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

User Application Menu →

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

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

F3=Exit
```

The Applications

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

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

Selecting An Application

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

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

Figure 2

Here's the number **1** →

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

Here's the new window

General Ledger

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

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

Tab down and key in a ***1*** beside `GL Setup Menu`, as shown in Figure 3.

Figure 3

Here's the number **1** →

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

You're working with this window

Selecting A Run Application Menu

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

Figure 4

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

GL Setup Menu →

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

```
 ZZMENUR    DISPLAY            ...............................................
                               :            Run Application Menu               :
 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.       :
 Your Name                     :  GL         General Ledger
..............................................  ons using '1'
:          Run Application Sub Menu            : ion
:  GLSETUP    GL Setup Menu                    : rnal Entries
:  Select Menu options using '1'               : rting Menu
:  ?  Menu Description                         : up Menu
:  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                                     :
:                                              :
:                                              :
:..............................................: ............................:
```

Here's the number **1** →

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
Search Fields →
Options →

GLC8DFK    DISPLAY                                          1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                        Account
   Type                                        Purge
   Code                                        Flag
   ____     ______________________________     _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
Function Keys →
   REV      Revenue Account                    P        D        Y

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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` →

F4 = *Prompt* →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                        Account
   Type                                        Purge
   Code                                        Flag
   ____     ______________________________     _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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


F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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.

Figure 2

Display Allowed Values →

1 = *Select* →

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

  Field . . . : GL Account Purge Flag
  List name . : *ALL values

  ____________________ <== Position

Type options, press Enter.
  1=Select

Opt Value                    Description
    B                        B
    P                        P



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

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.

Figure 3

Here's the number **1** →

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

  Field . . . : GL Account Purge Flag
  List name . : *ALL values

  ____________________ <== Position

Type options, press Enter.
  1=Select

Opt Value                    Description
 1  B                        B
    P                        P



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

Returning To The Main Starting Point

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

Figure 4

Work With General Ledger Account Types →

B →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag
   ____     ______________________________   B

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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


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.

Figure 5

B's →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag
   ____     ______________________________   B

Type options, press Enter.
2=Change   3=Copy   5=Display

?  Account  Description                      Account  Balance  Posting
   Type                                      Purge    to       Account
   Code                                      Flag     Bracket
   AST      Assets                           B        C        Y
   FA       Fixed Asset                      B        C        Y
   FAAC     Fixed Asset - Accumulated Dep.   B        D        Y
   LIAB     Liability                        B        D        Y




F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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 General Ledger Account Types →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                      Work With General Ledger Account Types
   Account  Description                        Account
   Type                                        Purge
   Code                                        Flag
   ____     ______________________________     _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

F6 = *Add* →

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 Ledger Account Type Code →

↗ GL Account Type Code

```
GLDOE1K    ADD                                                      1/02/96  8:00:00
                      Add General Ledger Account Type Code

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

TEST →

```
GLDOE1K    ADD                                                  1/02/96  8:00:00
                    Add General Ledger Account Type Code

GL Account Type Code   TEST
```

F3=Exit F4=Prompt

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

Figure 4

Add General Ledger Account Type Details →

The data entry fields →

```
GLDOE1K    ADD                                                  1/02/96  8:00:00
                    Add General Ledger Account Type Details

GL Account Type Code   TEST

Description  . . . .   ____________________________

GL Account Purge Flag  _
Balance to Bracket .   _
Posting Account  . .   _
Statistical Account    _
Account Level  . . .   ___

Units Label  . . . .   ______________
```

F3=Exit F4=Prompt F12=Key screen

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                                                  1/02/96  8:00:00
                    Add General Ledger Account Type Details

GL Account Type Code   TEST

Description  . . . .   Test Account_________________

GL Account Purge Flag  _
Balance to Bracket .   _
Posting Account  . .   _
Statistical Account    _
Account Level  . . .   ___

Units Label  . . . .   _______________



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

Test Account →

GL Account → Purge Flag

Purge Flag

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

Figure 6

```
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  ...............................
Balance to Bracket .   :   Balance Sheet (No Purge)     :
Posting Account  . .   :   Profit/Loss (Allow Purge)    :
Statistical Account    : ............................ :
Account Level  . . .

Units Label  . . . .



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

Flags →

You're working with this drop-box.

Your Choices

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

```
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  ...............................
Balance to Bracket .   →  Balance Sheet (No Purge)     :
Posting Account  . .   :   Profit/Loss (Allow Purge)    :
Statistical Account    : ............................ :
Account Level  . . .

Units Label  . . . .



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

Balance Sheet →

You're working with this drop-box.

Filled

…and your display will look like Figure 8.

Figure 8

```
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
Balance to Bracket .   _
Posting Account  . .   _
Statistical Account    _
Account Level  . . .   ___

Units Label  . . . .   _______________



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

B →

`Balance to` →
`Bracket`

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

```
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
Balance to Bracket .   ...................
Posting Account  . .   :   C - Credit    :
Statistical Account    :   D - Debit     :
Account Level  . . .   : ............... :

Units Label  . . . .



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

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

```
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
Balance to Bracket .   ...................
Posting Account  . .   →  C - Credit    :
Statistical Account    :   D - Debit     :
Account Level  . . .   : ............... :

Units Label  . . . .



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

C - Credit →

You're working with this drop-box.

Filled

…and your display will look like Figure 11.

Figure 11

```
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
Balance to Bracket .   C
Posting Account  . .   _
Statistical Account    _
Account Level  . . .   ___

Units Label  . . . .   ________________

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

C →
Posting Account →

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
Balance to Bracket .   C
Posting Account  . .   ............................
Statistical Account    :   Non Posting Account    :
Account Level  . . .   :   Posting Account        :
                       : ........................ :
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

Non Posting Account →

```
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
Balance to Bracket .   C
Posting Account  . .   ............................
Statistical Account    →  Non Posting Account    :
Account Level  . . .   :   Posting Account        :
                       : ........................ :
Units Label  . . . .

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

You're working with this drop-box.

Filled

…and your display will look like Figure 14.

Figure 14

N →
`Statistical` →
`Account`

```
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
Balance to Bracket .   C
Posting Account  . .   N
Statistical Account    _
Account Level  . . .   ___

Units Label  . . . .   _______________

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

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 **F4**. Your display will look like Figure 15

Figure 15

```
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
Balance to Bracket .   C
Posting Account  . .   N
Statistical Account    ............................
Account Level  . . .   :   No Units Allowed       :
                       :   Statistical Account    :
Units Label  . . . .   : ........................ :









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

You're working with this drop-box.

Your Choices

Figure 15 shows another drop-box.

- We will choose `No Units Allowed`.

Selecting

Select `No Units Allowed`...

Figure 16

```
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
Balance to Bracket .   C
Posting Account  . .   N
Statistical Account    ............................
Account Level  . . .   :   No Units Allowed       :
                       :   Statistical Account    :
Units Label  . . . .   : ........................ :

No Units Allowed →
F3=Exit   F4=Prompt   F12=Key screen
```

You're working with this drop-box.

Filled

…and your display will look like Figure 17.

Figure 17

```
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
Balance to Bracket .   C
Posting Account  . .   N
Statistical Account    N
Account Level  . . .   ___

Units Label  . . . .   ______________

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

N →
Account Level →

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

```
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
Balance to Bracket .   C
Posting Account  . .   N
Statistical Account    N
Account Level  . . .     1

Units Label  . . . .   Test Units

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

1 →
Test Units →

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

Figure 19

```
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
Balance to Bracket .   C
Posting Account  . .   N
Statistical Account    N
Account Level  . . .     1

Units Label  . . . .   Test Units

CONFIRM →

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

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

Work With General Ledger Account Types →

The new Account Type →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag
   ____     ____________________________     _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
   TEST     Test Account                     B        C        N

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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.

Figure 1

Work With General Ledger Account Types →

F21 = Print List →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag
   ____     ______________________________   _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
   TEST     Test Account                     B        C        N

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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

`Processing` →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag
   ____     ______________________________   _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
   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 Ledger Account Types
    Account  Description                     Account
    Type                                     Purge
    Code                                     Flag
    ____     ______________________________  _

 Type options, press Enter.
 2=Change   3=Copy   5=Display

 ?  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
    TEST     Test Account                    B        C        N

 F3=Exit   F4=Prompt   F6=Add   F21=Print List
Completed Printing List
```

Completed →

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the 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 General Ledger Account Types →

5 = *Display* →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag
   ____     ______________________________   _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
   TEST     Test Account                     B        C        N

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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

Here's the number **5** →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag
   ____     ______________________________   _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
5  TEST     Test Account                     B        C        N

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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

Figure 3

Display General Ledger Account Type Details →

```
GLDND1K    DISPLAY                                          1/02/96  8:00:00
                 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









F3=Exit
```

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 **F3** to return to `Work With General Ledger Account Types` .

Figure 4

Work With General Ledger Account Types →

```
GLC8DFK    DISPLAY                                          1/02/96  8:00:00
                 Work With General Ledger Account Types
   Account  Description                     Account
   Type                                     Purge
   Code                                     Flag
   ____     ______________________________  _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
   TEST     Test Account                    B        C        N

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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 General Ledger Account Types →

3 = *Copy* →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                        Account
   Type                                        Purge
   Code                                        Flag
   ____     ______________________________     _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
   TEST     Test Account                       B        C        N

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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

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

Figure 2

Here's the number **3** →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                        Account
   Type                                        Purge
   Code                                        Flag
   ____     ______________________________     _

Type options, press Enter.
2=Change   3=Copy   5=Display

?  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
3  TEST     Test Account                       B        C        N

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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

Figure 3

Copy General Ledger Account Type →

↗ Enter New Account Type Code

```
GLDME1K    ADD                                                  1/02/96  8:00:00
                      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.

Figure 4

COPY →

```
GLDME1K    ADD                                                  1/02/96  8:00:00
                      Copy General Ledger Account Type

Enter New Account Type Code  COPY

F3=Exit   F4=Prompt
```

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

Figure 5

Copy General Ledger Account Type Details →

Changeable fields →

```
GLDME1K    ADD                                                  1/02/96  8:00:00
                    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



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

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 →

```
GLDME1K    ADD                                                  1/02/96  8:00:00
                    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

```
GLDME1K    ADD                                                  6/25/96 10:13:42
                    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

CONFIRM →

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

Confirming

You will be asked to confirm your request to copy.

Confirmation Tips

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

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

Returning To The Main Starting Point

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

Figure 8

```
Work With General Ledger Account Types →
 GLC8DFK    DISPLAY                                              1/02/96  8:00:00
                    Work With General Ledger Account Types
    Account  Description                     Account
    Type                                     Purge
    Code                                     Flag


 Type options, press Enter.
 2=Change   3=Copy   5=Display

 ?  Account  Description                     Account  Balance  Posting
    Type                                     Purge    to       Account
    Code                                     Flag     Bracket
    AST      Assets                          B        C        Y
    COPY     Copy Test Account               B        C        N
    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              +

 F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

The new Account Type →

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

Work With General Ledger Account Types →

2 = Change →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag


Type options, press Enter.
2=Change   3=Copy   5=Display

?  Account  Description                      Account  Balance  Posting
   Type                                      Purge    to       Account
   Code                                      Flag     Bracket
   AST      Assets                           B        C        Y
   COPY     Copy Test Account                B        C        N
   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              +

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

Here's the number **2** →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag


Type options, press Enter.
2=Change   3=Copy   5=Display

?  Account  Description                      Account  Balance  Posting
   Type                                      Purge    to       Account
   Code                                      Flag     Bracket
   AST      Assets                           B        C        Y
2  COPY     Copy Test Account                B        C        N
   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              +

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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

Figure 3

Edit General Ledger Account Type Details →

Changeable fields →

```
GLDLE1K    CHANGE                                          1/02/96  8:00:00
                  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





F3=Exit   F4=Prompt
```

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

Press **F3** to return to `Work With General Ledger Account Types` .

Figure 4

Work With General Ledger Account Types →

```
GLC8DFK    DISPLAY                                         1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                     Account
   Type                                     Purge
   Code                                     Flag


Type options, press Enter.
2=Change   3=Copy   5=Display

?  Account  Description                     Account  Balance  Posting
   Type                                     Purge    to       Account
   Code                                     Flag     Bracket
   AST      Assets                          B        C        Y
   COPY     Copy Test Account               B        C        N
   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              +

F3=Exit   F4=Prompt   F6=Add   F21=Print List
```

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

Work With General Ledger Account Types →

F3 = *Exit* →

```
GLC8DFK    DISPLAY                                                  1/02/96  8:00:00
                    Work With General Ledger Account Types
   Account  Description                      Account
   Type                                      Purge
   Code                                      Flag


Type options, press Enter.
2=Change   3=Copy   5=Display

?  Account  Description                      Account  Balance  Posting
   Type                                      Purge    to       Account
   Code                                      Flag     Bracket
   AST      Assets                           B        C        Y
   COPY     Copy Test Account                B        C        N
   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              +

F3=Exit   F4=Prompt   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.

