



# Global 3000 Service Pack Note

## Global 3000 Debtors/Creditors Ledger - Remove Session Handling

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	1 of 16

## INTRODUCTION

This service pack removes session handling from Debtors Ledger and Creditors Ledger and renames the daybook report as the audit report.

The following changes apply to both Debtors Ledger and Creditors Ledger.

When the system was originally released business practices involved producing a daily report of transactions processed, this was named the daybook. In more recent times practices have largely changed and for the most part people do not print the daybook daily, in fact a growing number of users only produce the daybook report during close period.

Prior to the implementation of 'real time posting' the primary purpose of the close session function was to generate the interface file containing the postings from the ledger to Cash Manager, for this reason it was not possible to close a period until close session had been run. Following the implementation of 'real time posting', close sessions only purpose was to update the company period totals with the totals for the current session.

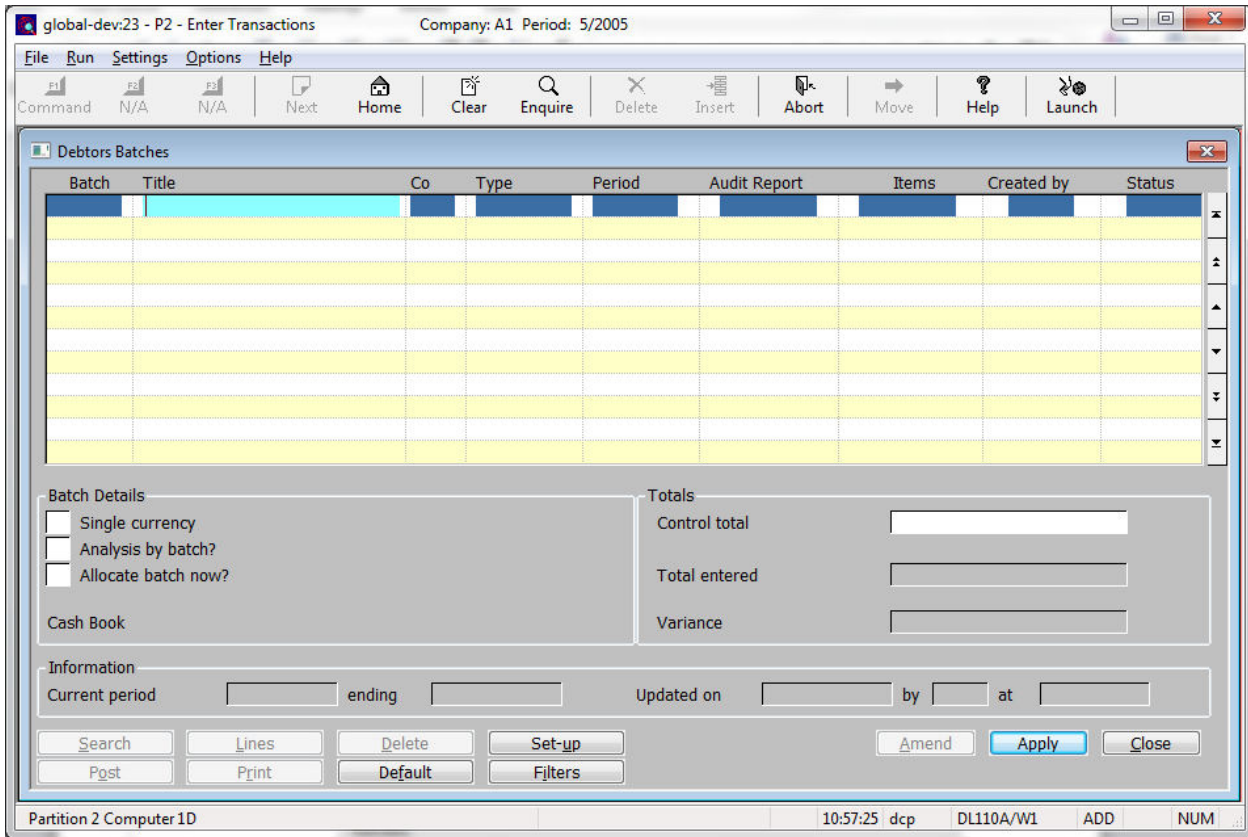
The following changes have been made:

