details for the Test RJE.

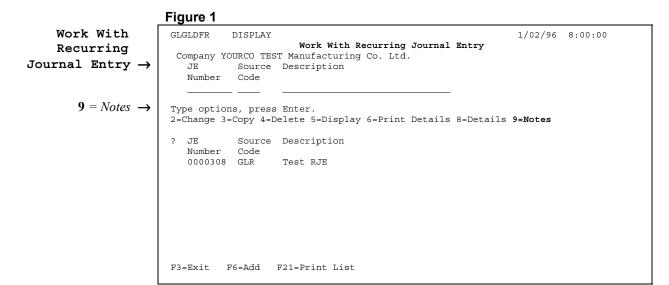
You Are Done

This completes Subsection 6.8.5. How To Work With Recurring Journal Entry Details.

6.8.6. How To Work With Recurring Journal Entry Notes

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

We are going to bring up the display that lets you work with the Notes for the $\mathtt{Test}\ \mathtt{RJE}$.

• In Figure 1, option number 9 lets you work with Notes.

Working With Notes

Tab across, then down to Test RJE, and key in a 9, as shown in Figure 2.

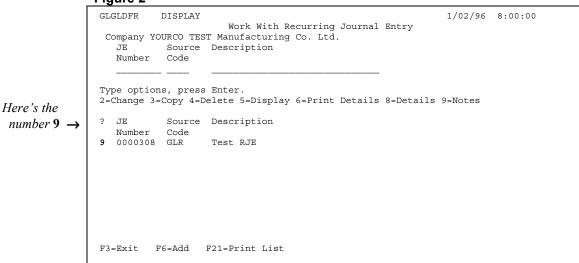


Figure 3

Work With	GLGLDFR DISPLAY Work With Recurring Journal Entry Company YOURCO TEST Manufacturing Co. Ltd. JE Source Description Number Code	7/02/96 13:23:21
JE Notes \rightarrow	Ty : Work With JE Notes :	
	2= : JE Number 308 : :	ls 9=Notes
	? : GL Note Text	
	9 :	
	+ :	
	: : : F3=Exit :	
	:: : F3=Exit F6=Add F21=Print List	

You're working with this window

Your Choices

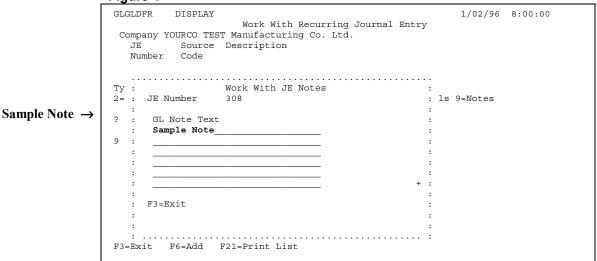
Figure 3 shows the Work With JE Notes window.

- There is a text field available to let you add a new Note.
- Notes are covered thoroughly in the Users' Guide to the Contact Management Module.
- We will add a sample Note.

Adding A Note

Key in a sample Note, as shown in Figure 4.

Figure 4



You're working with this window

Processing

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

Figure 5

	Work With Recurring Journal Entry I Manufacturing Co. Ltd. Description		8:00:00
Ту :	Work With JE Notes	:	
•	308	: ls 9=Notes	
:		: : : :	
<u> </u>	+	: : :	
: F3=Exit		:	
:	: CONFIRM: Y (Y/N) :	:	
:F3=Exit F6=Add I	: : : : : : : : : : : : : : : : :	:	

The CONFIRM window

Confirming Confirmation Tips

You will be asked to confirm your Note.

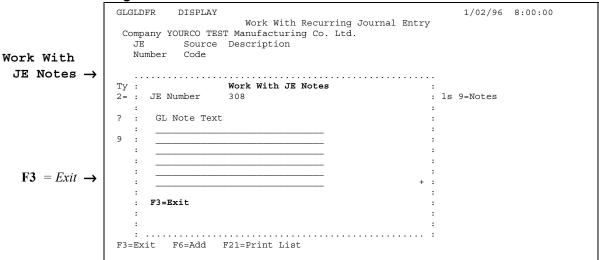
The Y for "yes" will be waiting for your response.

