



# **Global 3000 Service Pack Note**

## **Global 3000 General Ledger - Remove Session Handling**

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<b>Project</b>	ZG60_000123.docx		
<b>Version</b>	1.0		1 of 4

## INTRODUCTION

This service pack renames the GL Daybook report as the GL Audit report and updates it to include the account title. It also removes the close session function.

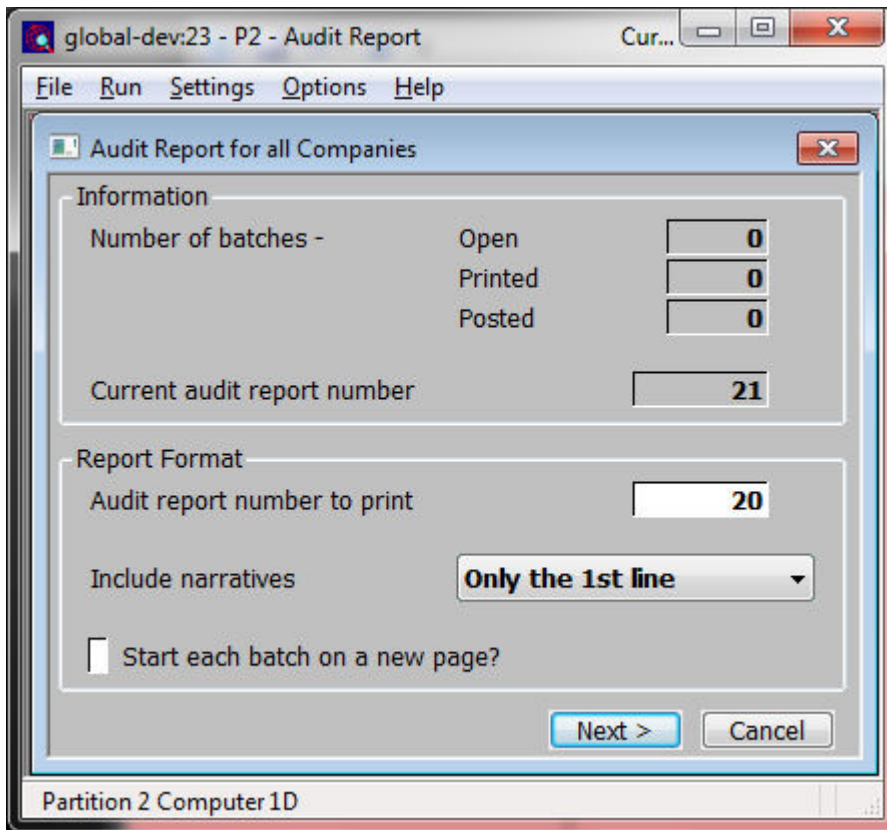
The following changes have been made:

- The daybook report has been renamed as the 'Audit Report' and moved from the 'Transaction Entry' menu to the 'End of Period' menu.
- The daybook (audit) report layout has been updated to replace the first narrative line with the account title. The narrative is now (optionally) printed on a separate line.
- All references to the Daybook have been replaced with 'Audit', for example the daybook report number has become the audit report number.
- Close session has been removed from the Transaction Entry menu. Its processing has been incorporated in close period.

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## DOCUMENTATION CHANGES

# GL Audit Report



**Purpose** This window enables you to enter selection options for the audit report.

**Introduction** The audit report records, for all companies, details of all batches as they are posted. When you print the current audit report, it lists transaction-by-transaction details of all batches posted since the preceding audit report's number was last incremented. It also lists un-posted batches and deleted batches as one-line entries. The audit report can be produced on continuous paper, printed to a spooler and produced in PDF format.

**Note** The transaction details for foreign currency batches are printed in the base currency of the batch. You can, however, print the details in the foreign currency by using the Print (*Batch*) option in the [Batch Details Entry window](#) of Transaction Entry.

You can print the current audit report as often as you need to. When you print it, you have the option of incrementing its number. This effectively closes off the current audit report and starts a new one. You can also reprint previous audit report.

Audit reports are numbered consecutively, and when printed with full details and filed, they provide a full and continuous audit trail.

The audit report must be printed and the audit report number incremented before the current period can be closed.

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The audit report records, for all companies, details of all batches as they are posted. When you print the current audit report, it lists transaction-by-transaction details of all batches posted since the preceding audit report's number was last incremented. It also lists un-posted batches and deleted batches as one-line entries.

*The prompts are:*

**Number of batches - open** (Display only) This is the number of open batches in the current period.

**Number of batches - printed** (Display only) This is the number of batches in the current period that have already appeared on an audit report.

**Number of batches - open** (Display only) This is the number of posted batches in the current period.

**Note** The difference between the number of printed and posted batches is the number of batches due to appear on the current audit report.

**Current audit report number** (Display only) This is the sequence number for the current audit report.

**Audit report number to print** Enter the sequence number of the audit report you wish to print or reprint. The default is as follows:

- If the current audit report is not empty, the current audit report number.
- If the current audit report is empty, the previous audit report number.

**Include narratives** General Ledger journals have three lines of narrative. The printing of the second and/or third lines can be suppressed to reduce the number of pages printed. However they should not be suppressed if they form an essential part of the audit trail. Blank narrative lines are not printed.

The options are as follows:

- **Yes** – Print all three narrative lines.
- **No** – Do not print any of the narrative lines.
- **1<sup>st</sup> line** – Only print the first narrative line.
- **1<sup>st</sup> and 2<sup>nd</sup> lines** – Print the first and second narrative lines but not the third narrative line.
- **1<sup>st</sup> and 3<sup>rd</sup> lines** – Print the first and third narrative lines but not the second narrative line.

The default is the value keyed the last time the report was printed.

**Start each batch on a new page** Set this to begin printing each posted batch on a new page. Leave blank to allow multiple posted batches to be printed on a single page. The default is the value keyed the last time the report was printed.

**Note** Open and deleted batches appear as single line entries and do not trigger a new page.

## REPORT LAYOUT CHANGES

The daybook report will be renamed as the audit report. In addition the narrative will be moved to a separate line and the account title will be added following the account code.

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