- The daybook report has been renamed as the 'Audit Report' and moved from the 'Transaction Entry' menu to the 'End of Period' menu.
- All references to the 'Daybook' have been replaced with 'Audit', for example the daybook sequence number has become the audit report number.
- An option to produce the audit report has been included in the 'End of Period' function, along with options to produce the aged debt/credit report, trial balance (by company) and customer statements (DL only).
- A new system parameter (named 'Audit report must be printed before period can be closed') has been added to the Ledgers operating options. When set (the default), the period cannot be closed until the audit report has been printed. When not set, close period automatically marks all transactions that have not been printed on an audit report as having been included and increments the audit report number. This means that historical audit reports can be produced if required.
- Close session has been removed from the Transaction Entry menu.
- The 'Session' button within the transaction entry batches window has been replaced with a 'Filters' button that gives greater control over the batches listed.
- All references to sessions have been removed.
- The current session totals shown within the company period totals and on the company period totals report will be replaced with totals relating to un-posted transactions.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	2 of 16

DOCUMENTATION CHANGES

# DL Transaction Entry – Debtors Batches



**Purpose** This window enables you to enter new batches, to view existing batches, and to select batches for enquiry and printing. If the batch is open it can be amended, deleted or posted. Batches are listed in the upper scrolled part of the window. Further details are shown in the lower part of the window for each batch as you scroll through the list.

When you first enter this window, all current and next period batches are displayed in the upper scrolled part of the window. The 'Filters' button can then be used to control the list of batches. For example by including previous period batches.

