Global 3000
Service Pack Note

Global 3000 General Ledger - Journal Entry

Author	DCP	
Project	ZG60_000153.docx	
Version	1.0	1 of 5

INTRODUCTION

This service pack merges a number of the General Ledger journal entry options into a single option.

Prior to this service pack there were separate options on the General Ledger transaction entry menu for general journals, single currency journals, foreign currency journals and standing journals. Selecting one of the entries caused the batch entry window to filter its contents accordingly.

The following changes have been made:

- The 'General Journals', 'Single Currency Journal', 'Foreign Currency Journal' and 'Standing Journals' options have been be removed from the transaction entry menu. A single option (labelled 'Journals') has been added in their place.

- A new button labelled 'Filters' has been added to the batch detail entry window. The 'Filters' button gives control over the batches listed.

GL Transaction Entry – Journal Batches
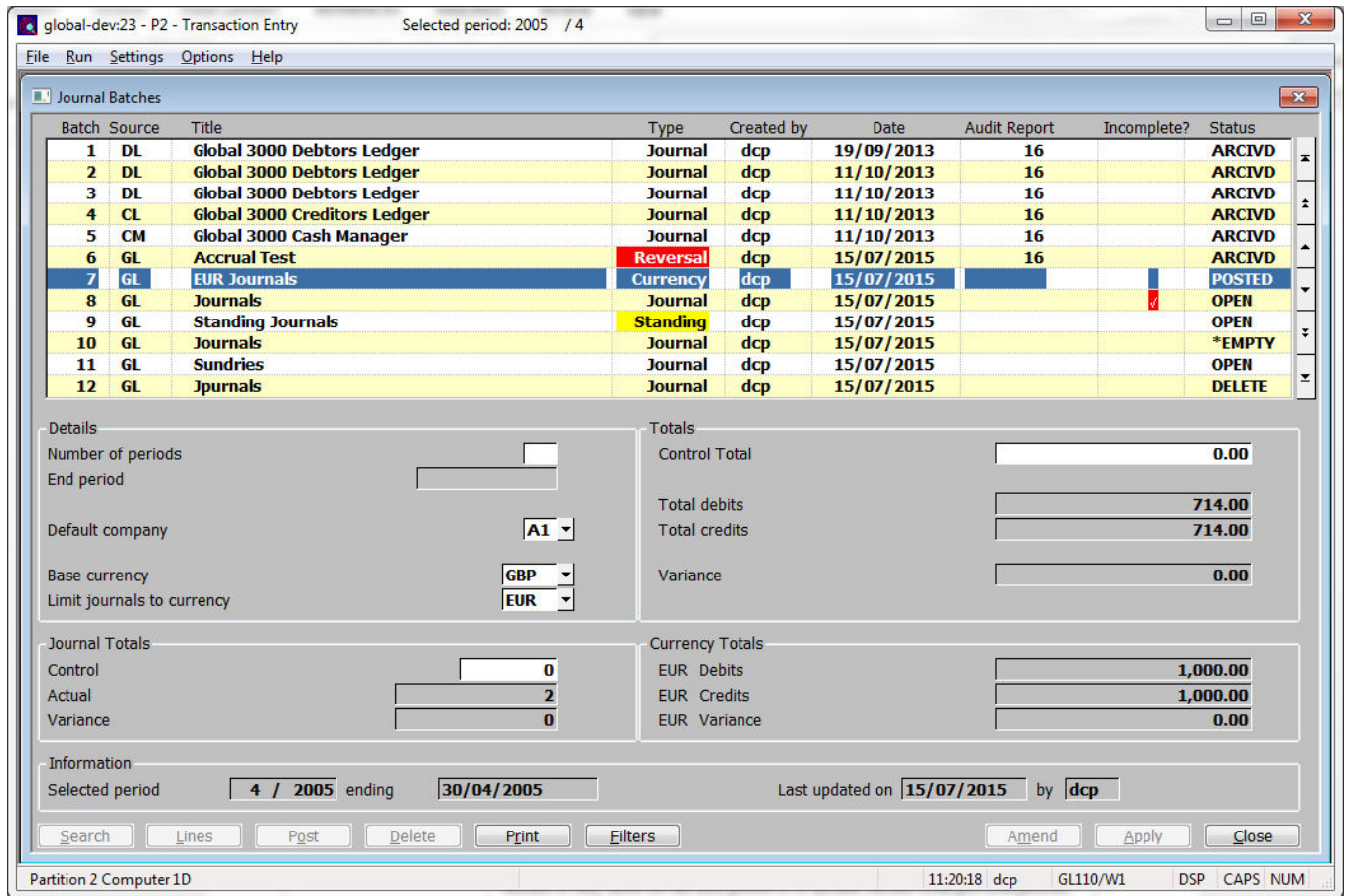
The prompts are:

Batch type   If the 'Accruals and Prepayments' option was selected from the menu then this is automatically set to 'Accrual' and skipped.

If the batch is a reversal batch created when an accrual batch is posted this is automatically set to 'Reversal' and skipped.

Otherwise select one of the following:

- **General journal**, this is a batch used to enter one-off base currency transactions.

- **Currency journal**, this is a batch used to enter one-off transactions in foreign currencies. This batch type is only available in systems configured to allow foreign currency transactions.

- **Standing journal**, this is a batch used to enter transactions that are repeated on a periodic basis. When a standing journal batch is posted, it is automatically copied into the next period. This process continues for a specified number of periods. A standing journal batch can be amended in the standard way before it is posted.