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

Processed

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

Figure 6



You're working with this window

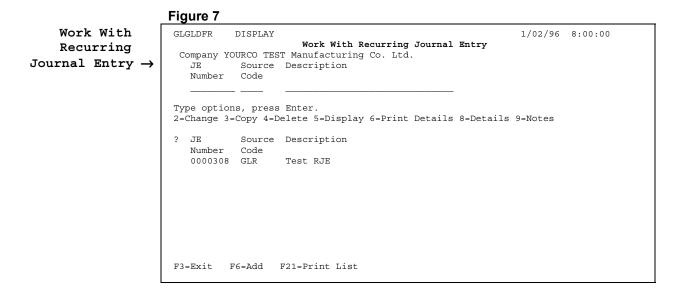
Your Choices

Figure 6 shows the Work With JE Notes window.

- The sample Note has been processed, and the text field is clear to let you add another Note, if necessary.
- **F3** lets you exit.

Returning To The Main Starting Point

Press F3 to return to Work With Recurring Journal Entry.



The Result You Are Done

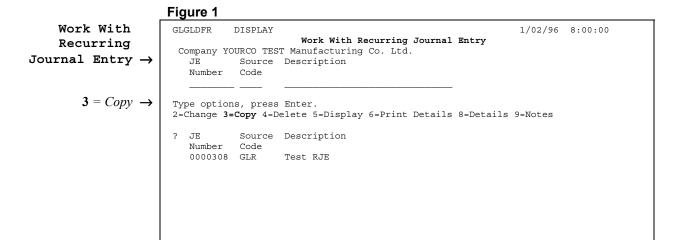
You have successfully added a Note to the $\ensuremath{\mathtt{Test}}$ $\ensuremath{\mathtt{RJE}}$.

This completes Subsection 6.8.6., How To Work With Recurring Journal Entry Notes.

6.8.7. How To Copy Recurring Journal Entries

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

We are going to create a Reversing Journal Entry by copying the $\ensuremath{\mathtt{Test}}$ RJE .

• In Figure 1, option number 3 lets you copy.

F3=Exit F6=Add F21=Print List

Copying

Tab across, then down to Test RJE, and key in a 3, as shown in Figure 2.

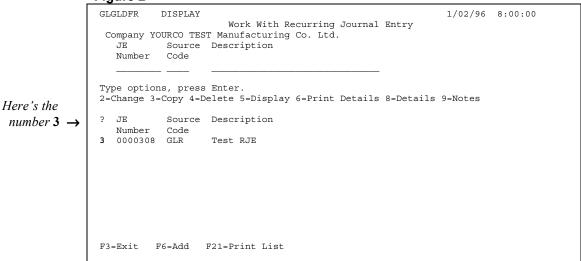
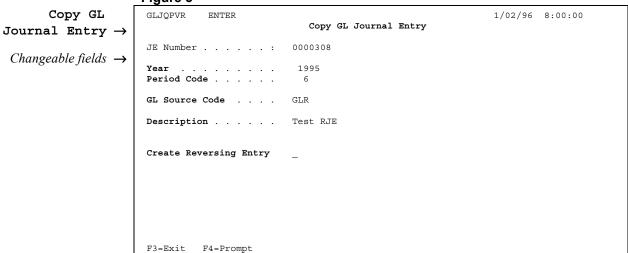


Figure 3



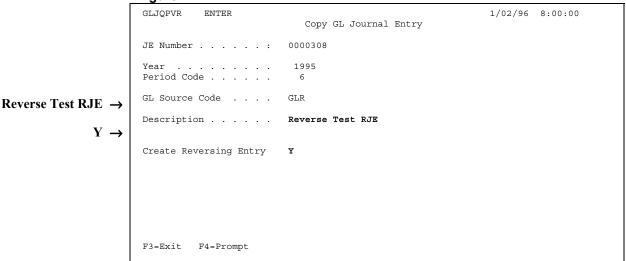
Your Choices

Figure 3 shows the Copy GL Journal Entry display.