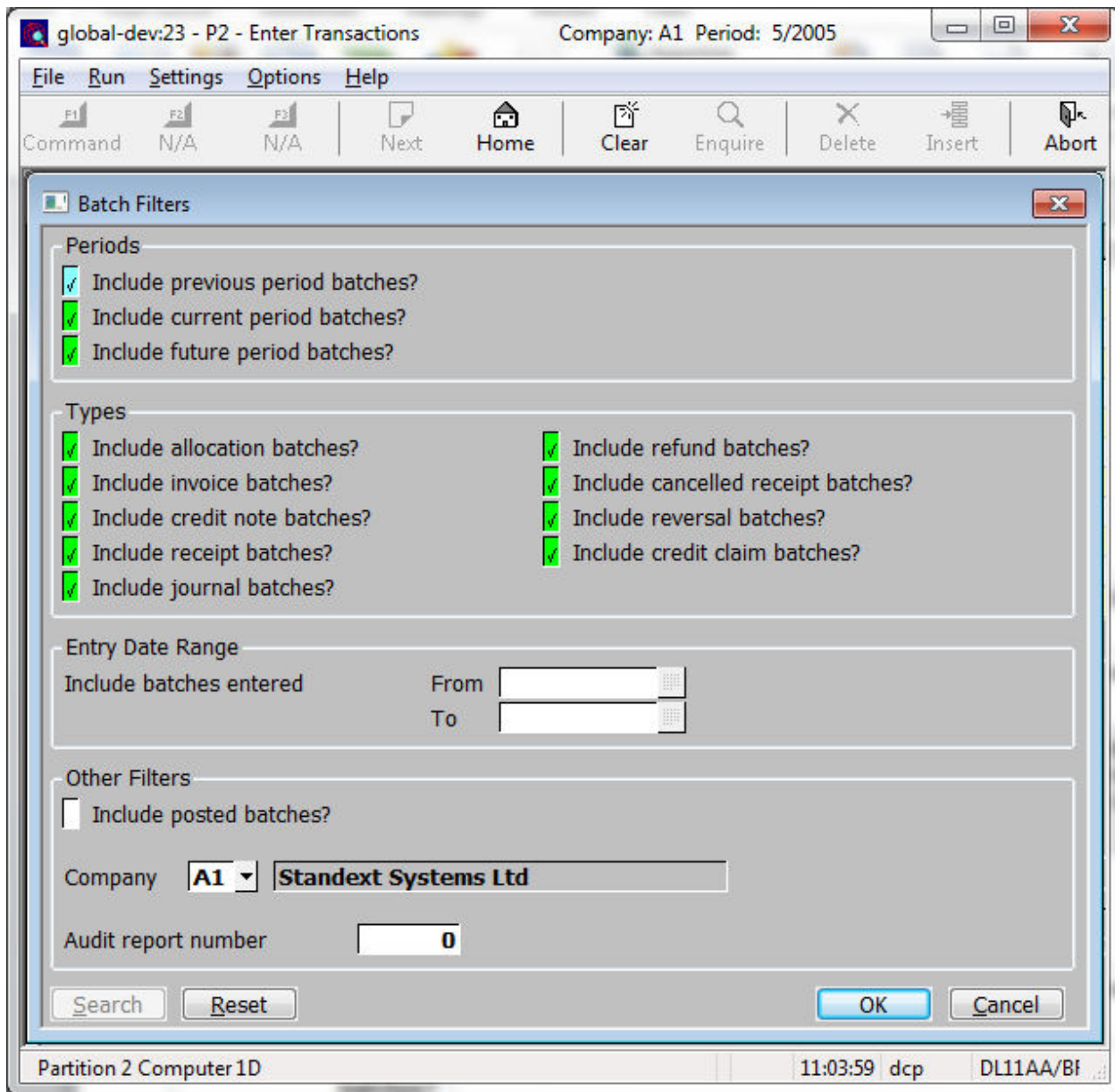
**Buttons:**

**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 current and next period batches.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	3 of 16

# DL Transaction Entry – Batch Filters Window



This window appears when you press the 'Filters' button in the Debtors Batches window.

**Purpose** This window enables you to enter criteria by which you can restrict the list of batches displayed in the Debtors 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 current and next period batches.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	4 of 16

*The prompts are:*

- Include previous period batches?** Set this to include batches for entered in periods earlier than the current period in the list.
- Include current period batches?** Set this to include batches entered in the current period in the list.
- Include future period batches?** Set this to include batches in future periods in the list.
- Include allocation batches?** Set this to include allocation batches in the list.
- Include invoices?** Set this to include invoice batches in the list.
- Include credit notes?** Set this to include credit note batches.
- Include receipts?** Set this to include receipt batches in the list.
- Include journals?** Set this to include journal batches in the list.
- Include refunds?** Set this to include refund batches in the list.
- Include cancelled receipts?** Set this to include cancelled receipt batches in the list.
- Include reversals?** Set this to include reversal journal batches in the list.
- Include credit claims?** Set this to include credit claim batches 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.
- 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.

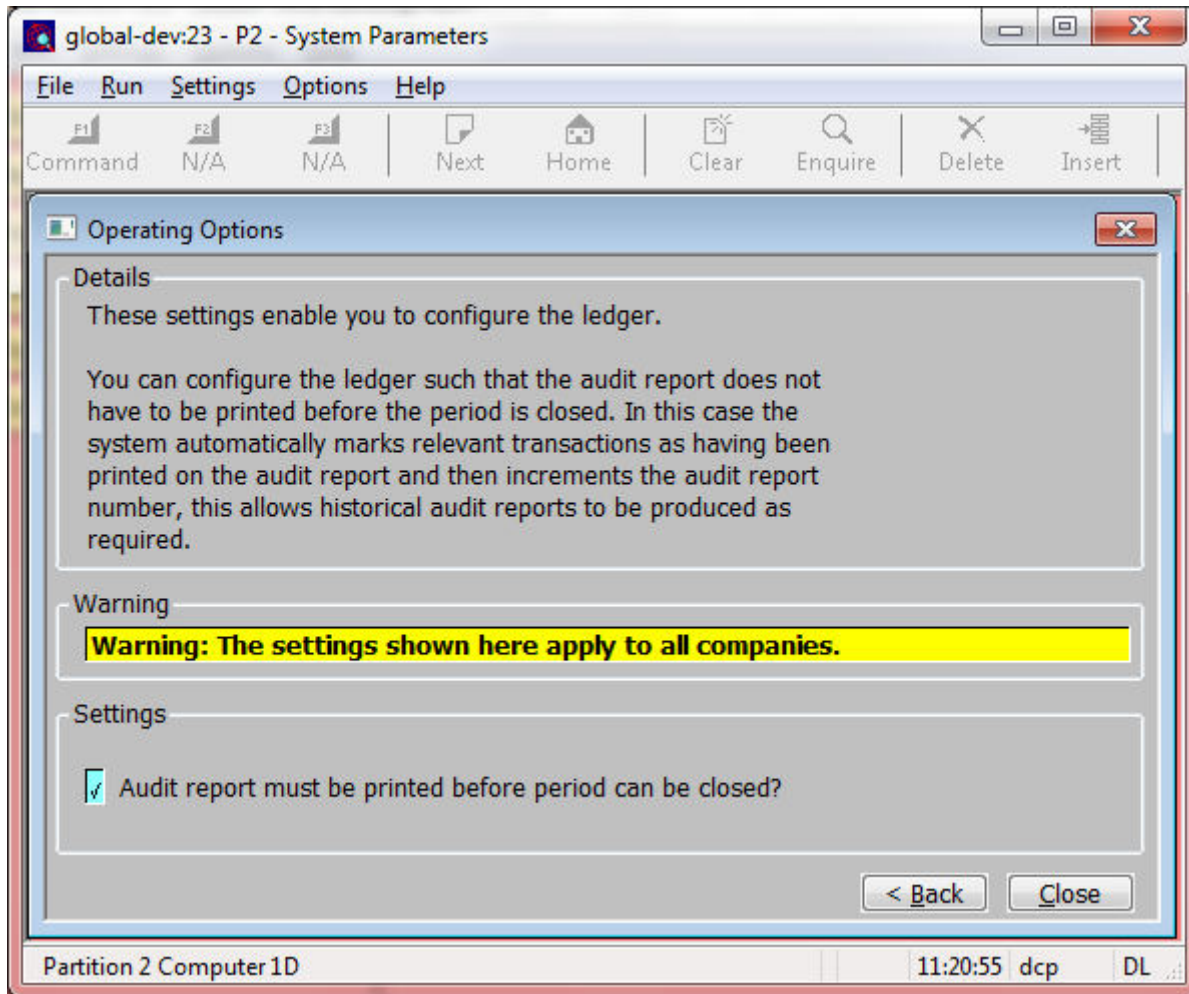
**Note** On exit from this window the Debtors Batches window is refreshed based on criteria entered here.