Figure 2

GL Setup Menu →

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

You Are Done

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

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

GL Setup → Menu

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

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

Here's the number **1** →

You're working with this window

GL Source

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

Figure 3

```
Work With GL Source →
Search Fields →
Options →
Function Keys →

GLDODFR    DISPLAY                                          1/02/96  8:00:00
                                Work With GL Source
   GL      Description
   Source
   Code
   ____    ____________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry

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

Work With GL Source

The `Work With GL Source` display fills up your entire screen.

Search Fields

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

The Options

The Options are explained throughout this chapter.

The Source List

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

Figure 1

Work With GL Source →

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                              Work With GL Source
   GL      Description
   Source
   Code
   ____    ____________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry


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

F6 = *Add* →

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 KEY SCREEN →

↗ GL Source Code

```
GLDPE1R    ADD                                              1/02/96  8:00:00
                         Add GL Source KEY SCREEN

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

TEST →

```
GLDPE1R    ADD                                                  1/02/96  8:00:00
                          Add GL Source KEY SCREEN

GL Source Code .  TEST

F3=Exit
```

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

Figure 4

Add GL Source Details →

Description →

```
GLDPE1R    ADD                                                  1/02/96  8:00:00
                          Add GL Source Details

GL Source Code :   TEST

Description  . .   ____________________________

F3=Exit   F12=Key screen
```

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

```
GLDPE1R    ADD                                                  1/02/96  8:00:00
                              Add GL Source Details

GL Source Code :   TEST

Description  . .   Test Source_________________

F3=Exit   F12=Key screen
```

Test Source →

Processing

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

Figure 6

```
GLDPE1R    ADD                                                  1/02/96  8:00:00
                              Add GL Source Details

GL Source Code :   TEST

Description  . .   Test Source

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

CONFIRM →

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`.

Figure 7

Work With GL Source →

The new Source →

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                                 Work With GL Source
   GL      Description
   Source
   Code


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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry
   TEST    Test Source



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

The Result

You have successfully added a new GL Source.

You Are Done

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.

Figure 1

Work With GL Source →

F21 = *Print List* →

```
GLDODFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Source
   GL      Description
   Source
   Code
   ____    ______________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry
   TEST    Test Source



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

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

Processing →

```
GLDODFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Source
   GL      Description
   Source
   Code
   ____    ______________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry
   TEST    Test Source



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

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

Completed

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

Figure 3

```
 GLDODFR    DISPLAY                                          1/02/96  8:00:00
                                Work With GL Source
    GL      Description
    Source
    Code
    ____    ____________________________

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

 ?  GL      Description
    Source
    Code
    AP      Accounts Payable
    AR      Accounts Rec.
    GL      GL Journal Entry
    GLR     Recurring GL Journal Entry
    TEST    Test Source



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

Completed →

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the 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.

Figure 1

Work With GL Source →

2 = *Change* →

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                                Work With GL Source
   GL      Description
   Source
   Code
   ____    ______________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry
   TEST    Test Source



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

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

Here's the number **2** →

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                                Work With GL Source
   GL      Description
   Source
   Code
   ____    ______________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry
2  TEST    Test Source



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

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

Figure 3

Edit GL Source Details →

Description →

```
GLDQE1R    CHANGE                                          1/02/96  8:00:00
                          Edit GL Source Details

GL Source Code :   TEST

Description  . .   Test Source



F3=Exit   F12=Key screen
```

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`.

Figure 4

Work With GL Source →

```
GLDODFR    DISPLAY                                         1/02/96  8:00:00
                          Work With GL Source
   GL      Description
   Source
   Code
   ____    ____________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry
   TEST    Test Source



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

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.

Figure 1

Work With GL Source →

4 = *Delete* →

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                                Work With GL Source
   GL      Description
   Source
   Code
   ____    ______________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry
   TEST    Test Source



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

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

Here's the number **4** →

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                                Work With GL Source
   GL      Description
   Source
   Code
   ____    ______________________________

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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry
4  TEST    Test Source



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

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

Figure 3

Delete GL Source →

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                              Work With GL Source
   GL      D ....................................................
   Source    :                 Delete GL Source                  :
   Code      :                                                   :
             :  Press Enter to Confirm Deletion                  :
             :                                                   :
Type options :  GL Source Code :   TEST                          :
2=Change   4 :                                                   :
             :  Test Source                                      :
?  GL      D :                                                   :
   Source    :                                                   :
   Code      :                                                   :
   AP      A :                                                   :
   AR      A :  F3=Exit                                          :
   GL      G :                                                   :
   GLR     R :                                                   :
4  TEST    T : ................................................ :



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

You're working with this window

Your Choices

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

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                              Work With GL Source
   GL      D ....................................................
   Source    :                 Delete GL Source                  :
   Code      :                                                   :
             :  Press Enter to Confirm Deletion                  :
             :                                                   :
Type options :  GL Source Code :   TEST                          :
2=Change   4 :                                                   :
             :  Test Source                                      :
?  GL      D :                                                   :
   Source    :                                                   :
   Code      :                                                   :
   AP      A :                                                   :
   AR      A :  F3=Exit                                          :
   GL      G :                                ...................:
   GLR     R :                                :   CONFIRM: Y (Y/N) : :
4  TEST    T : ........................... :                    : :
                                            : .................. :


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

The CONFIRM *window*

Confirming

You will be asked to confirm your changes.

Confirmation Tips

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

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

Returning To The Main Starting Point

Press **Enter** to return to Work With GL Source .

Figure 5

Work With GL Source →

TEST *is gone* →

```
GLDODFR    DISPLAY                                          1/02/96  8:00:00
                              Work With GL Source
   GL      Description
   Source
   Code


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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry




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

The Result

You have successfully deleted the Test Source .

You Are Done

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.

Figure 1

Work With GL Source →

F3 = *Exit* →

```
GLDODFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Source
   GL      Description
   Source
   Code


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

?  GL      Description
   Source
   Code
   AP      Accounts Payable
   AR      Accounts Rec.
   GL      GL Journal Entry
   GLR     Recurring GL Journal Entry



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.

Figure 2

GL Setup Menu →

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

You Are Done

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

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

GL Setup Menu →

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

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

Here's the number **1** →

You're working with this window

Chart Of Accounts

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

Figure 3

Work With General Ledger Chart of Accounts →

Search Fields →

Options →

Function Keys →

```
GLDQDFK    DISPLAY                                          1/02/96  8:00:00
                    Work With General Ledger Chart of Accounts
 Company YOURCO  TEST Manufacturing Co. Ltd.
  GL Cost Account GL Sub   Account  Description                      Account
  Centre  Code    Account  Type                                       Status
  ______  ______  ______   ____     ______________________________   _

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

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

Work With General Ledger Chart Of Accounts

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

Search Fields

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

The Options

The Options are explained throughout this section.

The Account List

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

Function Keys

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

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

GL Setup Menu →

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

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

GL Setup Menu →

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

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

Figure 2

```
 ZZMENUR    DISPLAY            ...............................................
                               :            Run Application Menu              :
 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.      :
 Your Name                     :  GL         General Ledger
..............................................  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
:     Work With Chart of Accounts              : unctions
:  1  Work With GL Currency                    :
:     Work With Bank                           :
:     Work With Fiscal Periods                 :
:     Work With GL Company                     :
:     Work With Recurring JE                   :
:                                              :
:                                              :
:  F3=Exit                                     :
:                                              :
:                                              :
:..............................................: ............................:
```

Here's the number **1** →

You're working with this window

GL Currency

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

Figure 3

```
Work With GL →
    Currency
Search Fields →
Options →

ZZHNDFR    DISPLAY                                          1/02/96  8:00:00
                                Work With GL Currency
   Currency  Description
   Code
   ____      ______________________________

Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   USD       US Dollar

Function Keys →

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

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.

Figure 1

Work With GL Currency →

F6 = *Add* →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code
   ____      ______________________________

Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   USD       US Dollar

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

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.

Figure 2

Add GL Currency →

Currency Code →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code

   ..................................
Ty :       Add GL Currency          :
2= :                                :
   :  Currency Code .    ____       :
?  :                                :
   :                                :
   :  F3=Exit                       :
   :                                :
   :                                :
   : ............................... :

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

You're working with this window

Your Choices

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

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                Work With GL Currency
   Currency  Description
   Code

   ..................................
Ty :       Add GL Currency           :
2= :                                 :
   :  Currency Code .   TEST         :
?  :                                 :
   :                                 :
   :  F3=Exit                        :
   :                                 :
   :                                 :
   : ............................... :




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

TEST →

You're working with this window

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

Figure 4

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                Work With GL Currency
   Currency  Description
   Code

   ..................................
Ty :       Add GL Currency           :
2= :                                 :
   :  Currency Code .   TEST         :
?  :          ..............................................................
   :          :                  Add GL Currency Details                    :
   :  F3=Exit :                                                              :
   :          :  Currency Code :   TEST                                     :
   :          :                                                             :
   : ........ → Description . .   ______________________________            :
              :                                                             :
              :                                                             :
              :                                                             :
              :  F3=Exit   F12=Key screen                                   :
              :                                                             :
              :                                                             :
              : ............................................................ :
F3=Exit   F6=Add   F21=Print List
```

Add GL Currency Details →

Description →

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

   ..................................
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
```

Test Currency →

You're working with this window

Processing

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

Figure 6

```
ZZHNDFR    DISPLAY                                                1/02/96  8:00:00
                                Work With GL Currency
   Currency  Description
   Code

   ..................................
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                                   :
              :                                          ...................... :
              :                                          :   CONFIRM: Y (Y/N) : :
              : ......................................... :                  : :
F3=Exit   F6=Add   F21=Print List                        : .................. :
```

The CONFIRM *window*

Confirming

You will be asked to confirm your new Currency.

Confirmation Tips

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

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

Returning To The Main Starting Point

Press **Enter** to return to `Work With GL Currency`.

Figure 7

Work With GL Currency →

The new Currency →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar





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

The Result

You have successfully added a new GL Currency.

You Are Done

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.

Figure 1

Work With GL Currency →

F21 = *Print List* →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar




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

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.

Figure 2

Processing →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar




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

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

Completed

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

Figure 3

```
 ZZHNDFR    DISPLAY                                                1/02/96  8:00:00
                                Work With GL Currency
    Currency  Description
    Code


 Type options, press Enter.
 2=Change   6=Print Details   8=Details

 ?  Currency  Description
    Code
    CAN       Canadian Dollar
    NGL       Dutch (Holland) Guilders
    TEST      Test Currency
    USD       US Dollar




Completed →

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

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed 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.

Figure 1

Work With GL Currency →

6 = *Print Details* →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar





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

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.

Figure 2

Here's the number **6** →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
6  TEST      Test Currency
   USD       US Dollar





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

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

Figure 3

```
 ZZHNDFR    DISPLAY                                                1/02/96  8:00:00
                                Work With GL Currency
    Currency  Description
    Code


 Type options, press Enter.
 2=Change   6=Print Details   8=Details

 ?  Currency  Description
    Code
    CAN       Canadian Dollar
    NGL       Dutch (Holland) Guilders
 6  TEST      Test Currency
    USD       US Dollar




Processing →

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

Completed

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

Figure 4

```
 ZZHNDFR    DISPLAY                                                1/02/96  8:00:00
                                Work With GL Currency
    Currency  Description
    Code


 Type options, press Enter.
 2=Change   6=Print Details   8=Details

 ?  Currency  Description
    Code
    CAN       Canadian Dollar
    NGL       Dutch (Holland) Guilders
 6  TEST      Test Currency
    USD       US Dollar




Completed →

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

The Result

You have successfully printed the GL Currency list.

You Are Done

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.

Figure 1

Work With GL Currency →

8 = *Details* →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar





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

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 ***8***, as shown in Figure 2.

Figure 2

Here's the number **8** →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
8  TEST      Test Currency
   USD       US Dollar





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

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

Figure 3

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



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

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.

