



Global 3000 Service Pack Note General Ledger Enquiries

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Project	ZG60_000181.docx		
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INTRODUCTION

This service pack provide multi-year General Ledger enquiries and transaction enquiry filters.

The changes are as follows:

- The transaction enquiry windows have been updated to include a new button (labelled 'Filters'. When pressed the list of transactions included in the enquiry can be limited based on transaction type and entry date.
- A number of the periodic analysis, profit centre and budget comparison windows throughout General Ledger enquiries have been updated to show details for all financial years rather than just the currently selected financial year.

DOCUMENTATION CHANGES

GL Transaction Enquiries

Year	Period	Trans No.	Date	Type	Narrative	Posted?	Amount
2005	2	1002	20/02/2005	Journal	Anderton Ltd	✓	416.25 C
2005	2	1003	20/02/2005	Journal	Andrew Leonard Ltd	✓	1,099.00 C
2005	2	1004	20/02/2005	Journal	Peak (Ins & Investment) Agents	✓	1,648.50 C
2005	2	1005	20/02/2005	Journal	Brownhouse of Preston	✓	4,529.91 C
2005	2	1006	20/02/2005	Journal	Davies & Brown	✓	1,270.72 C
2005	2	1107	25/02/2005	Journal	Safco Stationery Supplies	✓	7,125.00 C
2005	2	1217	18/02/2005	Journal	Design Graphics Ltd	✓	3,000.00 C
2005	2	1272	18/02/2005	Journal	Design Graphics Ltd	✓	4,500.00 C
2005	2	1356	26/02/2005	Journal	Blakelock Insurance Brokers	✓	7,500.00 C
2005	2	1357	26/02/2005	Journal	Peak (Ins & Investment) Agents	✓	4,396.00 C
2005	3	1481	03/03/2005	Journal	C.U.P. International	✓	1,050.00 C

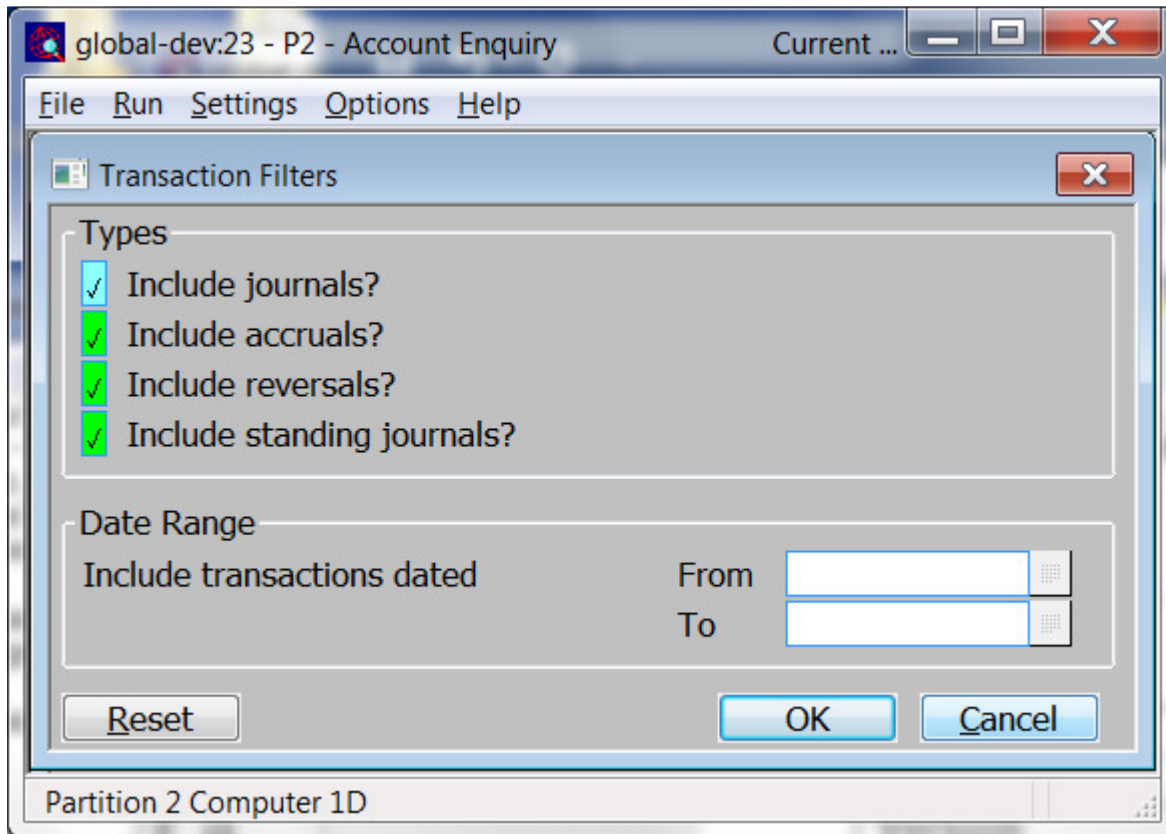
Buttons:

Filters Press this to control the transactions listed in the window, for example to limit the list to only accruals or to include transactions entered between specific dates.

Note Selections made via the 'Filters' button are only retained until you exit transaction enquiries, they are not saved. Furthermore, every time a transaction enquiry is run the list of included transactions reverts back to the default state which is to include all transactions.

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GL Transaction Enquiry – Transaction Filters Window



This window appears when you press the 'Filters' button in a transaction enquiry window.

Purpose This window enables you to enter criteria by which you can restrict the list of transactions displayed in the window.

Note Selections made via the 'Filters' button are only retained until you exit transaction enquiries, they are not saved. Furthermore, every time a transaction enquiry is run the list of included transactions reverts back to the default state which is to include all transaction.

The prompts are:

Include journals? Set this to include journals in the list.

Note Choosing to include or exclude journals also includes or excludes currency journals.

Include accruals? Set this to include accruals in the list.

Include reversals? Set this to include reversals in the list.

Include standing journals? Set this to include standing journals in the list.

Entry date range If you want to limit the list of transactions by their date, enter a range of dates here. Any transactions with a date outside the range will be excluded from the list.

Note On exit from this window the current transaction enquiry window is refreshed based on criteria entered here.

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Buttons:

- Reset** When this is pressed the filters criteria is reset back to its default state, which is to include all transactions.
- OK** This exits the window and returns to the current transaction enquiry window which is then refreshed based on the criteria entered here.

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