*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 current and future period batches.
- Close** This exits the window and returns to the Debtors Batches window which is refreshed based on the criteria entered here.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	5 of 16

# DL System Parameters – Operating Options



This window appears when you confirm your responses in the ‘Transaction Entry Settings’ window.

**Purpose** This window contains Debtors Ledger configuration options.

**Note** The configuration options in this window apply to **ALL** companies.

*The prompts are:*

**Audit report must be printed before period can be closed**

If this is set the current period cannot be closed until all transactions have been printed on the audit report. If this is not set, close period automatically marks all transactions (that have not been printed on an audit report) as having been included on the latest audit report and increments the audit report number. This means that historical audit reports can be produced regardless of the new parameters setting.

**Note** In multi-company systems, when close period automatically marks transactions as having been included on the latest audit report all transactions are included regardless of whether or not the period is being closed for a single company.

<b>Author</b>	DCP
<b>Project</b>	ZM60_000404.docx
<b>Version</b>	1.0
	6 of 16

# DL End of Period

global-dev:23 - P2 - Debtors Period End Company: A1 Period: 5/2005

File Run Settings Options Help

Command N/A N/A Next Home Clear Enquire Delete Insert

**Debtors Period End**

Company Selection

Single company **A1** Standext Systems Ltd

Information

Current period - Year **2005**  
 Period **5**  
 Ending **31/05/2005**  
 End of the new current period **30/06/2005**

Functions

Print audit report?

Produce aged debt report?  
 Export aged debt report?

Print company trial balance report?

Produce customer statements?

Print tax analysis report?  
 Detailed  
 Summary

Close period?  
 Reset high balances?  
 Reset average number of days taken to pay invoices?

Archive inactive accounts? Archive date

Purge transactions prior to period 05/1998 (ending 31/05/1998)?

**Next >** **Cancel**

Partition 2 Computer 1D 11:22:47 dcp DL200

<b>Author</b>	DCP
<b>Project</b>	ZM60_000404.docx
<b>Version</b>	1.0

**Print audit report?** (Only available if there are any transactions that have not yet appeared on an audit report) Set this to produce the audit report. This will automatically increase the next audit report sequence number.

**Produce aged debt report?** Set this to produce a detailed aged debt report.

**Export?** (Only available if the aged debt report is being produced) Set this to export rather than print the aged debt report.