- There are 4 changeable fields, and a Create Reversing Entry field.
- We are going to leave the first 3 fields as they are, and create a Reversing Entry called Reverse Test RJE.

Creating A Reversing Entry

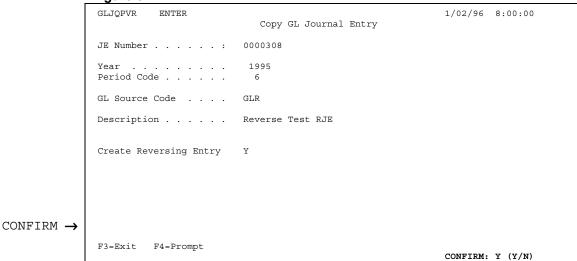
Tab down to the Description and Create Reversing Entry fields, and fill them in, as shown in Figure 4.



Processing

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

Figure 5



Confirming Confirmation Tips

You will be asked to confirm your Reversing Entry.

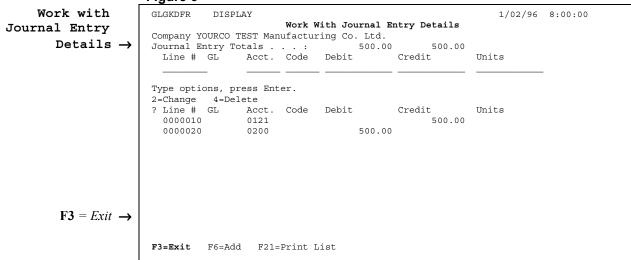
The Y for "yes" will be waiting for your response.

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

Processed

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





Your Choices

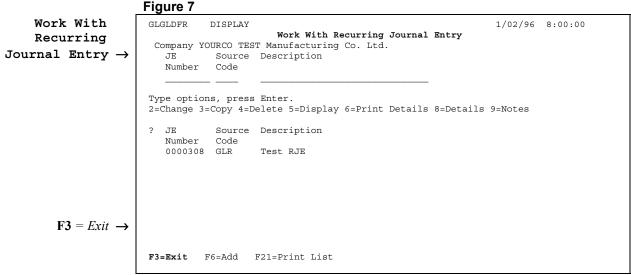
Figure 6 shows the Work With Journal Entry Details display.

- The functions and options in this display let you make changes to the Details, if necessary, and they are covered in Section 3.6., How To Work With Journal Entry Details.
- We will leave the Details as they are and exit.
- **F3** lets you exit.

Returning To The Main Starting Point

Press F3 to return to Work With Recurring Journal Entry.





Your Choices

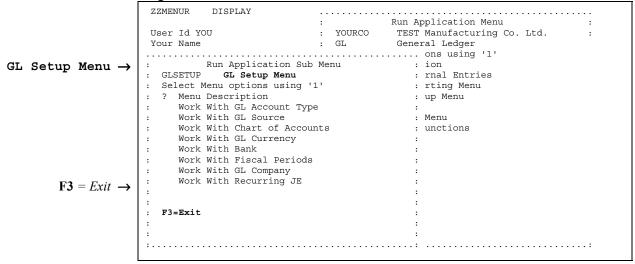
The Reversing Journal Entry does not appear because it is not a Recurring Journal Entry.

We need to return to Work With Journal Entry to see it.

GL Setup Menu

Press **F3**, and your display will look like Figure 8.

Figure 8



You're working with this window

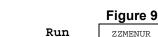
Your Choices

Figure 8 shows the GL Setup Menu.

- We will exit to the Run Application Menu.
- **F3** lets you exit.