Figure 1

Work With Exchange →

F6 = *Add* →

```
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

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

Figure 2

Add Exchange Rate KEY SCREEN →

`Translation Date` →

```
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, pres :              Add Exchange Rate KEY              :
2=Change   4=Delet :                                                 :
                   :  Currency Code . . . . :   TEST                 :
                   :                                                 :
                   → Translation Date  . . .   ______                :
                   :                                                 :
                   :                                                 :
                   :                                                 :
                   :  F3=Exit                                        :
                   :                                                 :
                   :                                                 :
                   : ............................................... :

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

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

```
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, pres :              Add Exchange Rate KEY              :
2=Change   4=Delet :                                                 :
                   :  Currency Code . . . . :   TEST                 :
                   :                                                 :
                   :  Translation Date  . . →  010296                :
                   :                                                 :
                   :                                                 :
                   :                                                 :
                   :  F3=Exit                                        :
                   :                                                 :
                   :                                                 :
                   : ............................................... :

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

010296 →

You're working with this window

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

Figure 4

```
 ...................................................        1/02/96  8:00:00
 :            Add Exchange Rate Details            :
 :                                                 :
 :  Currency Code . . . . :   TEST                 :
 :  Translation Date  . . :    1/02/96             :
 :                                                 :
 :  Exchange Rate - Buy . .   ________             :
 :  Exchange Rate - Sell  .   ________             : ..................
 :                                                 :                  :
 :                                                 :                  :
 :                                                 :                  :
 :                                                 :                  :
 :  F3=Exit   F12=Key screen                       :                  :
 :                                                 :                  :
 :                                                 :                  :
 : ............................................... :                  :
                   :  F3=Exit                                        :
                   : Invalid date.                                   :
                   :                                                 :
                   : ............................................... :

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

Add Exchange Rate Details →

Exchange Rates →

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

```
                                                        1/02/96  8:00:00
:            Add Exchange Rate Details
:
:  Currency Code . . . . :   TEST
:  Translation Date  . . :    1/02/96
:
:  Exchange Rate - Buy . .   1.00____
:  Exchange Rate - Sell  .   1.02____

:  F3=Exit   F12=Key screen

                    :  F3=Exit
                    : Invalid date.

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

1.00 →
1.02 →

You're working with this window

Processing

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

Figure 6

```
                                                        1/02/96  8:00:00
:            Add Exchange Rate Details
:
:  Currency Code . . . . :   TEST
:  Translation Date  . . :    1/02/96
:
:  Exchange Rate - Buy . .     1.0000
:  Exchange Rate - Sell  .     1.0200

:  F3=Exit   F12=Key screen
                              ....................
:                             :   CONFIRM: Y (Y/N) :
                    :  F3=Exit :
                    : Invalid date.

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

The `CONFIRM` *window*

Confirming

You will be asked to confirm your new Exchange Rates.

Confirmation Tips

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

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

Returning To The Main Starting Point

Press **Enter** to return to `Work With Exchange` .

Figure 7

Work With Exchange →

The new Exchange Rate →

```
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 added a new Exchange Rate.

You Are Done

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.

Figure 1

Work With Exchange →

F21 = *Print List* →

```
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 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.

Figure 2

`Processing` →

```
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
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

```
 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

Completed →

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

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.

Figure 1

Work With Exchange →

2 = Change →

```
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 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

Here's the number **2** →

```
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
2   1/02/96       1.0000      1.0200





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

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

Figure 3

Edit Exchange Rate KEY SCREEN →

Translation 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 Starting Point

Press **F3**, to return to `Work With Exchange`.

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.

Figure 1

Work With Exchange →

4 = *Delete* →

```
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 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

Here's the number **4** →

```
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
4   1/02/96       1.0000      1.0200





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

Reviewing

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

Figure 3

Delete Exchange Rate →

```
ZZIKDFR    DIS ............................................... 02/96  8:00:00
               :            Delete Exchange Rate              :
Company Code Y :                                              :
Currency Code  :  Press Enter to confirm deletion             :
   Translation :                                              :
   Date        :  Currency Code . . . . :                     :
               :  Translation Date  . . :    1/02/96          :
               :  Exchange Rate - Buy . :     1.0000          :
Type options,  :  Exchange Rate - Sell  :     1.0200          :
2=Change   4=D :                                              :
               :                                              :
?  Translation :  F3=Exit                                     :
   Date        :                                              :
4   1/02/96    :                                              :
               : ........................................... :




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

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 ............................................... 02/96  8:00:00
               :            Delete Exchange Rate              :
Company Code Y :                                              :
Currency Code  :  Press Enter to confirm deletion             :
   Translation :                                              :
   Date        :  Currency Code . . . . :                     :
               :  Translation Date  . . :    1/01/96          :
               :  Exchange Rate - Buy . :     1.0000          :
Type options,  :  Exchange Rate - Sell  :     1.0200          :
2=Change   4=D :                                              :
               :                                              :
?  Translation :  F3=Exit                                     :
   Date        :                       ...................... :
4   1/01/96    :                       :   CONFIRM: Y (Y/N) : :
    6/25/96    : ..................... :                  : :
                                       : .................. :



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

The `CONFIRM` *window*

Confirming

You will be asked to confirm your request to delete.

Confirmation Tips

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

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

Returning To The Main Starting Point

Press **Enter** to return to `Work With Exchange`.

Figure 5

Work With Exchange →

The Exchange Rate is gone →

```
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





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

The Result

You have successfully deleted the Exchange Rate.

You Are Done

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.

Figure 1

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





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

F3 = *Exit* →

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.

Figure 2

Work With GL Currency →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                               Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar





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

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.

Figure 1

Work With GL Currency →

2 = *Change* →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar





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

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.

Figure 2

Here's the number **2** →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
2  TEST      Test Currency
   USD       US Dollar





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

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

Figure 3

Edit Currency Details →

Description →

```
ZZHNDFR    DISPLAY                                          1/02/96  8:00:00
.............................................................
:                  Edit Currency Details                    :
:                                                           :
:  Currency Code :   TEST                                   :
:                                                           :
:  Description . .   Test Currency                          :
:                                                           :
:                                                           :
:                                                           :
:  F3=Exit                                                  :
:                                                           :
:                                                           :
: ........................................................... :
   USD       US Dollar




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

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 Starting Point

Press **F3** to return to `Work With GL Currency`.

Figure 4

Work With GL Currency →

```
ZZHNDFR    DISPLAY                                          1/02/96  8:00:00
                              Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar





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

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.

Figure 1

Work With GL Currency →

F3 = *Exit* →

```
ZZHNDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Currency
   Currency  Description
   Code


Type options, press Enter.
2=Change   6=Print Details   8=Details

?  Currency  Description
   Code
   CAN       Canadian Dollar
   NGL       Dutch (Holland) Guilders
   TEST      Test Currency
   USD       US Dollar




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

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

GL Setup Menu →

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

You Are Done

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

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

GL Setup Menu →

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

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

Figure 2

```
 ZZMENUR    DISPLAY            ...............................................
                               :            Run Application Menu               :
 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.       :
 Your Name                     :  GL         General Ledger
..............................................  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
:     Work With Chart of Accounts              : unctions
:     Work With GL Currency                    :
:  1  Work With Bank                           :
:     Work With Fiscal Periods                 :
:     Work With GL Company                     :
:     Work With Recurring JE                   :
:                                              :
:                                              :
:  F3=Exit                                     :
:                                              :
:                                              :
:..............................................: ............................:
```

Here's the number **1** →

You're working with this window

Bank

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

Figure 3

Work With Bank →

Search Fields →

Options →

Function Keys →

```
GLGXDFR    DISPLAY                                                  1/02/96  8:00:00
                                   Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ______________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                 99



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

Work With Bank

The `Work With Bank` display fills up your entire screen.

Search Fields

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

The Options

The Options are explained throughout this section.

The Bank List

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

Figure 1

Work With Bank →

F6 = *Add* →

```
GLGXDFR    DISPLAY                                                  1/02/96  8:00:00
                                   Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ______________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                 99



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

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.

Figure 2

Add Bank KEY SCREEN →

Bank Code →

```
GLGZE1R    ADD                                                      1/02/96  8:00:00
                                 Add Bank KEY SCREEN

Internal Company Code :        21
Bank Code . . . . . . .        ____



F3=Exit
```

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

TEST →

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
                                Add Bank KEY SCREEN

Internal Company Code :        21
Bank Code . . . . . . .        TEST


F3=Exit
```

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

Figure 4

Add Bank Details →

The data entry fields →

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
                                Add Bank Details

Bank Code  . . . . . . . . . . :   TEST

Description  . . . . . . . . . .   ____________________________

Currency Code  . . . . . . . . .   ____

GL Bank Account  . . . . . . . .   _______

Balance Sheet Exchange Account .   _______

Exchange Gain / Loss Account . .   _______

Next Cheque Number . . . . . . .   _______


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

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` .

Figure 5

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
                                Add Bank Details

Bank Code  . . . . . . . . . . :   TEST

Description  . . . . . . . . . .   Test Bank____________________

Currency Code  . . . . . . . . .   ____

GL Bank Account  . . . . . . . .   _______

Balance Sheet Exchange Account .   _______

Exchange Gain / Loss Account . .   _______

Next Cheque Number . . . . . . .   _______


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

Test Bank →

`Currency Code` →

Currency

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

Figure 6

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
                                Add Bank Details
                     ..............................................................
Bank Code  . . . . : :                  Select GL Currency                      :
                   :    Currency Description                                    :
Description  . . . :    Code                                                    :
                   :    ____     ________________________________               :
Currency Code  . . :                                                            :
                   :  1=Select request                                          :
GL Bank Account  . :  ? Currency Description                                    :
                   :    Code                                                    :
                   :    CAN      Canadian Dollar                                :
Balance Sheet Exch :    NGL      Dutch (Holland) Guilders                       :
                   :    TEST     Test Currency                                  :
                   :    USD      US Dollar                                      :
Exchange Gain / Lo :                                                            :
                   :                                                            :
                   :                                                            :
Next Cheque Number :  F3=Exit                                                   :
                   :                                                            :
                   :                                                            :
                   : ........................................................... :
F3=Exit   F4=Prompt   F12=Key screen
```

Select GL Currency →

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

Here's the number **1** →

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
                                Add Bank Details
                          ..............................................................
Bank Code  . . . . :                   Select GL Currency                            :
                   :    Currency Description                                         :
Description  . . . :    Code                                                         :
                   :    ____     ______________________________                      :
Currency Code  . . :                                                                 :
                   :  1=Select request                                               :
GL Bank Account  . :  ? Currency Description                                         :
                   :    Code                                                         :
                   :    CAN      Canadian Dollar                                     :
Balance Sheet Exch :    NGL      Dutch (Holland) Guilders                            :
                   → 1 TEST     Test Currency                                       :
                   :    USD      US Dollar                                           :
Exchange Gain / Lo :                                                                 :
                   :                                                                 :
                   :                                                                 :
Next Cheque Number :  F3=Exit                                                        :
                   :                                                                 :
                   :                                                                 :
                   : ................................................................ :
F3=Exit   F4=Prompt   F12=Key screen
```

You're working with this window

Filled

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

Figure 8

Add Bank Details →

TEST →

GL Bank Account →

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
                                Add Bank Details

Bank Code  . . . . . . . . . . :   TEST

Description  . . . . . . . . . .   Test Bank

Currency Code  . . . . . . . . .   TEST    Test Currency

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 →

```
 GLGZE1R    ADD                                                  1/02/96  8:00:00
:                              Select GL Account                                 :
:    Company GL Cost Account GL Sub  Description                    Account     :
:    Code    Centre  Code    Account                                Type        :
:    ______  ______  ______  ______  ______________________________ ____        :
:                                                                               :
:  Type options, press Enter.                                                   :
:                                                                               :
:  1=Select request                                                             :
:  ? Company GL Cost Account GL Sub  Description                    Account     :
:    Code    Centre  Code    Account                                Type        :
:    YOURCO          0000            Balance Sheet                              :
:    YOURCO          0100            Assets                                     :
:    YOURCO          0105            Current Assets                             :
:    YOURCO          0110            Cash                                       :
:    YOURCO          0120            Cash General Account                     + :
:                                                                               :
:  F3=Exit                                                                      :
:                                                                               :
:                                                                               :
:...............................................................................:
 F3=Exit   F4=Prompt   F12=Key screen
```