**Print company trial balance?** Set this to produce a company trial balance report.

**Produce statements** Set this to produce a diary run of customer statements.

## DL Company Totals – This Period

	Un-Posted	This Period	Next Period
Number of Batches			
Open	0	0	0
Posted or Deleted		0	0
<b>Financial Totals</b>			
Brought Forward		907,129.60	907,129.60
Invoices	0.00	0.00	0.00
Credit Notes	0.00	0.00	0.00
Journal Debits	0.00	0.00	0.00
Journal Credits	0.00	0.00	0.00
Receipts	0.00	0.00	0.00
Cancelled Receipts	0.00	0.00	0.00
Settlement Discount	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>907,129.60</b>	<b>907,129.60</b>
<b>Other Totals</b>			
Exchange Gain/Loss	0.00	0.00	0.00

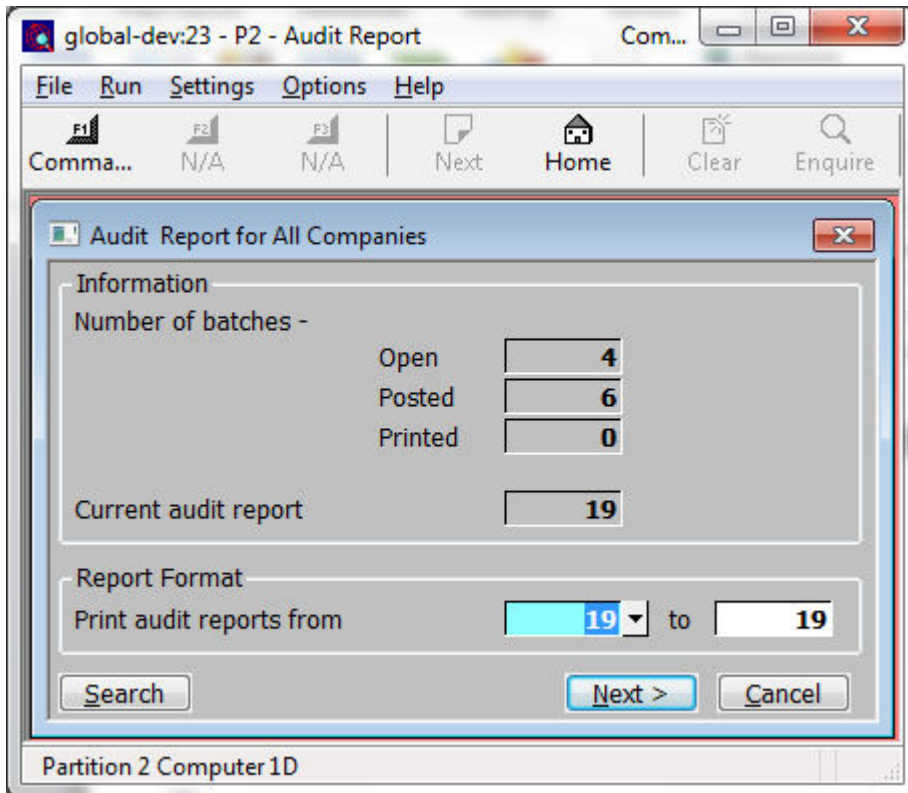
**Purpose** This window displays the company control totals for the current and next periods, it also shows totals for any un-posted batches.

The un-posted balances include the totals of un-posted batches for both the current and next periods.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	8 of 16



# DL Audit Report



**Purpose** This window enables you to enter selection options for the audit report. Depending on the system configuration, the audit report must be printed and the audit report number incremented before the current period can be closed.

*The prompts are:*

**Number of batches** (*Display only.*) The number of batches that are open, and that have been posted and printed since the audit report number was last incremented.

