



# Global 3000 Enhancement Note GL Journal Batch Report

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<b>Project</b>	ZG60_000045.doc		
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## INTRODUCTION

This enhancement provides a new GL report with the same content as the 'Journal Batch Proof List' it has the following options, selection of a range of periods, selection of batches based on their source module and export to a csv file.

A new report has been added to the GL Financial reports menu. The new report is titled 'Journal Batch Report' and appears immediately below the 'Journal Batch Proof List'. The new report mirrors the Journal Batch Proof list, however batches can be printed for a single period or/range of periods and do not require individual selection.

On selection the user is prompted for the period range, followed by the report options.

The options allow the user to specify the report content and format. The report content options are 'All batches', 'Directly entered batches' and 'Select source module'. If the third option is selected the user will select the source module for which batches are to be printed (the source modules available are taken directly from the list of interfaces set up in interface definition maintenance). The report format is used to specify whether the report is to be printed or exported to a csv file. When the report is to be printed the user is offered choice between a PDF report (the default) or a standard report via the print options window (when the PDF report is chosen the Display/Inspect options can be used to view the report on screen), if the report is to be exported the user is offered an export options window (in which they specify the details of the csv file to be created).

In order to create a PDF file, GX requires the use of the following DLL:

PDF\_In\_The\_Box.DLL

This DLL can be purchased and downloaded from the following web-site:

<http://www.synactis.com/>

Please ensure that you comply with the licensing requirements for this 3rd party software.

Once installed, the PDF\_In\_The\_Box.DLL file should be copied into the current GX folder. This can be performed automatically by the GX file update procedure (see Technical Note IN271 for further details).

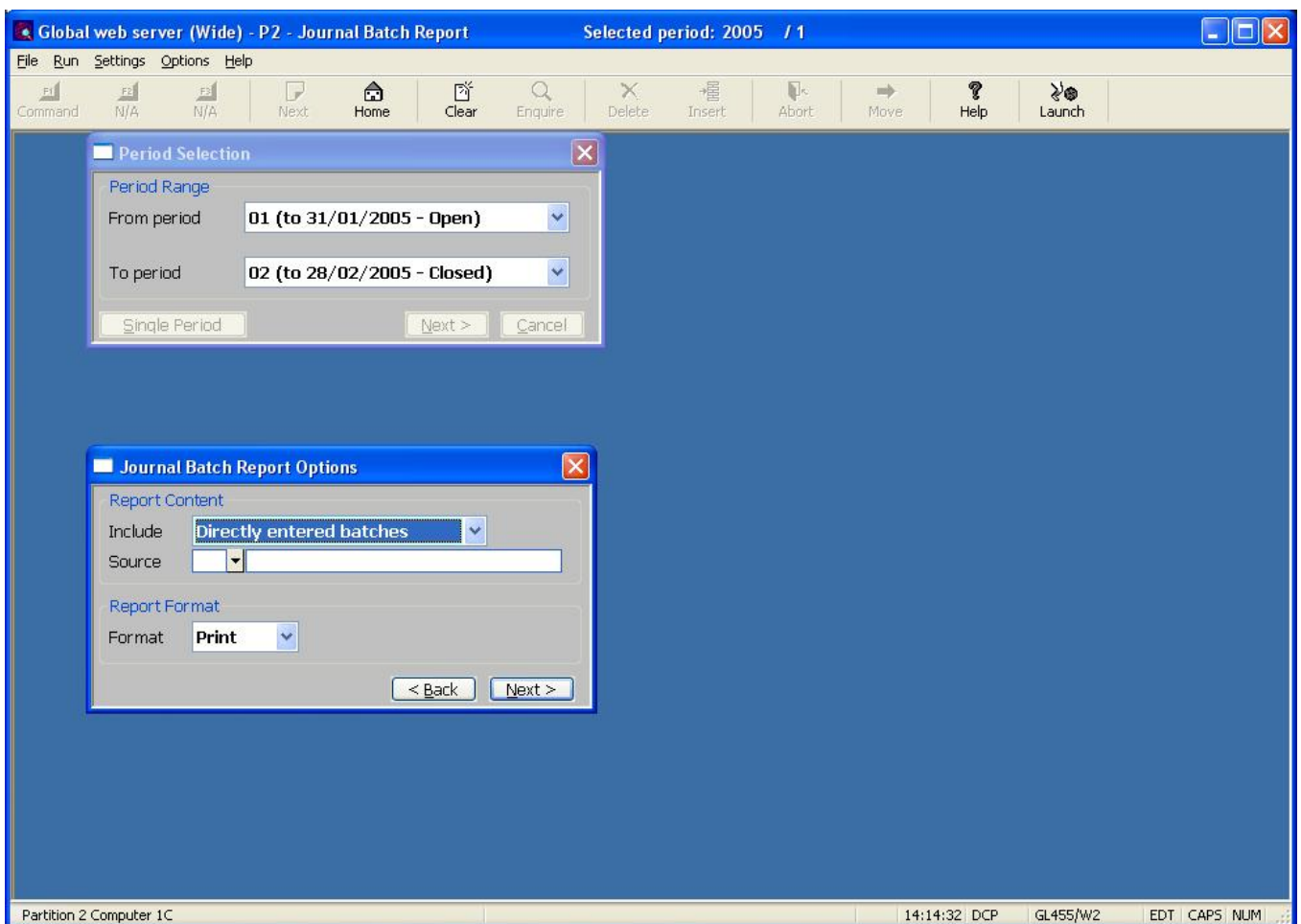
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## DOCUMENTATION CHANGES