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

Here's the number **1** →

```
 GLGZE1R    ADD                                                  1/02/96  8:00:00
:                              Select GL Account                                 :
:    Company GL Cost Account GL Sub  Description                    Account     :
:    Code    Centre  Code    Account                                Type        :
:    ______  ______  ______  ______  ______________________________ ____        :
:                                                                               :
:  Type options, press Enter.                                                   :
:                                                                               :
:  1=Select request                                                             :
:  ? Company GL Cost Account GL Sub  Description                    Account     :
:    Code    Centre  Code    Account                                Type        :
:    YOURCO          0000            Balance Sheet                              :
:    YOURCO          0100            Assets                                     :
:    YOURCO          0105            Current Assets                             :
:  1 YOURCO          0110            Cash                                       :
:    YOURCO          0120            Cash General Account                     + :
:                                                                               :
:  F3=Exit                                                                      :
:                                                                               :
:                                                                               :
:...............................................................................:
 F3=Exit   F4=Prompt   F12=Key screen
```

You're working with this window

Filled

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

Figure 11

```
Add Bank Details →   GLGZE1R    ADD                                          1/02/96  8:00:00
                                          Add Bank Details

                     Bank Code  . . . . . . . . . . :   TEST

                     Description  . . . . . . . . . .   Test Bank

                     Currency Code  . . . . . . . . .   TEST    Test Currency

                 Cash →  GL Bank Account  . . . . . . .                  0110
                                                                   Cash
            Balance Sheet →
                 Exchange
                 Account    Balance Sheet Exchange Account .   _______

                            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 →  GLGZE1R    ADD                                          1/02/96  8:00:00
                     ..............................................................................
                     :                          Select GL Account                                 :
                     :    Company GL Cost Account GL Sub  Description                    Account    :
                     :    Code    Centre  Code    Account                                Type       :
                     :    ______  ______  ______  ______  ______________________________ ____       :
                     :                                                                             :
                     :  Type options, press Enter.                                                 :
                     :                                                                             :
                     :  1=Select request                                                           :
                     :  ? Company GL Cost Account GL Sub  Description                    Account    :
                     :    Code    Centre  Code    Account                                Type       :
                     :    YOURCO          0000            Balance Sheet                             :
                     :    YOURCO          0100            Assets                                    :
                     :    YOURCO          0105            Current Assets                            :
                     :    YOURCO          0110            Cash                                      :
                     :    YOURCO          0120            Cash General Account                    + :
                     :                                                                             :
                     :  F3=Exit                                                                    :
                     :                                                                             :
                     :                                                                             :
                     :............................................................................:
                     F3=Exit   F4=Prompt   F12=Key screen
```

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

Here's the number **1** →

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
.............................................................................
:                            Select GL Account                              :
:    Company GL Cost Account GL Sub  Description                   Account  :
:    Code    Centre  Code    Account                               Type     :
:    ______  ______  ______  ______  ____________________________  ____     :
:                                                                           :
:  Type options, press Enter.                                               :
:                                                                           :
:  1=Select request                                                         :
:  ? Company GL Cost Account GL Sub  Description                   Account  :
:    Code    Centre  Code    Account                               Type     :
:  1 YOURCO          0000            Balance Sheet                          :
:    YOURCO          0100            Assets                                 :
:    YOURCO          0105            Current Assets                         :
:    YOURCO          0110            Cash                                   :
:    YOURCO          0120            Cash General Account                 + :
:                                                                           :
:  F3=Exit                                                                  :
:                                                                           :
:                                                                           :
:...........................................................................:
F3=Exit   F4=Prompt   F12=Key screen
```

You're working with this window

Filled

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

Figure 14

Add Bank Details →

Balance Sheet →

Exchange Gain / Loss Account →

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
                                 Add Bank Details

Bank Code  . . . . . . . . . . :   TEST

Description  . . . . . . . . . .   Test Bank

Currency Code  . . . . . . . . .   TEST    Test Currency

GL Bank Account  . . . . . . . .                  0110
                                                  Cash

Balance Sheet Exchange Account .                  0000
                                                  Balance Sheet

Exchange Gain / Loss Account . .   _______

Next Cheque Number . . . . . . .   _______


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

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

Select GL Account →

```
 GLGZE1R    ADD                                                1/02/96  8:00:00
.............................................................................
:                            Select GL Account                              :
:    Company GL Cost Account GL Sub  Description                    Account    :
:    Code    Centre  Code    Account                                Type       :
:    ______  ______  ______  ______  ______________________________ ____       :
:                                                                             :
:  Type options, press Enter.                                                 :
:                                                                             :
:  1=Select request                                                           :
:  ? Company GL Cost Account GL Sub  Description                    Account    :
:    Code    Centre  Code    Account                                Type       :
:    YOURCO          0000            Balance Sheet                            :
:    YOURCO          0100            Assets                                   :
:    YOURCO          0105            Current Assets                           :
:    YOURCO          0110            Cash                                     :
:    YOURCO          0120            Cash General Account                   + :
:                                                                             :
:  F3=Exit                                                                    :
:                                                                             :
:                                                                             :
:............................................................................:
 F3=Exit   F4=Prompt   F12=Key screen
```

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 →

```
 GLGZE1R    ADD                                                1/02/96  8:00:00
.............................................................................
:                            Select GL Account                              :
:    Company GL Cost Account GL Sub  Description                    Account    :
:    Code    Centre  Code    Account                                Type       :
:    ______  ______  ______  ______  Exchange______________________ ____       :
:                                                                             :
:  Type options, press Enter.                                                 :
:                                                                             :
:  1=Select request                                                           :
:  ? Company GL Cost Account GL Sub  Description                    Account    :
:    Code    Centre  Code    Account                                Type       :
:    YOURCO          0000            Balance Sheet                            :
:    YOURCO          0100            Assets                                   :
:    YOURCO          0105            Current Assets                           :
:    YOURCO          0110            Cash                                     :
:    YOURCO          0120            Cash General Account                   + :
:                                                                             :
:  F3=Exit                                                                    :
:                                                                             :
:                                                                             :
:............................................................................:
 F3=Exit   F4=Prompt   F12=Key screen
```

You're working with this window

Found

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

Figure 17

```
 GLGZE1R    ADD                                                1/02/96  8:00:00
.............................................................................
:                            Select GL Account                              :
:    Company GL Cost Account GL Sub  Description                    Account :
:    Code    Centre  Code    Account                                Type    :
:    ______  ______  ______  ______  Exchange_____________________ ____     :
:                                                                           :
:  Type options, press Enter.                                               :
:                                                                           :
:  1=Select request                                                         :
:  ? Company GL Cost Account GL Sub  Description                    Account :
:    Code    Centre  Code    Account                                Type    :
:    YOURCO          0126            US Account Exchange                    :
:    YOURCO          2200            Exchange                               :
:                                                                           :
:                                                                           :
:                                                                           :
:                                                                           :
:  F3=Exit                                                                  :
:                                                                           :
:                                                                           :
:...........................................................................:
 F3=Exit   F4=Prompt   F12=Key screen
```

Exchange →

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

```
 GLGZE1R    ADD                                                1/02/96  8:00:00
.............................................................................
:                            Select GL Account                              :
:    Company GL Cost Account GL Sub  Description                    Account :
:    Code    Centre  Code    Account                                Type    :
:    ______  ______  ______  ______  Exchange_____________________ ____     :
:                                                                           :
:  Type options, press Enter.                                               :
:                                                                           :
:  1=Select request                                                         :
:  ? Company GL Cost Account GL Sub  Description                    Account :
:    Code    Centre  Code    Account                                Type    :
:    YOURCO          0126            US Account Exchange                    :
:  1 YOURCO          2200            Exchange                               :
:                                                                           :
:                                                                           :
:                                                                           :
:                                                                           :
:  F3=Exit                                                                  :
:                                                                           :
:                                                                           :
:...........................................................................:
 F3=Exit   F4=Prompt   F12=Key screen
```

Here's the number **1** →

You're working with this window

Filled

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

Figure 19

```
Add Bank
 Details →  GLGZE1R    ADD                                          1/02/96  8:00:00
                                  Add Bank Details

            Bank Code  . . . . . . . . . . :   TEST

            Description  . . . . . . . . . .   Test Bank

            Currency Code  . . . . . . . . .   TEST    Test Currency

            GL Bank Account  . . . . . . . .                 0110
                                                   Cash

            Balance Sheet Exchange Account .                 0000
                                                   Balance Sheet
   Exchange →
            Exchange Gain / Loss Account . .                 2200
Next Cheque →                                      Exchange
   Number
            Next Cheque Number . . . . . . .


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

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

```
            GLGZE1R    ADD                                          1/02/96  8:00:00
                                  Add Bank Details

            Bank Code  . . . . . . . . . . :   TEST

            Description  . . . . . . . . . .   Test Bank

            Currency Code  . . . . . . . . .   TEST    Test Currency

            GL Bank Account  . . . . . . . .                 0110
                                                   Cash

            Balance Sheet Exchange Account .                 0000
                                                   Balance Sheet

101 →       Exchange Gain / Loss Account . .                 2200
                                                   Exchange

            Next Cheque Number . . . . . . .    101___


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

Processing

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

Figure 21

```
GLGZE1R    ADD                                                  1/02/96  8:00:00
                                Add Bank Details

Bank Code  . . . . . . . . . . :   TEST

Description  . . . . . . . . . .   Test Bank

Currency Code  . . . . . . . . .   TEST    Test Currency

GL Bank Account  . . . . . . . .                  0110
                                          Cash

Balance Sheet Exchange Account .                  0000
                                          Balance Sheet

Exchange Gain / Loss Account . .                  2200
                                          Exchange

Next Cheque Number . . . . . . .       101

CONFIRM →

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

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`.

Figure 22

```
Work With
     Bank →
GLGXDFR    DISPLAY                                              1/02/96  8:00:00
                                  Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ____________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
   TEST  TEST      Test Bank                           101
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                 99
The new Bank →

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

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.

Figure 1

Work With Bank →

F21 = *Print List* →

```
GLGXDFR    DISPLAY                                                  1/02/96  8:00:00
                                   Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ______________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
   TEST  TEST      Test Bank                           101
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                  99



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

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

`Processing` →

```
GLGXDFR    DISPLAY                                                  1/02/96  8:00:00
                                   Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ______________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
   TEST  TEST      Test Bank                           101
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                  99



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

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

Completed

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

Figure 3

```
 GLGXDFR    DISPLAY                                                1/02/96  8:00:00
                                 Work With Bank
 Company YOURCO  TEST Manufacturing Co. Ltd.
    Bank  Currency  Description
    Code  Code
    ____  ____      ______________________________

 Type options, press Enter.
 2=Change

 ?  Bank  Currency  Description                      Next
    Code  Code                                       Cheque
    CC    CAN       City Bank - Credit Card               0
    TEST  TEST      Test Bank                           101
    US    USD       US $ Account                       1001
    01    CAN       City Bank - Canadian                 99

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

Completed →

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the 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.

Figure 1

Work With Bank →

2 = *Change* →

```
GLGXDFR    DISPLAY                                                  1/02/96  8:00:00
                                   Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ______________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
   TEST  TEST      Test Bank                           101
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                 99




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

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

Here's the number **2** →

```
GLGXDFR    DISPLAY                                                  1/02/96  8:00:00
                                   Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ______________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
2  TEST  TEST      Test Bank                           101
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                 99




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

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

Figure 3

Edit Bank Details →

Changeable fields →

```
GLKSE1R    CHANGE                                          1/02/96  8:00:00
                              Edit Bank Details

Bank Code  . . . . . . . . . . :   TEST

Description  . . . . . . . . . .   Test Bank

Currency Code  . . . . . . . . .   TEST    Test Currency

GL Bank Account  . . . . . . . .         4        0110
                                            Cash

Balance Sheet Exchange Account .         1        0000
                                            Balance Sheet

Exchange Gain / Loss Account . .        94        2200
                                            Exchange

Next Cheque Number . . . . . . .       101


F3=Exit   F4=Prompt
```

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

Work With Bank →

```
GLGXDFR    DISPLAY                                         1/02/96  8:00:00
                              Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ______________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
   TEST  TEST      Test Bank                           101
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                 99




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

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.

Figure 1

Work With Bank →

F3 = *Exit* →

```
GLGXDFR    DISPLAY                                                  1/02/96  8:00:00
                                   Work With Bank
Company YOURCO  TEST Manufacturing Co. Ltd.
   Bank  Currency  Description
   Code  Code
   ____  ____      ______________________________

Type options, press Enter.
2=Change

?  Bank  Currency  Description                      Next
   Code  Code                                       Cheque
   CC    CAN       City Bank - Credit Card               0
   TEST  TEST      Test Bank                           101
   US    USD       US $ Account                       1001
   01    CAN       City Bank - Canadian                  99



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.

Figure 2

GL Setup Menu →

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

You Are Done

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

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

GL Setup Menu →

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 ***1***, as shown in Figure 2.