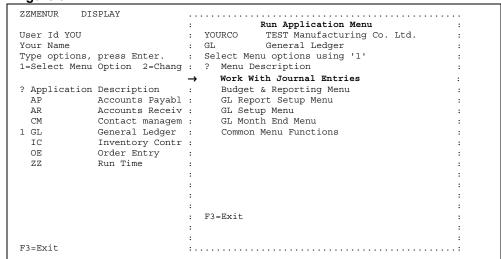
Run Application Menu

Press **F3**, and your display will look like Figure 9.



Menu →
Work With →
Journal
Entries

Application



You're working with this window

Your Choices

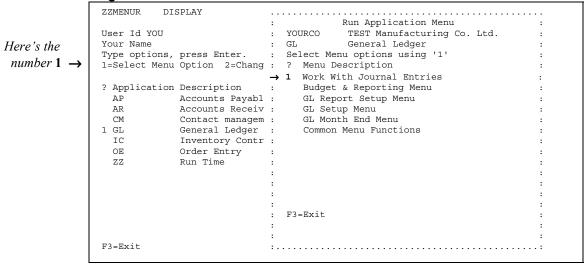
Figure 9 shows the Run Application Menu.

- The Work With Journal Entries display is available here.
- Option number 1 lets you select displays.

Selecting

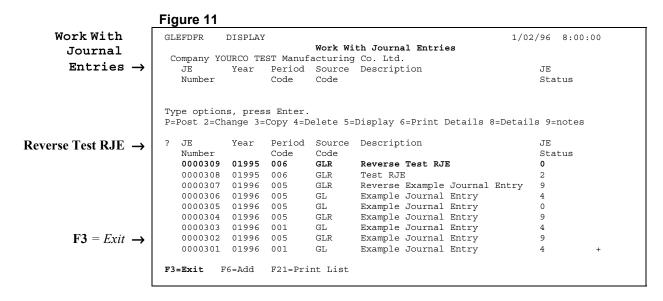
Tab down to Work With Journal Entries, and key in a 1, as shown in Figure 10.

Figure 10



Journal Entries

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



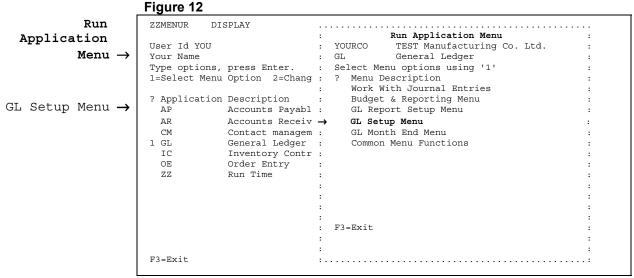
Your Choices

Figure 11 shows the Work With Journal Entries display.

- The Reverse Test RJE appears on this display.
- We will now return to Work With Recurring Journal Entries.
- **F3** lets you exit.

Run Application Menu

Press **F3**, and your display will look like Figure 12.



You're working with this window

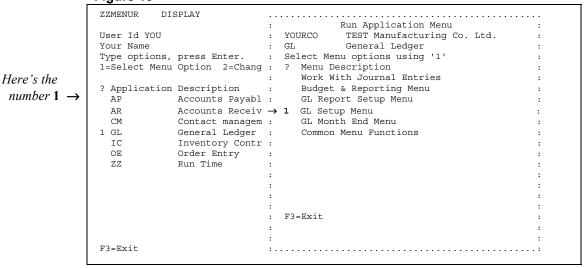
Your Choices

Figure 12 shows the Run Application Menu.

• We will select the GL Setup Menu.

Selecting

Tab across, then down to GL Setup Menu, and key in a 1, as shown in Figure 13.

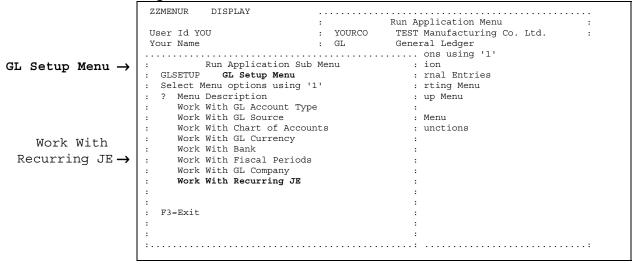


You're working with this window

GL Setup

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

Figure 14



You're working with this window

Your Choices

Figure 14 shows the GL Setup Menu.