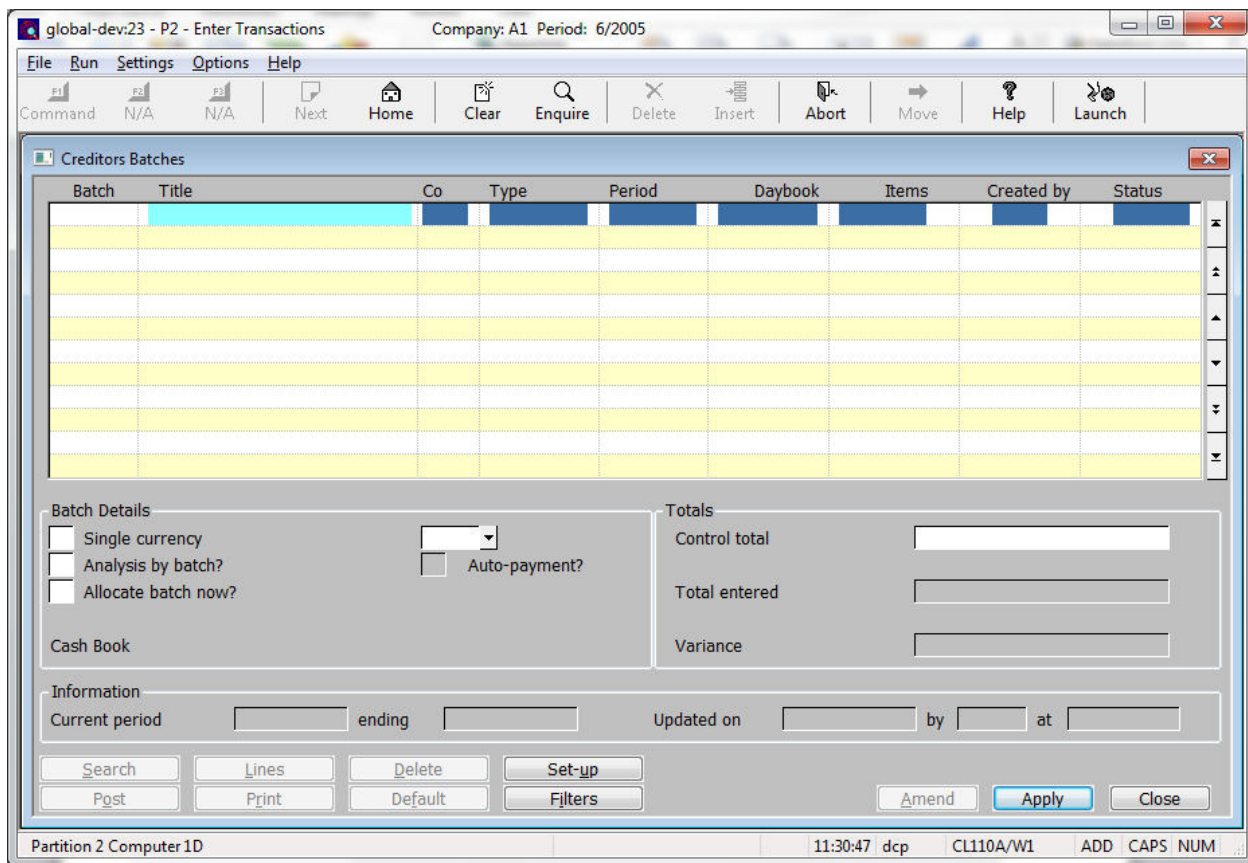
**Current audit report** The number of the current audit report and the dates of the first and last posted batches it relates to. If the current audit report contains no posted batches, the words 'is empty' appear alongside the number.

**Print/Reprint audit report from...to** (*The label for these prompts differ between 'Print' and 'Reprint' depending on whether or not there are posted batches in the current audit report*) Enter the numbers of the audit reports you want to print or export. The default is the current report. A search is available.

**Note** Further options controlling the report content (for detailed reports only) are available when you press the 'Options' button within the 'Print Options' window.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	9 of 16

# CL Transaction Entry – Creditors Batches



**Purpose** This window enables you to enter new batches, to view existing batches, and to select batches for enquiry and printing. If the batch is open it can be amended, deleted or posted. Batches are listed in the upper scrolled part of the window. Further details are shown in the lower part of the window for each batch as you scroll through the list.

When you first enter this window, all current and next period batches are displayed in the upper scrolled part of the window. The 'Filters' button can then be used to control the list of batches. For example by including previous period batches.