Figure 2

```
 ZZMENUR    DISPLAY            ...............................................
                               :            Run Application Menu              :
 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.      :
 Your Name                     :  GL         General Ledger
..............................................  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
:     Work With Chart of Accounts              : unctions
:     Work With GL Currency                    :
:     Work With Bank                           :
:  1  Work With Fiscal Periods                 :
:     Work With GL Company                     :
:     Work With Recurring JE                   :
:                                              :
:                                              :
:  F3=Exit                                     :
:                                              :
:                                              :
:..............................................: ............................:
```

Here's the number **1** →

You're working with this window

Fiscal Periods

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

Figure 3

```
Work With Fiscal Periods →
Search Fields →
Options →
Function Keys →

GLEIDFR    DISPLAY                                          1/02/96  8:00:00
                          Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date

   ______ ____    ______________________________   ______

 Type options, press Enter.
 2=Change   5=Display   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
    01994  008     March                            3/31/95                  +

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

Work With Fiscal Periods

The `Work With Fiscal Periods` display fills up your entire screen.

Search Fields

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

The Options

The Options are explained throughout this section.

The Fiscal Period List

In the lower half, there is a selection of Fiscal Periods in Fiscal Period 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 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 Fiscal Periods →

F6 = *Add* →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

 Type options, press Enter.
 2=Change   5=Display   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
    01994  008     March                             3/31/95                    +

 F3=Exit   F6=Add   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
          Code                                     End Date
   ______ ____    ______________________________   ______
  .......................................................
T :                 Add Fiscal Year                     :
2 :                                                     :
  :  Year  . . . . . . . . . .   _____                  :
? :  Period End Date . . . .   ______                   :
  :                                                     : e
  :                                                     : 4
  :                                                     : 4
  :                                                     : 4
  :  F3=Exit                                            : 4
  :                                                     : 4
  :                                                     : 4
  : ..................................................  : 5
   01994  007     February                          2/28/95
   01994  008     March                             3/31/95                  +

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

Add Fiscal Year →

The data entry fields →

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.

Figure 3

```
GLEIDFR    DISPLAY                                                1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______
  .......................................................
T :                 Add Fiscal Year                     :
2 :                                                     :
  :  Year  . . . . . . . . . .   1997_                  :
? :  Period End Date . . . .   073198                   :
  :                                                     : e
  :                                                     : 4
  :                                                     : 4
  :                                                     : 4
  :  F3=Exit                                            : 4
  :                                                     : 4
  :                                                     : 4
  : ..................................................  : 5
   01994  007     February                          2/28/95
   01994  008     March                             3/31/95                  +

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

Year & Date →

You're working with this window

Processing

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

Figure 4

```
GLEIDFR    DISPLAY                                                1/02/96  8:00:00
                          Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   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
  :                             ....................... : 4
  :                             :   CONFIRM: Y (Y/N)  : : 4
  : ........................... :                     : : 5
   01994  007     February      : .................... : /95
   01994  008     March                             3/31/95                    +

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

The `CONFIRM` *window*

Confirming

You will be asked to confirm your new Fiscal Year.

Confirmation Tips

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

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

Fiscal Year

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

Figure 5

Display Fiscal Year →

F3 = *Exit* →

```
GLFXDFR    DISPLAY                                                1/02/96  8:00:00
                              Display Fiscal Year
 Year 01997
  Period  Description                      Period
  Code                                     End Date
  ____    ______________________________   ________

Type options, press Enter.
2=Change

? Period  Description                      Period
  Code                                     End Date
  000     Opening Balance
  001     August                            8/31/97
  002     September                         9/30/97
  003     October                          10/31/97
  004     November                         11/30/97
  005     December                         12/31/97
  006     January                           1/31/98
  007     February                          2/28/98
  008     March                             3/31/98                            +

F3=Exit   F6=Add
```

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 Fiscal Periods →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date

   ______ ____    ______________________________   ______

Type options, press Enter.
2=Change   5=Display   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
   01994  008     March                             3/31/95                    +

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

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 →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   1997__ ____    ______________________________   ______

Type options, press Enter.
2=Change   5=Display   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
   01994  008     March                             3/31/95                    +

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

Found

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

Figure 8

```
GLEIDFR    DISPLAY                                          1/02/96  8:00:00
                          Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
     1997 ____    ______________________________   ______

Type options, press Enter.
2=Change   5=Display   8=Details

?  Year   Period  Description                      Period
          Code                                     End Date
   01997  000     Opening Balance
   01997  001     August                            8/31/97
   01997  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  008     March                             3/31/98                  +

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

1997 →

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

Work With Fiscal Periods →

F21 = *Print List* →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

 Type options, press Enter.
 2=Change   5=Display   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
   01994   008     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

Processing →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

 Type options, press Enter.
 2=Change   5=Display   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
   01994   008     March                             3/31/95                    +

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

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

Completed

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

Figure 3

```
 GLEIDFR    DISPLAY                                                1/02/96  8:00:00
                                 Work With Fiscal Periods
  Company YOURCO TEST Manufacturing Co. Ltd.
    Year   Period  Description                      Period
           Code                                     End Date

    ______ ____    ______________________________   ______

 Type options, press Enter.
 2=Change   5=Display   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
    01994  008     March                             3/31/95                  +

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

Completed →

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed the 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.

Figure 1

Work With Fiscal Periods →

5 = *Display* →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

 Type options, press Enter.
 2=Change   5=Display   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
    01994  008     March                             3/31/95                  +

 F3=Exit   F6=Add   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

Here's the number **5** →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

 Type options, press Enter.
 2=Change   5=Display   8=Details

 ?  Year   Period  Description                      Period
           Code                                     End Date
 5  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
```

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 :   0000021
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 Starting Point

Press **F3** to return to `Work With Fiscal Periods`.

Figure 4

Work With Fiscal Periods →

```
GLEIDFR    DISPLAY                                          1/02/96  8:00:00
                        Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                       Period
          Code                                      End Date
   ______ ____    ______________________________    ______

Type options, press Enter.
2=Change   5=Display   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
   01994  008     March                              3/31/95                  +

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

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

Work With Fiscal Periods →

8 = *Details* →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date

   ______ ____    ______________________________   ______

Type options, press Enter.
2=Change   5=Display   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
   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 ***8***, as shown in Figure 2.

Figure 2

Here's the number **8** →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date

   ______ ____    ______________________________   ______

Type options, press Enter.
2=Change   5=Display   8=Details

?  Year   Period  Description                      Period
          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  008     March                             3/31/95                    +

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

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

Figure 3

Display → Fiscal Year

```
GLFXDFR    DISPLAY                                                  1/02/96  8:00:00
                                  Display Fiscal Year
 Year 01994
  Period  Description                        Period
  Code                                       End Date
  ____    ______________________________     ________

Type options, 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
  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.

Figure 1

Display Fiscal Year →

F6 = *Add* →

```
GLFXDFR    DISPLAY                                                  1/02/96  8:00:00
                                  Display Fiscal Year
 Year 01994
  Period  Description                        Period
  Code                                       End Date
  ____    ____________________________       ________

Type options, 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
  007     February                            2/28/95
  008     March                               3/31/95                              +

F3=Exit   F6=Add
```

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.

Figure 2

Add Fiscal Period KEY SCREEN →

`Period Code` ↗

```
GLFUE1R    ADD                                                      1/02/96  8:00:00
                                  Add Fiscal Period KEY

Year  . . . . . . . . . :   01994
Period Code . . . . . .   ____

F3=Exit
```

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

013 →

```
GLFUE1R    ADD                                                  1/02/96  8:00:00
                              Add Fiscal Period KEY

Year  . . . . . . . . . :   01994
Period Code . . . . . .   013_

F3=Exit
```

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

Figure 4

Add Fiscal Period Details →

The data entry fields →

```
GLFUE1R    ADD                                                  1/02/96  8:00:00
                           Add Fiscal Period Details

Year  . . . . . . . . . :   01994
Period Code . . . . . :   013

Description . . . . . .   ____________________________

Period End Date . . . .   ______

F3=Exit   F12=Key screen
```

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.

Figure 5

```
GLFUE1R    ADD                                                  1/02/96  8:00:00
                            Add Fiscal Period Details

 Year  . . . . . . . . :   01994
 Period Code . . . . . :   013

 Description . . . . . .   Test Period

 Period End Date . . . .   013195



 F3=Exit   F12=Key screen
```

Test Period →
013195 →

Processing

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

Figure 6

```
GLFUE1R    ADD                                                  1/02/96  8:00:00
                            Add Fiscal Period Details

 Year  . . . . . . . . :   01994
 Period Code . . . . . :   013

 Description . . . . . .   Test Period

 Period End Date . . . .    13195



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

CONFIRM →

Confirming

You will be asked to confirm your new Period.

Confirmation Tips

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

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

Returning To The Main Starting Point

Press **Enter** to return to `Display Fiscal Year`.

Figure 7

Display Fiscal Year →

Period Code →

```
GLFXDFR    DISPLAY                                                  1/02/96  8:00:00
                                  Display Fiscal Year
  Year 01994
   Period  Description                        Period
   Code                                       End Date
   ____    ______________________________     ________

 Type options, 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
   007     February                            2/28/95
   008     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 01994
   Period  Description                        Period
   Code                                       End Date
   013_    ______________________________     ________

 Type options, 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
   007     February                            2/28/95
   008     March                               3/31/95                          +

 F3=Exit   F6=Add
```

Found

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

Figure 9

```
GLFXDFR    DISPLAY                                                1/02/96  8:00:00
                                Display Fiscal Year
 Year 01994
  Period  Description                     Period
  Code                                    End Date
   13

Type options, press Enter.
2=Change

? Period  Description                     Period
  Code                                    End Date
  013     Test Period                      1/31/95
  999     Year End Adjustments             7/31/95 ←013

F3=Exit   F6=Add
```

The Result

You have successfully added a new Fiscal Period.

You Are Done

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 Fiscal Year →

2 = *Change* →

```
GLFXDFR    DISPLAY                                                  1/02/96  8:00:00
                                  Display Fiscal Year
 Year 01994
  Period  Description                        Period
  Code                                       End Date
  ____    ______________________________     ________

Type options, 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
  007     February                            2/28/95
  008     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

Here's the number **2** →

```
GLFXDFR    DISPLAY                                                  1/02/96  8:00:00
                                  Display Fiscal Year
 Year 01994
  Period  Description                        Period
  Code                                       End Date
  ____    ______________________________     ________

Type options, press Enter.
2=Change

? Period  Description                        Period
  Code                                       End Date
2 000     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
```

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

Figure 3

Edit Fiscal Year Details →

Changeable fields →

```
GLFVE1R    CHANGE                                          1/02/96  8:00:00
                          Edit Fiscal Year Details

Internal Company Code :   0000021
Year  . . . . . . . . :   01994
Period Code . . . . . :   000

Description . . . . . .   Opening Balance
Period End Date . . . .    80194



F3=Exit
```

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`.

Figure 4

Display Fiscal Year →

```
GLFXDFR    DISPLAY                                         1/02/96  8:00:00
                          Display Fiscal Year
 Year 01994
  Period  Description                     Period
  Code                                    End Date
  ____    ______________________________  ________

Type options, 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
  007     February                         2/28/95
  008     March                            3/31/95                        +

F3=Exit   F6=Add
```

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 Fiscal Year →

F3 = *Exit* →

```
GLFXDFR    DISPLAY                                                  1/02/96  8:00:00
                                  Display Fiscal Year
 Year 01994
  Period  Description                        Period
  Code                                       End Date
  ____    ______________________________     ________

Type options, 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
  007     February                            2/28/95
  008     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.

Exiting

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

Figure 2

Work with Fiscal Periods →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                        Period
          Code                                       End Date
   ______ ____    ________________________________   ______

Type options, press Enter.
2=Change   5=Display   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
   01994  008     March                               3/31/94                          +

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

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.

Figure 1

Work with Fiscal Periods →

```
GLEIDFR    DISPLAY                                                1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

Type options, press Enter.
2=Change   5=Display   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
   01994  008     March                             3/31/95                  +

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

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

Here's the number **2** →

```
GLEIDFR    DISPLAY                                                1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

Type options, press Enter.
2=Change   5=Display   8=Details

?  Year   Period  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
```

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

Figure 3

Edit Fiscal Year Details →

Changeable fields →

```
GLFVE1R    CHANGE                                          1/02/96  8:00:00
                          Edit Fiscal Year Details

Internal Company Code :   0000021
Year  . . . . . . . . :   01994
Period Code . . . . . :   000

Description . . . . . .   Opening Balance
Period End Date . . . .    80193

F3=Exit
```

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 `Work With Fiscal Periods`.