We will select Work With Recurring JE.

Selecting

Tab down to Work With Recurring JE, and key in a 1, as shown in Figure 15.

Figure 15

```
ZZMENUR
                             DISPLAY
                                                : Run Application Menu
: YOURCO TEST Manufacturing Co. Ltd.
: GL General Ledger
                 User Id YOU
                 Your Name
                 ..... ons using '1'
                : Run Application Sub Menu : ion
: GLSETUP GL Setup Menu : rnal Entries
                 : Select Menu options using '1'
                                                                : rting Menu
: up Menu
                   ? Menu Description
                      Work With GL Account Type
                                                                 : Menu
: unctions
                      Work With GL Source
                      Work With Chart of Accounts
Here's the
                     Work With GL Currency
                     Work With Bank
Work With Fiscal Periods
 number 1 \rightarrow
                      Work With GL Company
                   1 Work With Recurring JE
                 : F3=Exit
```

You're working with this window

Returning To The Main Starting Point

Press **Enter** to return to Work With Recurring Journal Entry.

Figure 17

Work With Recurring Journal Entry \rightarrow

Work With Recurring Journal Entry

Company YOURCO TEST Manufacturing Co. Ltd.

JE Source Description

Number Code

Type options, press Enter.

2=Change 3=Copy 4=Delete 5=Display 6=Print Details 8=Details 9=Notes

? JE Source Description

Number Code

0000308 GLR Test RJE

The Result

You have successfully created a new Journal Entry by copying the \mbox{Test} RJE Recurring Journal Entry.

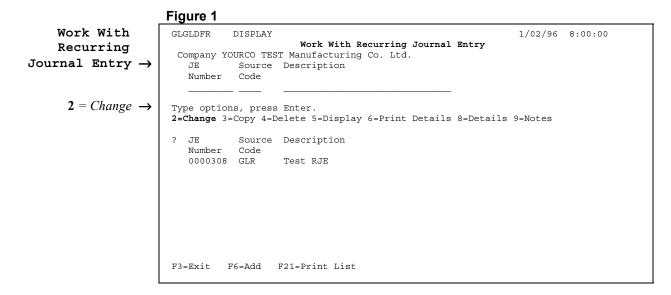
You Are Done

This completes Subsection 6.8.7., How To Copy Recurring Journal Entries.

6.8.8. How To Change Recurring Journal Entry Headers

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

We are going to change the header description for the Test RJE.

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

Making Changes

Tab across, then down to \mathtt{Test} RJE, and key in a 2, as shown in Figure 2.

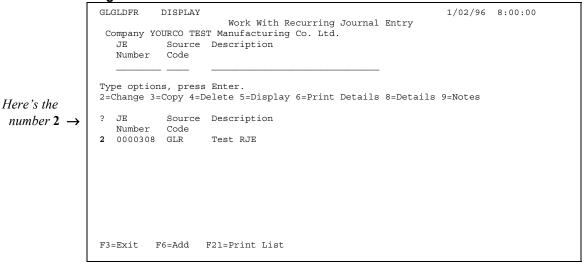
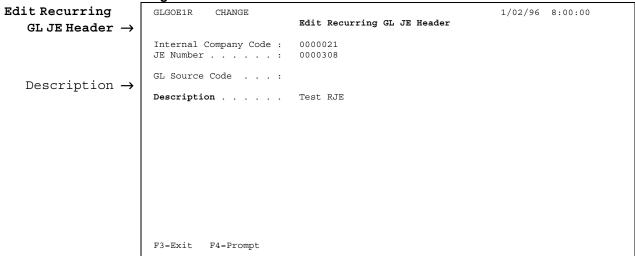