A search is available.

Limit journals to currency   *(Only available when entering currency journals)* Set this to limit all journals in the batch to a specific currency, alternatively leave this blank to allow journals to be entered in multiple foreign currencies.

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Buttons:

Filters	Press this to control the batches listed in the window, for example to limit the list of batches to only those for the next period or to include batches from previous periods.
Note	Selections made via the 'Filters' button are only retained until you exit transaction entry, they are not saved. Furthermore, every time transaction entry is run the list of batches reverts back to the default state which is to include all batches for the selected period.

GL Transaction Entry – Batch Filters Window
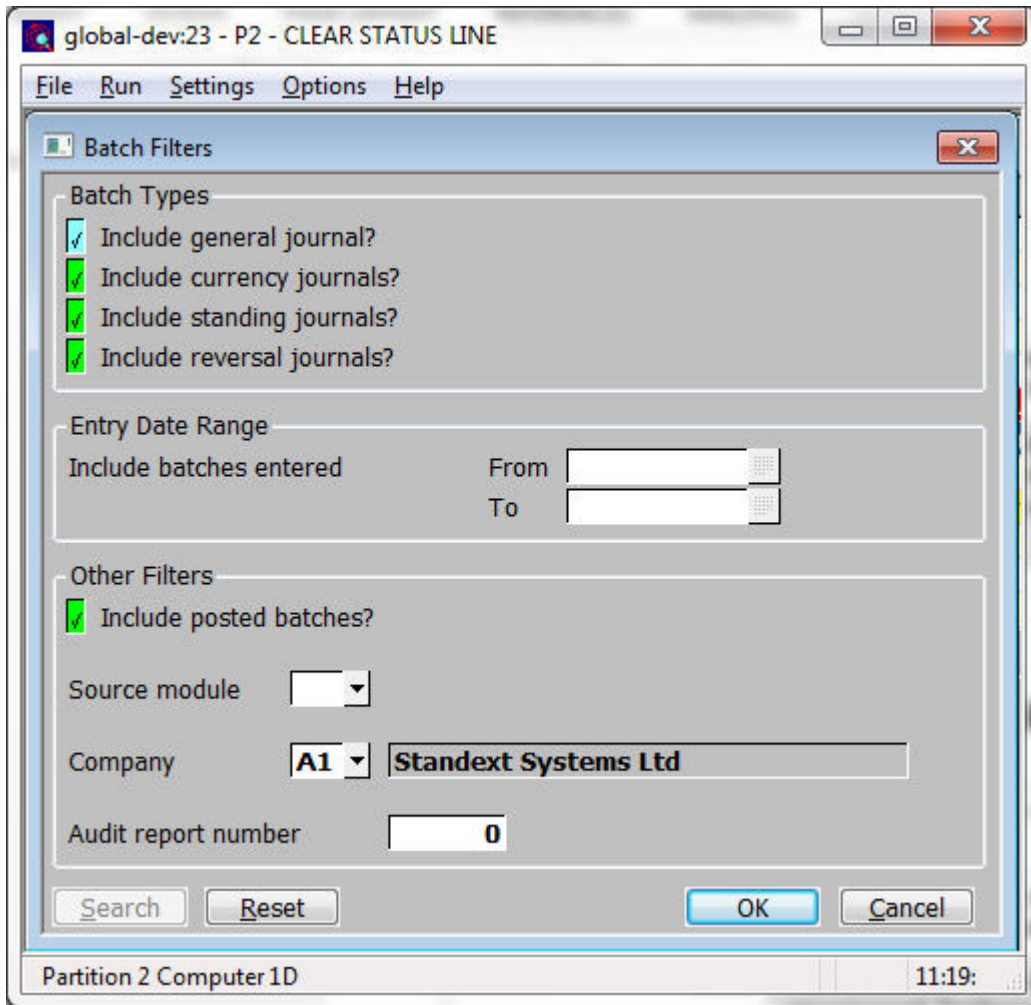
This window appears when you press the 'Filters' button in the Journal Batches window.

Purpose	This window enables you to enter criteria by which you can restrict the list of batches displayed in the Journal Batches window.
Note	Selections made in this window are only retained until you exit transaction entry, they are not saved. Furthermore, every time transaction entry is run the filters criteria revert back to the default state which is to include all batch types.

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The prompts are:

Include general journals?	Set this to include general journals in the list.
Include currency journals?	Set this to include currency journals in the list. This option is only available if foreign currency postings in GL is enabled.
Include standing journals?	Set this to include standing journals in the list.
Include reversal journals?	Set this to include reversal journals in the list.
Entry date range	If you want to limit the list of batches by their entry date, enter a range of dates here. Any batches with an entry date outside the range will be excluded from the list.
Include posted batches?	Set this to include posted batches in the list.
Source module	If you want to restrict the list of batches to those for a particular source module, enter the id of that source module here (for directly entered journals a source id of 'GL' should be entered). A search is available.
Company	If you want to restrict the list of batches to those for a particular company, enter the code of that company here. A search is available.
Audit report number	If you want to restrict the list of batches to those that appeared on a specific audit report you can enter its number here.
Note	On exit from this window the batches window is refreshed based on criteria entered here.

Buttons:

Search	When pressed this will initiate a look-up search if one is available.
Reset	When this is pressed the filters criteria is reset back to its default state which is to include all batch types.
Close	This exits the window and returns to the batches window which is refreshed based on the criteria entered here.