Figure 4

Work with Fiscal Periods →

```
GLEIDFR    DISPLAY                                         1/02/96  8:00:00
                          Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

Type options, press Enter.
2=Change   5=Display   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
   01994  008     March                             3/31/95                  +

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

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 Fiscal Periods →

F3 = *Exit* →

```
GLEIDFR    DISPLAY                                                  1/02/96  8:00:00
                              Work With Fiscal Periods
 Company YOURCO TEST Manufacturing Co. Ltd.
   Year   Period  Description                      Period
          Code                                     End Date
   ______ ____    ______________________________   ______

 Type options, press Enter.
 2=Change   5=Display   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
   01994   008     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.

Figure 2

GL Setup Menu →

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

You Are Done

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

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

GL Setup Menu →

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

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

Figure 2

```
 ZZMENUR    DISPLAY            ...............................................
                               :            Run Application Menu              :
 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.      :
 Your Name                     :  GL         General Ledger
..............................................  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
:     Work With Chart of Accounts              : unctions
:     Work With GL Currency                    :
:     Work With Bank                           :
:     Work With Fiscal Periods                 :
:  1  Work With GL Company                     :
:     Work With Recurring JE                   :
:                                              :
:                                              :
:  F3=Exit                                     :
:                                              :
:                                              :
:..............................................: ............................:
```

Here's the number **1** →

You're working with this window

GL Company

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

Figure 3

```
Work with
GL Company →
Search Fields →
Options →

GLFCDFR    DISPLAY                                          1/02/96  8:00:00
                          Work With GL Company
   Company  Description
   Code
   ______   ____________________________

Type options, press Enter.
2=Change

?  Company  Description                      Setup
   Code
   DEMO     New Sales Division               *
   NTRKOB   TEST Interkob Holdings           *
   OTHRCO   TEST Kobelt Development Inc.     *
   YOURCO   TEST Manufacturing Co. Ltd.      *

Function Keys →

F3=Exit   F21=Print List
```

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 Options are explained throughout this section.

The Company List

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.

Figure 1

Work with GL Company →

F21 = *PrintList* →

```
GLFCDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Company
   Company  Description
   Code
   ______   ______________________________

Type options, press Enter.
2=Change

?  Company  Description                      Setup
   Code
   DEMO     New Sales Division               *
   NTRKOB   TEST Interkob Holdings           *
   OTHRCO   TEST Kobelt Development Inc.     *
   YOURCO   TEST Manufacturing Co. Ltd.      *

F3=Exit   F21=Print List
```

The Scenario

We are going to print the GL Company list.

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

Printing

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

Figure 2

Processing →

```
GLFCDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Company
   Company  Description
   Code
   ______   ______________________________

Type options, press Enter.
2=Change

?  Company  Description                      Setup
   Code
   DEMO     New Sales Division               *
   NTRKOB   TEST Interkob Holdings           *
   OTHRCO   TEST Kobelt Development Inc.     *
   YOURCO   TEST Manufacturing Co. Ltd.      *

F3=Exit   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

```
 GLFCDFR    DISPLAY                                                1/02/96  8:00:00
                                Work With GL Company
    Company  Description
    Code
    ______   ____________________________

 Type options, press Enter.
 2=Change

 ?  Company  Description                     Setup
    Code
    DEMO     New Sales Division              *
    NTRKOB   TEST Interkob Holdings          *
    OTHRCO   TEST Kobelt Development Inc.    *
    YOURCO   TEST Manufacturing Co. Ltd.     *

Completed →

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

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed 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.

Figure 1

Work with GL Company →

2 = *Change* →

```
GLFCDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Company
   Company  Description
   Code
   ______   ____________________________

Type options, press Enter.
2=Change

?  Company  Description                      Setup
   Code
   DEMO     New Sales Division               *
   NTRKOB   TEST Interkob Holdings           *
   OTHRCO   TEST Kobelt Development Inc.     *
   YOURCO   TEST Manufacturing Co. Ltd.      *

F3=Exit   F21=Print List
```

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

Here's the number **2** →

```
GLFCDFR    DISPLAY                                                  1/02/96  8:00:00
                                 Work With GL Company
   Company  Description
   Code
   ______   ____________________________

Type options, press Enter.
2=Change

?  Company  Description                      Setup
   Code
2  DEMO     New Sales Division               *
   NTRKOB   TEST Interkob Holdings           *
   OTHRCO   TEST Kobelt Development Inc.     *
   YOURCO   TEST Manufacturing Co. Ltd.      *

F3=Exit   F21=Print List
```

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

Figure 3

Edit GL Company Details →
Changeable fields →

```
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 . . . .

GL Journal Entry Source Code  . .   GL
Recurring JE Source Code  . . . .   GLR

Number of Fiscal Periods  . . . .   12

Current Fiscal Year . . . . . . .   1996
Current Fiscal Period . . . . . .    6





F3=Exit   F4=Prompt   F11=Delete
```

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 →

```
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 . . . .

GL Journal Entry Source Code  . .   GL
Recurring JE Source Code  . . . .   GLR

Number of Fiscal Periods  . . . .   12

Current Fiscal Year . . . . . . .   1996
Current Fiscal Period . . . . . .    6





F3=Exit   F4=Prompt   F11=Delete
```

You're working with this window

Prompting

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

Figure 5

Select GL Account →

```
 GLFYE1R    CHANGE                                          1/02/96  8:00:00
.........................................................................
:                          Select GL Account                            :
:    Company GL Cost Account GL Sub  Description                  Account    :
:    Code    Centre  Code    Account                              Type       :
:    ______  ______  ______  ______  ____________________________ ____       :
:                                                                           :
:  Type options, press Enter.                                               :
:                                                                           :
:  1=Select request                                                         :
:  ? Company GL Cost Account GL Sub  Description                  Account    :
:    Code    Centre  Code    Account                              Type       :
:    YOURCO          0000            Balance Sheet                          :
:    YOURCO          0100    NEW     Assets                                 :
:    YOURCO          0105            Current Assets                         :
:    YOURCO          0110            Cash                                   :
:    YOURCO          0120            Cash General Account                 + :
:                                                                           :
:  F3=Exit                                                                  :
:                                                                           :
:                                                                           :
:...........................................................................:
 F3=Exit   F4=Prompt   F11=Delete
```

You're working with this window

Your Choices

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 →

```
 GLFYE1R    CHANGE                                          1/02/96  8:00:00
.........................................................................
:                          Select GL Account                            :
:    Company GL Cost Account GL Sub  Description                  Account    :
:    Code    Centre  Code    Account                              Type       :
:    ______  ______  ______  ______  Retained___________________  ____       :
:                                                                           :
:  Type options, press Enter.                                               :
:                                                                           :
:  1=Select request                                                         :
:  ? Company GL Cost Account GL Sub  Description                  Account    :
:    Code    Centre  Code    Account                              Type       :
:    YOURCO          0000            Balance Sheet                          :
:    YOURCO          0100    NEW     Assets                                 :
:    YOURCO          0105            Current Assets                         :
:    YOURCO          0110            Cash                                   :
:    YOURCO          0120            Cash General Account                 + :
:                                                                           :
:  F3=Exit                                                                  :
:                                                                           :
:                                                                           :
:...........................................................................:
 F3=Exit   F4=Prompt   F11=Delete
```

You're working with this window

Found

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

Figure 7

Retained Earnings →

```
 GLFYE1R    CHANGE                                              1/02/96  8:00:00
.............................................................................
:                            Select GL Account                              :
:    Company GL Cost Account GL Sub  Description                    Account :
:    Code    Centre  Code    Account                                Type    :
:    ______  ______  ______  ______  Retained_______________________ ____   :
:                                                                           :
:  Type options, press Enter.                                               :
:                                                                           :
:  1=Select request                                                         :
:  ? Company GL Cost Account GL Sub  Description                    Account :
:    Code    Centre  Code    Account                                Type    :
:    YOURCO          1930            Retained Earnings                      :
:                                                                           :
:                                                                           :
:                                                                           :
:                                                                           :
:                                                                           :
:  F3=Exit                                                                  :
:                                                                           :
:                                                                           :
:...........................................................................:
 F3=Exit   F4=Prompt   F11=Delete
```

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

Here's the number **1** →

```
 GLFYE1R    CHANGE                                              1/02/96  8:00:00
.............................................................................
:                            Select GL Account                              :
:    Company GL Cost Account GL Sub  Description                    Account :
:    Code    Centre  Code    Account                                Type    :
:    ______  ______  ______  ______  Retained_______________________ ____   :
:                                                                           :
:  Type options, press Enter.                                               :
:                                                                           :
:  1=Select request                                                         :
:  ? Company GL Cost Account GL Sub  Description                    Account :
:    Code    Centre  Code    Account                                Type    :
:  1 YOURCO          1930            Retained Earnings                      :
:                                                                           :
:                                                                           :
:                                                                           :
:                                                                           :
:                                                                           :
:  F3=Exit                                                                  :
:                                                                           :
:                                                                           :
:...........................................................................:
 F3=Exit   F4=Prompt   F11=Delete
```

You're working with this window

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

Figure 9

Edit GL Company Details →

Retained Earnings →

GL Journal Entry Source Code →

```
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 . . . . . . .   1996
Current Fiscal Period . . . . . .    6




F3=Exit   F4=Prompt   F11=Delete
```

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.

Figure 10

```
Select GL
   Source →
      GL →

GLFYE1R    CHANGE                                          1/02/96  8:00:00
                         ....................................................
Company Code :   DEMO    :                Select GL Source                  :
                         :     Source  Description                        :
                         :     Code                                       :
Consolidation Company C →    GL__    ______________________________      :
                         :                                                :
Retained Earnings Accou  :  Type options, press Enter.                    :
                         :                                                :
GL Journal Entry Source  :  1=Select request                              :
Recurring JE Source Cod  :  ?  Source  Description                        :
                         :     Code                                       :
Number of Fiscal Period  :     GL      GL Journal Entry                   :
                         :     GLR     Recurring GL Journal Entry         :
Current Fiscal Year . .  :                                                :
Current Fiscal Period .  :                                                :
                         :                                                :
                         :                                                :
                         :  F3=Exit                                       :
                         :                                                :
                         :                                                :
                         : ............................................... :
F3=Exit   F4=Prompt   F11=Delete
```

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.

Figure 11

```
                                                                          GLFYE1R    CHANGE                                          1/02/96  8:00:00
                         ....................................................
Company Code :   DEMO    :                Select GL Source                  :
                         :     Source  Description                        :
                         :     Code                                       :
   The field is clear →  Consolidation Company C →    ____    ______________________________      :
                         :                                                :
Retained Earnings Accou  :  Type options, press Enter.                    :
                         :                                                :
GL Journal Entry Source  :  1=Select request                              :
Recurring JE Source Cod  :  ?  Source  Description                        :
   The rest of the list →
                         :     Code                                       :
Number of Fiscal Period →    AP      Accounts Payable                   :
                         :     AR      Accounts Rec.                      :
Current Fiscal Year . .  :     GL      GL Journal Entry                   :
Current Fiscal Period .  :     GLR     Recurring GL Journal Entry         :
                         :                                                :
                         :                                                :
                         :  F3=Exit                                       :
                         :                                                :
                         :                                                :
                         : ............................................... :
F3=Exit   F4=Prompt   F11=Delete
```

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.

Figure 12

```
GLFYE1R    CHANGE                                                1/02/96  8:00:00
                          ....................................................
Company Code :   DEMO     :                Select GL Source                  :
                          :     Source  Description                          :
                          :     Code                                         :
Consolidation Company C   :     ____    ______________________________       :
                          :                                                  :
Retained Earnings Accou   :  Type options, press Enter.                      :
                          :                                                  :
GL Journal Entry Source   :  1=Select request                                :
Recurring JE Source Cod   :  ?  Source  Description                          :
                          :     Code                                         :
Number of Fiscal Period   :     AP      Accounts Payable                     :
                          :     AR      Accounts Rec.                        :
Current Fiscal Year . .   → 1  GL      GL Journal Entry                     :
Current Fiscal Period .   :     GLR     Recurring GL Journal Entry           :
                          :                                                  :
                          :                                                  :
                          :  F3=Exit                                         :
                          :                                                  :
                          :                                                  :
                          : ................................................ :
F3=Exit   F4=Prompt   F11=Delete
```

Here's the number **1** →

You're working with this window

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

Figure 13

```
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 . . . . . . .   1996
Current Fiscal Period . . . . . .    6





F3=Exit   F4=Prompt   F11=Delete
```

Edit GL Company Details →

GL →

Recurring JE → Source Code

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 . . . . . .     2

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`.