Figure 3



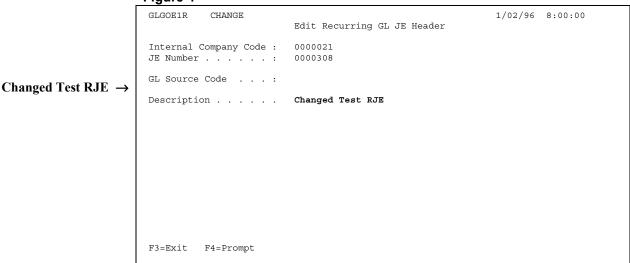
Your Choices

Figure 3 shows the Edit Recurring GL JE Header display.

• We will change the text in the Description field.

A New Description

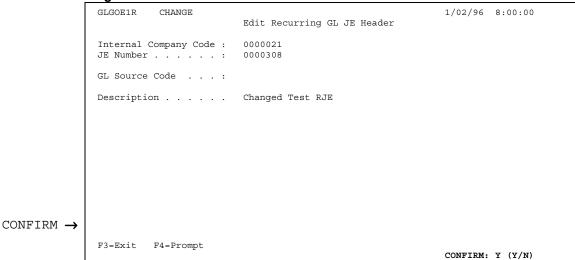
Change the text in the Description field, as shown in Figure 4.



Processing

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

Figure 5



Confirming Confirmation Tips

You will be asked to confirm your change.

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 change, press N then F3.

Returning To The Main Starting Point

Press **Enter** to return to Work With Recurring Journal Entry.

Figure 6

Work With Recurring Journal Entry → GLGLDFR DISPLAY

Work With Recurring Journal Entry

Company YOURCO TEST Manufacturing Co. Ltd.

JE Source Description
Number Code

Type options, press Enter.

2=Change 3=Copy 4=Delete 5=Display 6=Print Details 8=Details 9=Notes

Changed Test RJE \rightarrow

P JE Source Description
Number Code
0000308 GLR Changed Test RJE

F3=Exit F6=Add F21=Print List

The Result

You have successfully changed the Header for the Test RJE Recurring Journal Entry.

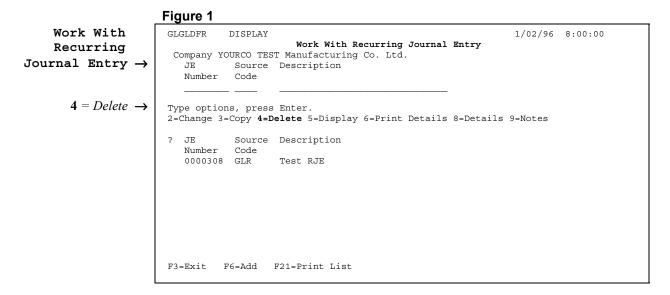
You Are Done

This completes Subsection 6.8.8., How To Change Recurring Journal Entry Headers.

6.8.9. How To Delete Recurring Journal Entries

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.



The Scenario

We are going to delete the Test RJE.

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

Deleting

Tab across, then down to \mathtt{Test} RJE, and key in a 4, as shown in Figure 2.

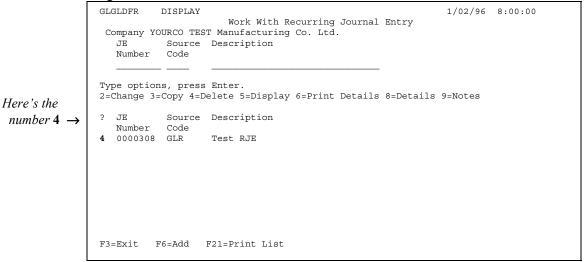


Figure 3

Delete GL Journal Entry →

GLGLDFR	DISPLAY 1/02/96	8:00:00
	Work With Recurring Journal Entry	
- L		
JE		:
Numb		:
	: Press Enter to Confirm Deletion of Journal Entry and Details	:
	:	:
Type op	: JE Number : 0000308	:
2=Chang	:	:
	: Year : 01995	:
? JE	: Period Code : 006	:
Numb	: GL Source Code : GLR	:
4 0000	:	:
	: Description : Test RJE	:
	:	:
	:	:
	: F3=Exit	:
	:	:
	:	:
	1	:
F3=Exit	F6=Add F21=Print List	

You're working with this window

Your Choices

Figure 3 shows the Delete GL Journal Entry window.

