Global 3000
Service Pack Note

Summary GL Journal Batch Report

Author	DCP	
Project	ZG60_000097.doc	
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INTRODUCTION

This service pack updates the General Ledger Journal Batch Report to provide a summary report.

This service pack provides the following changes.

The 'Journal Batch Report' has been updated to provide a new run time option that allows the user to choose between 'Detailed' or 'Summary' reports. The detailed report prints/exports the current report unchanged. The summary report lists basic batch details.

In addition a new option has been added labelled 'Single batch', this is only available for detailed reports.


DOCUMENTATION CHANGES

Journal Batch Report

Introduction This report enables you to print or export the Journal Batch report. It has a detailed mode which lists batches and transactions and a summary mode which simply lists basic batch details.

Both modes can be printed or exported 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
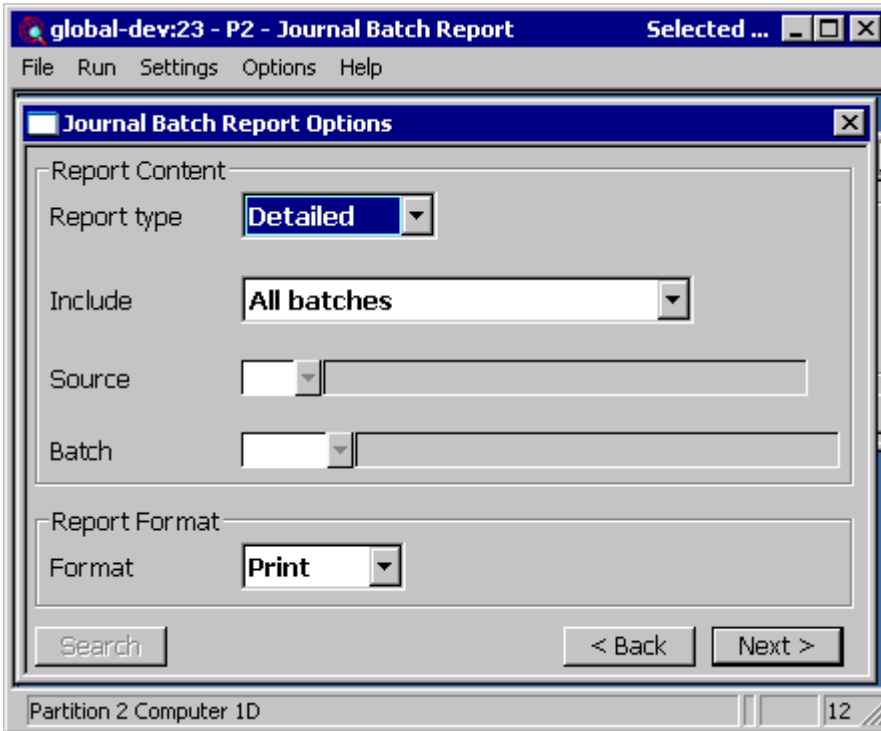
This window appears when you complete your responses in the Period Selection window.

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

The prompts are:

Type Select the type of report required. The options are:

- **Detailed.** The report contains detailed batch and transaction details

- **Summary.** The report consists of a list of batches (meeting the selection criteria).

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.

- **Single batch.** *(Only available for detailed reports)* Select this to limit the report to a single batch.

- **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.

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Batch	*(Only if 'Include' is set to 'Single batch'.* Enter the batch number for which the report is to be produced. A search 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 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 (detailed reports) or a single line per batch (summary reports). 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).

REPORT LAYOUT CHANGES

When the summary report is printed or exported the details included are the same. When exported the records in the csv file consists of an initial line of column titles followed by detail lines (one per batch).

The following list shows which items are included in each detail line (printed or exported) and the order in which they are to appear:

- Financial Year,
- Financial Period,
- Batch Number,
- Source Module,
- Batch Type,
- Operator Id,
- Batch Date,
- Batch Title,
- Batch Status,
- Total Debits,
- Total Credits,

Note, when printed the batch status appears before the batch title rather than after it.

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