Figure 15

```
Work with
GL Company →
GLFCDFR    DISPLAY                                         1/02/96  8:00:00
                          Work With GL Company
   Company  Description
   Code
   ______   ____________________________

Type options, press Enter.
2=Change

?  Company  Description                      Setup
   Code
   DEMO     New Sales Division               *
   NTRKOB   TEST Interkob Holdings           *
   OTHRCO   TEST Kobelt Development Inc.     *
   YOURCO   TEST Manufacturing Co. Ltd.      *

F3=Exit   F21=Print List
```

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.

Figure 1

Work with GL Company →

F3 = *Exit* →

```
GLFCDFR    DISPLAY                                                  1/02/96  8:00:00
                                  Work With GL Company
   Company  Description
   Code
   ______   ______________________________

Type options, press Enter.
2=Change

?  Company  Description                      Setup
   Code
   DEMO     New Sales Division               *
   NTRKOB   TEST Interkob Holdings           *
   OTHRCO   TEST Kobelt Development Inc.     *
   YOURCO   TEST Manufacturing Co. Ltd.      *

F3=Exit   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.

Figure 2

GL Setup Menu →

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

You Are Done

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

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

GL Setup Menu →

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

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

Figure 2

```
 ZZMENUR    DISPLAY            ...............................................
                               :            Run Application Menu              :
 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.      :
 Your Name                     :  GL         General Ledger
..............................................  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
:     Work With Chart of Accounts              : unctions
:     Work With GL Currency                    :
:     Work With Bank                           :
:     Work With Fiscal Periods                 :
:     Work With GL Company                     :
:  1  Work With Recurring JE                   :
:                                              :
:                                              :
:  F3=Exit                                     :
:                                              :
:                                              :
:..............................................: ............................:
```

Here's the number **1** →

You're working with this window

Recurring JE

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

Figure 3

```
GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                        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



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

Work with Recurring Journal Entry →
Search Fields →
Options →
Function Keys →

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.

Figure 1

Work With Recurring Journal Entry →

F6 = *Add* →

```
GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                          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

F3=Exit   F6=Add   F21=Print List
No data to 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 →

`GL Source Code` →

F4 = *Prompt* →

```
GLGOPVR    ENTER                                            1/02/96  8:00:00
                          Add Recurring Journal Entry

GL Source Code  . . . .   ____

Description . . . . . .   ____________________________

Enter Expiry Period  . .  :

Year  . . . . . . . . .   ______
Period Code . . . . . .   ____

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

Select GL Source →

```
GLGOPVR    ENTER                                                1/02/96  8:00:00
                        ....................................................
                        :                Select GL Source                  :
                        :     Source  Description                          :
GL Source Code  . . . . :     Code                                         :
                        :     ____    ______________________________       :
Description . . . . . . :                                                  :
                        :  Type options, press Enter.                      :
                        :                                                  :
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                                         :
                        :                                                  :
                        :                                                  :
                        : .................................................:
F3=Exit   F4=Prompt
```

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.

Figure 4

Here's the number **1** →

```
GLGOPVR    ENTER                                                1/02/96  8:00:00
                        ....................................................
                        :                Select GL Source                  :
                        :     Source  Description                          :
GL Source Code  . . . . :     Code                                         :
                        :     ____    ______________________________       :
Description . . . . . . :                                                  :
                        :  Type options, press Enter.                      :
                        :                                                  :
Enter Expiry Period  .  :  1=Select request                                :
                        :  ?  Source  Description                          :
Year  . . . . . . . . . :     Code                                         :
Period Code . . . . . . :     AP      Accounts Payable                     :
                        :     AR      Accounts Rec.                        :
                        :     GL      GL Journal Entry                     :
                        → 1   GLR     Recurring GL Journal Entry           :
                        :                                                  :
                        :                                                  :
                        :  F3=Exit                                         :
                        :                                                  :
                        :                                                  :
                        : .................................................:
F3=Exit   F4=Prompt
```

You're working with this window

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

Figure 5

Add Recurring Journal Entry →
GLR →
Description →

```
GLGOPVR    ENTER                                          1/02/96  8:00:00
                          Add Recurring Journal Entry

GL Source Code  . . . .   GLR_

Description . . . . . .   ____________________________

Enter Expiry Period  . .  :

Year  . . . . . . . . .   ______
Period Code . . . . . .   ____

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.

Figure 6

Test RJE →

1995 →
06 →

```
GLGOPVR    ENTER                                          1/02/96  8:00:00
                          Add Recurring Journal Entry

GL Source Code  . . . .   GLR

Description . . . . . .   Test RJE

Enter Expiry Period  . .  :

Year  . . . . . . . . .    1995
Period Code . . . . . .    06

F3=Exit   F4=Prompt
```

Processing

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

Figure 7

```
GLGOPVR    ENTER                                                    1/02/96  8:00:00
                          Add Recurring Journal Entry


GL Source Code  . . . .   GLR

Description . . . . . .   Test RJE


Enter Expiry Period  . .  :

Year  . . . . . . . . .    1995
Period Code . . . . . .     6







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

CONFIRM →

Confirming

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

Confirmation Tips

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

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

Entry Details

Press **Enter** to return to `Work With Journal Entry Details`.

Figure 8

Work With Journal Entry Details →

F6 = *Add* →

```
GLGKDFR    DISPLAY                                          1/02/96  8:00:00
                          Work With Journal Entry Details
Company YOURCO TEST Manufacturing Co. Ltd.
Journal Entry Totals . . . :
  Line #  GL     Acct.  Code   Debit        Credit        Units
  ________       ______ ______ ____________ ____________  ____________

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

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

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 →
  Line Number →

     Input GL →
 Account Code
        Debit →

GLJNE1R    ADD                                          1/02/96  8:00:00
                          Add JE Detail Line Details

JE Number . . . . . . . . :   0000308
Line Number . . . . . . . :   0000010

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

```
                 GLJNE1R    ADD                                          1/02/96  8:00:00
                                          Add JE Detail Line Details

                 JE Number . . . . . . . . :   0000308
                 Line Number . . . . . . . :   0000010

            0121 →  Input GL Cost Centre  . . .   ______
                    Input GL Account Code . . .   0121__
            500  →  Input GL Sub Account  . . .   ______

                    Debit . . . . . . . . . . .   500________
                                                  ___________
                    Credit  . . . . . . . . . .



                    F3=Exit   F12=Key screen
                                                                          +
```

Processing

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

Figure 11

```
GLJNE1R    ADD                                                  1/02/96  8:00:00
                          Add JE Detail Line Details

JE Number . . . . . . . . :   0000308
Line Number . . . . . . . :   0000010

Input GL Cost Centre  . . .   ______
Input GL Account Code . . .   0121   City Bank General Account
Input GL Sub Account  . . .   ______

Debit . . . . . . . . . . .   ______500.00

Credit  . . . . . . . . . .   ___________



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

Account text →

Formatted for currency →

CONFIRM →

Confirming

You will be asked to confirm your changes.

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

Figure 12

```
GLJNE1R    ADD                                                  1/02/96  8:00:00
                          Add JE Detail Line Details

JE Number . . . . . . . . :   0000308
Line Number . . . . . . . :   0000020

Input GL Cost Centre  . . .   ______
Input GL Account Code . . .   ______
Input GL Sub Account  . . .   ______

Debit . . . . . . . . . . .   ___________
                              ___________
Credit  . . . . . . . . . .

                     (Units)  ___________



F3=Exit   F12=Key screen
Record added.
```

20 →

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

JE Number . . . . . . . . :   0000308
Line Number . . . . . . . :   0000020

Input GL Cost Centre  . . .   ______
Input GL Account Code . . .   0200__
Input GL Sub Account  . . .   ______

Debit . . . . . . . . . . .   ___________

Credit  . . . . . . . . . .   500________

                    (Units)   ___________



F3=Exit   F12=Key screen
Record added.
```

0200 →

500 →

Processing

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

Figure 14

```
GLJNE1R    ADD                                                  1/02/96  8:00:00
                          Add JE Detail Line Details

JE Number . . . . . . . . :   0000308
Line Number . . . . . . . :   0000020

Input GL Cost Centre  . . .   ______
Input GL Account Code . . .   0200__ Accounts Receivable
Input GL Sub Account  . . .   ______

Debit . . . . . . . . . . .   ___________

Credit  . . . . . . . . . .   ______500.00



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

Account text →

Formatted for currency →

CONFIRM →

Confirming

You will be asked to confirm your changes.

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

Figure 15

```
                                                                  GLJNE1R    ADD                                                  1/02/96  8:00:00
                                                                                          Add JE Detail Line Details

30 →                                                              JE Number . . . . . . . . . :   0000308
                                                                  Line Number . . . . . . . . :   0000030

                                                                  Input GL Cost Centre  . . .   ______
                                                                  Input GL Account Code . . .   ______
                                                                  Input GL Sub Account  . . .   ______

                                                                  Debit . . . . . . . . . . .   ___________
                                                                                                ___________
                                                                  Credit  . . . . . . . . . .

                                                                                      (Units)   ___________

F3 = Exit →
Record Added →

                                                                  F3=Exit   F12=Key screen
                                                                  Record added.
```

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.

Figure 16

Work with Journal Entry Details →

The Journal Entry →

F3 = *Exit* →

```
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
? Line #  GL     Acct.  Code   Debit        Credit        Units
  0000010        0121                500.00
  0000020        0200                             500.00

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

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`.

Figure 17

Work With Recurring Journal Entry →

The new Recurring JE →

```
GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                        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

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

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.

Figure 1

Work With Recurring Journal Entry →

F21 = *Print List* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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

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

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

`Processing` →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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

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

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

Completed

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

Figure 3

```
 GLGLDFR    DISPLAY                                              1/02/96  8:00:00
                          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

Completed →

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

Printed

The Printing is done.

Almost Done

Go to the printer and gather your print-out.

The Result

You have successfully printed 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.

Figure 1

Work With Recurring Journal Entry →

5 = *Display* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

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 `Test RJE`, and key in a ***5***, as shown in Figure 2.

Figure 2

Here's the number **5** →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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
5  0000308  GLR     Test RJE









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

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

Figure 3

Display GL Journal Entry Details →

```
GLJID1R    DISPLAY                                          1/02/96  8:00:00
                      Display GL Journal Entry Details

JE Number . . . . . . :   0000308

Year  . . . . . . . . :   01995
Period Code . . . . . :   006

GL Source Code  . . . :   GLR

Description . . . . . :   Test RJE

JE Status . . . . . . :   R



F3=Exit   F4=Prompt
```

Your Choices

Figure 3 shows the `Display GL Journal Entry Details` display.

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

Returning To The Main Starting Point

Press **F3** to return to `Work With Recurring Journal Entry`.

Figure 4

Work With Recurring Journal Entry →

```
GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                      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



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

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.

Figure 1

Work With Recurring Journal Entry →

6 = *Print Details* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

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 ***6***, as shown in Figure 2.

Figure 2

Here's the number **6** →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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
6  0000308  GLR     Test RJE









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

Printing

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

Figure 3

```
 GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                        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
 6  0000308  GLR     Test RJE

Processing →

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

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

Completed

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

Figure 4

```
 GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                        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

Completed →

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

The Result

You have successfully printed the Details for the `Test RJE`.

You Are Done

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.

Figure 1

Work With Recurring Journal Entry →

8 = *Details* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

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 ***8***, as shown in Figure 2.

Figure 2

Here's the number **8** →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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
8  0000308  GLR     Test RJE









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

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

Figure 3

Work with Journal Entry Details →

```
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
? Line #  GL     Acct.  Code   Debit        Credit        Units
  0000010        0121                500.00
  0000020        0200                             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 Starting Point

Press **F3** to return to `Work With Recurring Journal Entry`.

Figure 4

Work With Recurring Journal Entry →

```
GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                        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

F3=Exit   F6=Add   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.