- This window lets you review the Recurring Journal Entry description to make sure that it is one you intend to delete.
- **F3** lets you exit without deleting.
- **Enter** lets you continue with the delete request.

Processing

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

Figure 4

Work With Recurring Journal Entry	
Delete GL Journal Entry	:
	:
Press Enter to Confirm Deletion of Journal Entry and Details	:
	:
JE Number : 0000308	:
	:
	:
	:
GL Source Code : GLR	:
	:
Description : Test RJE	:
	:
F2 F-11	:
F3=EX1T	:
GOVERNM AT (17 (17)	. :
	: :
1	:
	Press Enter to Confirm Deletion of Journal Entry and Details JE Number : 0000308 Year : 01995 Period Code : 006 GL Source Code : GLR Description : Test RJE F3=Exit : CONFIRM: Y (Y/N)

The CONFIRM window

Confirming Confirmation Tips

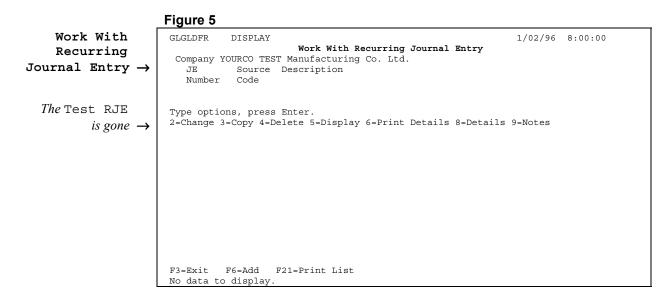
You will be asked to confirm your changes.

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 ${\bf Enter}$ to return to Work With Recurring Journal Entry.



The Result You Are Done

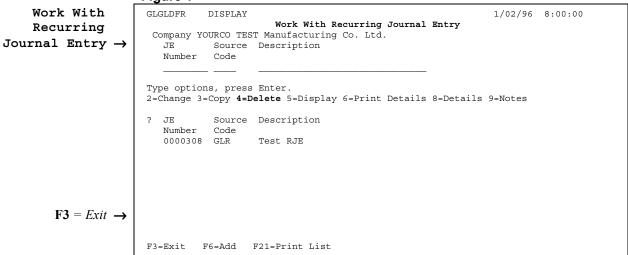
You have successfully deleted the Test RJE Recurring Journal Entry. This completes Subsection 6.8.9., How To Delete Recurring Journal Entries.

6.8.10. How To Return To The GL Setup Menu

The Main Starting Point

Figure 1 shows the Work With Recurring Journal Entry display.

Figure 1



The Scenario

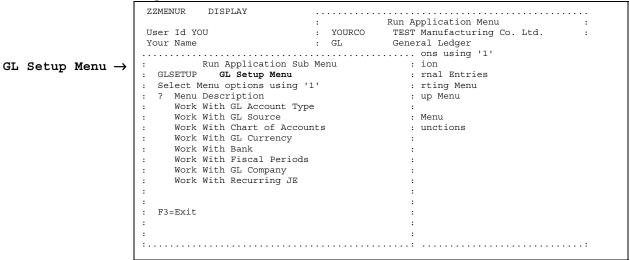
We are going to return to the GL Setup Menu.

• In Figure 1, **F3** lets you exit.

GL Setup Menu

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

Figure 2



You're working with this window

The Result You Are Done

You have successfully returned to the ${\tt GL}$ ${\tt Setup}$ ${\tt Menu}$.

This completes Subsection 6.8.10., How To Return To The GL Setup Menu, Section 6.8., How To Work With Recurring Journal Entries, and Chapter 6, GL Setup.