### Journal Batch Report

**Introduction** This program enables you to print or export the Journal Batch report, listing batches and transactions, for one or a range of financial periods. The batches that are included can be limited based on their source module. You can print this report at any time. When you select this option you are asked to identify the period or range of periods for which the report is to be printed.

### Journal Batch Report Options Window



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This window appears when you complete your responses in the Period Selection window.

**Purpose** This window enables you to specify the selection criteria and report format.

*The prompts are:*

**Include** Select the batches (for the selected period range) to be included in the report. The options are:

- **All batches.** All batches are included in the report.
- **Directly entered batches.** Only batches which were entered directly (via transaction entry) are included in the report.
- **Selected source module.** When this option is selected you are prompted for a source module (based on the list of auto-entry interfaces defined for the ledger). Once a source module has been selected, the report is limited to only those batches transferred into General Ledger from the selected source module.

**Source** *(Only if 'Include' is set to 'Selected source module')*. Select a source module (based on the list of auto-entry interfaces defined for the ledger), once selected the report is limited to only those batches transferred into General Ledger from the selected source module. A look-up is available.

**Format** Select the output format for the report. The options are:

- **Print.** The report is printed. You can select either a PDF format report (the default) or a standard report within the print options window.
- **Export.** The report is exported (in CSV format).

**Note** When the report is exported a CSV file is created which consists of a single line per transaction; (page headings, total lines and underlines are not exported). Each line is terminated with either #0D or #OD0A depending on the operating system.

**Additional software required for PDF format reports**

In order to create a PDF file, GX requires the use of the following DLL:

PDF\_In\_The\_Box.DLL

This DLL can be purchased and downloaded from the following web-site:

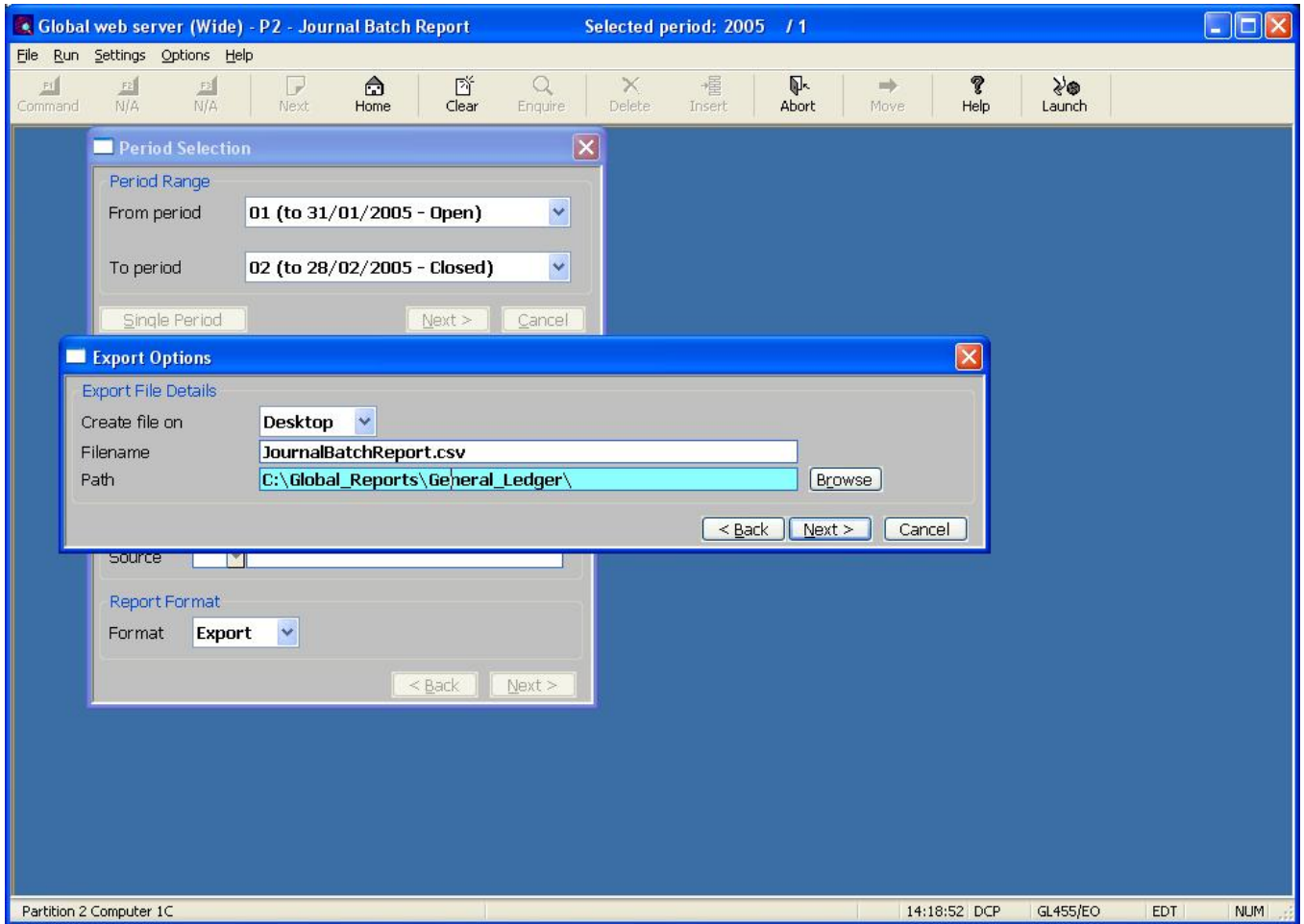
<http://www.synactis.com/>

**Please ensure that you comply with the licensing requirements for this 3rd party software.**

Once installed, the PDF\_In\_The\_Box.DLL file should be copied into the current GX folder. This can be performed automatically by the GX file update procedure (see Technical Note IN271 for further details).

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# Journal Batch Report Export Options Window



This window appears when you complete your responses in the Journal Batch Report Options window and the report is to be exported.

**Purpose** This window enables you to specify the export file details.

*The prompts are:*

**Create file on** Set this option to 'Desktop' if the folder specified in the path is on the PC currently running GX, otherwise set the option to 'Server' and the CSV file will be generated on the main server.

**Example** If the path is C:\My Documents, with the above option set to 'Desktop' the CSV file would be created in the 'My Documents' folder on the operator's PC, with the above option set to 'Server' the CSV file would be created in the 'My Documents' folder on the server.

**Filename** Enter the file name (including extension) in the host system

**Path** Enter the path defining the folder in which the extracted file should be placed in the host system.

**Note** If the file is to be created on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.

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## EXPORT FILE LAYOUT

When the report is exported; the records in the csv file consists of an initial line of column titles followed by detail lines. The following list shows which items are included in each detail line and the order in which they are to appear:

- Financial Year,
- Financial Period,
- Batch Number,
- Source Module,
- Company,
- Profit Centre,
- Account Code,
- Account Title,
- Batch Title,
- Narrative,
- 1<sup>st</sup> Comment,
- 2<sup>nd</sup> Comment,
- Transaction Number,
- Transaction Date,
- Debit Amount,
- Credit Amount,
- Units.

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