Figure 1

Work With Recurring Journal Entry →

9 = *Notes* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

The Scenario

We are going to bring up the display that lets you work with the Notes for the `Test 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 2

Here's the number **9** →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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
9  0000308  GLR     Test RJE









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

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

Figure 3

Work With JE Notes →

```
GLGLDFR    DISPLAY                                                7/02/96 13:23:21
                        Work With Recurring Journal Entry
  Company YOURCO TEST Manufacturing Co. Ltd.
    JE       Source  Description
    Number   Code

    ....................................................
 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

Sample Note →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                        Work With Recurring Journal Entry
  Company YOURCO TEST Manufacturing Co. Ltd.
    JE       Source  Description
    Number   Code

    ....................................................
 Ty :                Work With JE Notes                 :
 2= :  JE Number     308                                : ls 9=Notes
    :                                                   :
 ?  :   GL Note Text                                    :
    :   Sample Note__________________                   :
 9  :   ______________________________                  :
    :   ______________________________                  :
    :   ______________________________                  :
    :   ______________________________                  :
    :   ______________________________               + :
    :                                                   :
    :  F3=Exit                                          :
    :                                                   :
    :                                                   :
    : ................................................. :
 F3=Exit   F6=Add   F21=Print List
```

You're working with this window

Processing

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

Figure 5

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                        Work With Recurring Journal Entry
 Company YOURCO TEST Manufacturing Co. Ltd.
   JE       Source  Description
   Number   Code

   ......................................................
Ty :                Work With JE Notes                  :
2= :  JE Number     308                                 : ls 9=Notes
   :                                                    :
?  :   GL Note Text                                     :
   :   Sample Note_________________                     :
9  :   ____________________________                     :
   :   ____________________________                     :
   :   ____________________________                     :
   :   ____________________________                     :
   :   ____________________________                   + :
   :                                                    :
   :  F3=Exit                                           :
   :                                  ................. :
   :                                  :  CONFIRM: Y (Y/N) : :
   : ........................... :                     : :
F3=Exit   F6=Add   F21=Print Lis : .................. :
```

The `CONFIRM` *window*

Confirming

You will be asked to confirm your Note.

Confirmation Tips

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

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

Processed

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

Figure 6

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                        Work With Recurring Journal Entry
 Company YOURCO TEST Manufacturing Co. Ltd.
   JE       Source  Description
   Number   Code

   ......................................................
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
```

Work With JE Notes →

F3 = *Exit* →

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`.

Figure 7

Work With Recurring Journal Entry →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

The Result

You have successfully added a Note to the `Test RJE`.

You Are Done

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.

Figure 1

Work With Recurring Journal Entry →

3 = *Copy* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

The Scenario

We are going to create a Reversing Journal Entry by copying the `Test RJE` .

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

Copying

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

Figure 2

Here's the number **3** →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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
3  0000308  GLR     Test RJE









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

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

Figure 3

Copy GL Journal Entry →

Changeable fields →

```
GLJQPVR    ENTER                                          1/02/96  8:00:00
                          Copy GL Journal Entry

JE Number . . . . . . :   0000308

Year  . . . . . . . . .    1995
Period Code . . . . . .     6

GL Source Code  . . . .   GLR

Description . . . . . .   Test RJE


Create Reversing Entry    _





F3=Exit   F4=Prompt
```

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.

Figure 4

Reverse Test RJE →

Y →

```
GLJQPVR    ENTER                                          1/02/96  8:00:00
                          Copy GL Journal Entry

JE Number . . . . . . :   0000308

Year  . . . . . . . . .    1995
Period Code . . . . . .     6

GL Source Code  . . . .   GLR

Description . . . . . .   Reverse Test RJE


Create Reversing Entry    Y





F3=Exit   F4=Prompt
```

Processing

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

Figure 5

```
GLJQPVR    ENTER                                                1/02/96  8:00:00
                            Copy GL Journal Entry

JE Number . . . . . . :   0000308

Year  . . . . . . . . .    1995
Period Code . . . . . .     6

GL Source Code  . . . .   GLR

Description . . . . . .   Reverse Test RJE


Create Reversing Entry    Y





CONFIRM →

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

Confirming

You will be asked to confirm your Reversing Entry.

Confirmation Tips

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

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

Processed

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

Figure 6

Work with Journal Entry Details →

```
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
? Line #  GL     Acct.  Code   Debit        Credit        Units
  0000010        0121                              500.00
  0000020        0200                500.00
```

F3 = *Exit* →

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

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`.

Figure 7

Work With Recurring Journal Entry →

```
GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                          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
```

F3 = *Exit* →

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

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

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

GL Setup Menu →

F3 = *Exit* →

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.

Figure 9

```
 ZZMENUR    DISPLAY            ...............................................
                               :            Run Application Menu               :
 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.       :
 Your Name                     :  GL         General Ledger                    :
 Type options, press Enter.    :  Select Menu options using '1'                :
 1=Select Menu Option  2=Chang :  ?  Menu Description                          :
                               →     Work With Journal Entries                 :
 ? Application Description     :     Budget & Reporting Menu                   :
   AP          Accounts Payabl :     GL Report Setup Menu                      :
   AR          Accounts Receiv :     GL Setup Menu                             :
   CM          Contact managem :     GL Month End Menu                         :
 1 GL          General Ledger  :     Common Menu Functions                     :
   IC          Inventory Contr :                                               :
   OE          Order Entry     :                                               :
   ZZ          Run Time        :                                               :
                               :                                               :
                               :                                               :
                               :                                               :
                               :                                               :
                               :  F3=Exit                                      :
                               :                                               :
                               :                                               :
 F3=Exit                       :...............................................:
```

Run Application Menu →

Work With Journal Entries →

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

Here's the number **1** →

```
ZZMENUR    DISPLAY                 ...............................................
                                   :            Run Application Menu               :
User Id YOU                        :  YOURCO     TEST Manufacturing Co. Ltd.       :
Your Name                          :  GL         General Ledger                    :
Type options, press Enter.         :  Select Menu options using '1'                :
1=Select Menu Option  2=Chang      :  ?  Menu Description                          :
                                   → 1  Work With Journal Entries                  :
? Application Description          :     Budget & Reporting Menu                   :
  AP          Accounts Payabl      :     GL Report Setup Menu                      :
  AR          Accounts Receiv      :     GL Setup Menu                             :
  CM          Contact managem      :     GL Month End Menu                         :
1 GL          General Ledger       :     Common Menu Functions                     :
  IC          Inventory Contr      :                                               :
  OE          Order Entry          :                                               :
  ZZ          Run Time             :                                               :
                                   :                                               :
                                   :                                               :
                                   :                                               :
                                   :                                               :
                                   :  F3=Exit                                      :
                                   :                                               :
                                   :                                               :
F3=Exit                            :...............................................:
```

Journal Entries

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

Figure 11

Work With Journal Entries →

Reverse Test RJE →

F3 = *Exit* →

```
GLEFDFR    DISPLAY                                                  1/02/96  8:00:00
                          Work With Journal Entries
 Company YOURCO TEST Manufacturing Co. Ltd.
   JE       Year   Period  Source  Description                      JE
   Number          Code    Code                                     Status


Type options, press Enter.
P=Post 2=Change 3=Copy 4=Delete 5=Display 6=Print Details 8=Details 9=notes

?  JE       Year   Period  Source  Description                      JE
   Number          Code    Code                                     Status
   0000309  01995  006     GLR     Reverse Test RJE                 0
   0000308  01995  006     GLR     Test RJE                         2
   0000307  01996  005     GLR     Reverse Example Journal Entry    9
   0000306  01996  005     GL      Example Journal Entry            4
   0000305  01996  005     GL      Example Journal Entry            0
   0000304  01996  005     GLR     Example Journal Entry            9
   0000303  01996  001     GL      Example Journal Entry            4
   0000302  01996  005     GLR     Example Journal Entry            9
   0000301  01996  001     GL      Example Journal Entry            4         +

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

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.

Figure 12

```
                 ZZMENUR    DISPLAY            ...............................................
                                               :            Run Application Menu             :
                 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.     :
                 Your Name                     :  GL         General Ledger                  :
                 Type options, press Enter.    :  Select Menu options using '1'              :
                 1=Select Menu Option  2=Chang :  ?  Menu Description                        :
                                               :     Work With Journal Entries               :
                 ? Application Description     :     Budget & Reporting Menu                 :
                   AP          Accounts Payabl :     GL Report Setup Menu                    :
                   AR          Accounts Receiv →     GL Setup Menu                           :
                   CM          Contact managem :     GL Month End Menu                       :
                 1 GL          General Ledger  :     Common Menu Functions                   :
                   IC          Inventory Contr :                                             :
                   OE          Order Entry     :                                             :
                   ZZ          Run Time        :                                             :
                                               :                                             :
                                               :                                             :
                                               :                                             :
                                               :                                             :
                                               :  F3=Exit                                    :
                                               :                                             :
                                               :                                             :
                 F3=Exit                       :.............................................:
```

Run Application Menu →

GL Setup Menu →

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.

Figure 13

```
                 ZZMENUR    DISPLAY            ...............................................
                                               :            Run Application Menu             :
                 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.     :
                 Your Name                     :  GL         General Ledger                  :
                 Type options, press Enter.    :  Select Menu options using '1'              :
                 1=Select Menu Option  2=Chang :  ?  Menu Description                        :
                                               :     Work With Journal Entries               :
                 ? Application Description     :     Budget & Reporting Menu                 :
                   AP          Accounts Payabl :     GL Report Setup Menu                    :
                   AR          Accounts Receiv → 1   GL Setup Menu                           :
                   CM          Contact managem :     GL Month End Menu                       :
                 1 GL          General Ledger  :     Common Menu Functions                   :
                   IC          Inventory Contr :                                             :
                   OE          Order Entry     :                                             :
                   ZZ          Run Time        :                                             :
                                               :                                             :
                                               :                                             :
                                               :                                             :
                                               :                                             :
                                               :  F3=Exit                                    :
                                               :                                             :
                                               :                                             :
                 F3=Exit                       :.............................................:
```

Here's the number **1** →

You're working with this window

GL Setup

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

Figure 14

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

GL Setup Menu →

Work With Recurring JE →

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              :
 User Id YOU                   :  YOURCO     TEST Manufacturing Co. Ltd.      :
 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                :
:     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                     :
:  1  Work With Recurring JE                   :
:                                              :
:                                              :
:  F3=Exit                                     :
:                                              :
:                                              :
:..............................................: ............................:
```

Here's the number **1** →

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 →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

The Result

You have successfully created a new Journal Entry by copying the `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.

Figure 1

Work With Recurring Journal Entry →

2 = *Change* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

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 `Test RJE` , and key in a ***2***, as shown in Figure 2.

Figure 2

Here's the number **2** →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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
2  0000308  GLR     Test RJE









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

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

Figure 3

Edit Recurring GL JE Header →

Description →

```
GLGOE1R    CHANGE                                          1/02/96  8:00:00
                          Edit Recurring GL JE Header

Internal Company Code :   0000021
JE Number . . . . . . :   0000308

GL Source Code  . . . :

Description . . . . . .   Test RJE

F3=Exit   F4=Prompt
```

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.

Figure 4

Changed Test RJE →

```
GLGOE1R    CHANGE                                          1/02/96  8:00:00
                          Edit Recurring GL JE Header

Internal Company Code :   0000021
JE Number . . . . . . :   0000308

GL Source Code  . . . :

Description . . . . . .   Changed Test RJE

F3=Exit   F4=Prompt
```

Processing

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

Figure 5

```
GLGOE1R    CHANGE                                          1/02/96  8:00:00
                         Edit Recurring GL JE Header

Internal Company Code :   0000021
JE Number . . . . . . :   0000308

GL Source Code  . . . :

Description . . . . . .   Changed Test RJE

CONFIRM →

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

Confirming

You will be asked to confirm your change.

Confirmation Tips

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

- If you want to make a correction, press **N**.
- If you want to escape without processing your 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                                         1/02/96  8:00:00
                        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 →
?  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.

Figure 1

Work With Recurring Journal Entry →

4 = *Delete* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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









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

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 `Test RJE`, and key in a ***4***, as shown in Figure 2.

Figure 2

Here's the number **4** →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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
4  0000308  GLR     Test RJE









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

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

Figure 3

```
GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                      Work With Recurring Journal Entry
 Compan ..................................................................
   JE   :                     Delete GL Journal Entry                    :
   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                                                       :
        :                                                                :
        :                                                                :
        : ............................................................ :


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

Delete GL Journal Entry →

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

```
GLGLDFR    DISPLAY                                          1/02/96  8:00:00
                      Work With Recurring Journal Entry
 Compan ..................................................................
   JE   :                     Delete GL Journal Entry                    :
   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                                                       :
        :                                          ....................  :
        :                                          :  CONFIRM: Y (Y/N) :  :
        : ........................................ :                  :  :
                                                   : .................  :

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

The `CONFIRM` *window*

Confirming

You will be asked to confirm your changes.

Confirmation Tips

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

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

Returning To The Main Starting Point

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

Figure 5

Work With Recurring Journal Entry →

The `Test RJE` *is gone* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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



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

The Result

You have successfully deleted the `Test RJE` Recurring Journal Entry.

You Are Done

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

Work With Recurring Journal Entry →

F3 = *Exit* →

```
GLGLDFR    DISPLAY                                                1/02/96  8:00:00
                          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

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.

Figure 2

GL Setup Menu →

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

You Are Done

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.