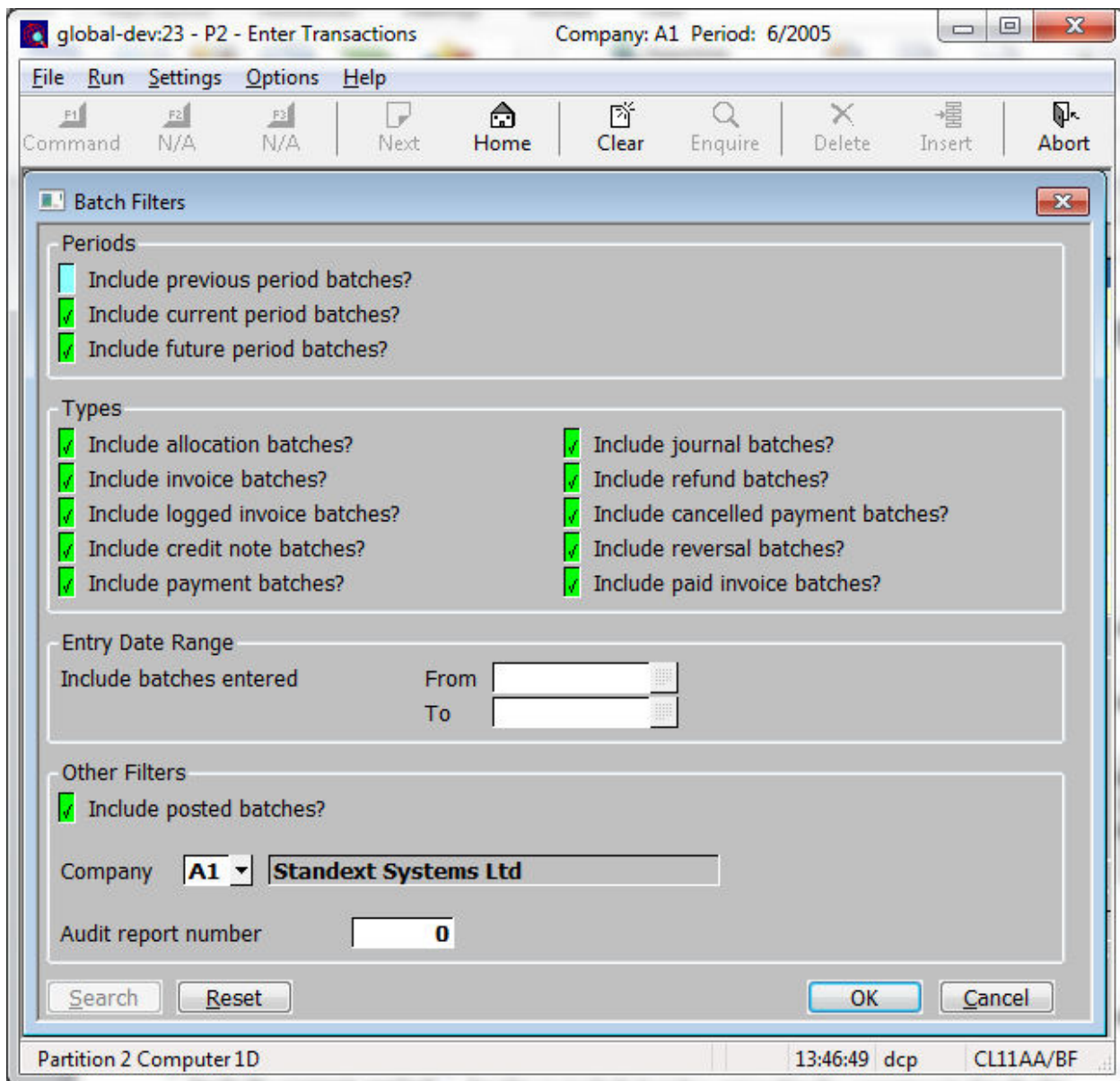
## Buttons:

**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 current and next period batches.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	10 of 16

# CL Transaction Entry – Batch Filters Window



This window appears when you press the 'Filters' button in the Creditors Batches window.

**Purpose** This window enables you to enter criteria by which you can restrict the list of batches displayed in the Creditors 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 current and next period batches.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	11 of 16

*The prompts are:*

- Include previous period batches?** Set this to include batches for entered in periods earlier than the current period in the list.
- Include current period batches?** Set this to include batches entered in the current period in the list.
- Include future period batches?** Set this to include batches in future periods in the list.
- Include allocation batches?** Set this to include allocation batches in the list.
- Include invoices?** Set this to include invoice batches in the list.
- Include logged invoices?** Set this to include logged invoice batches in the list.
- Include credit notes?** Set this to include credit note batches.
- Include payments?** Set this to include payment batches in the list.
- Include journals?** Set this to include journal batches in the list.
- Include refunds?** Set this to include refund batches in the list.
- Include cancelled payments?** Set this to include cancelled payment batches in the list.
- Include reversals?** Set this to include reversal journal batches in the list.
- Include paid invoice?** Set this to include paid invoice batches 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.
- 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.

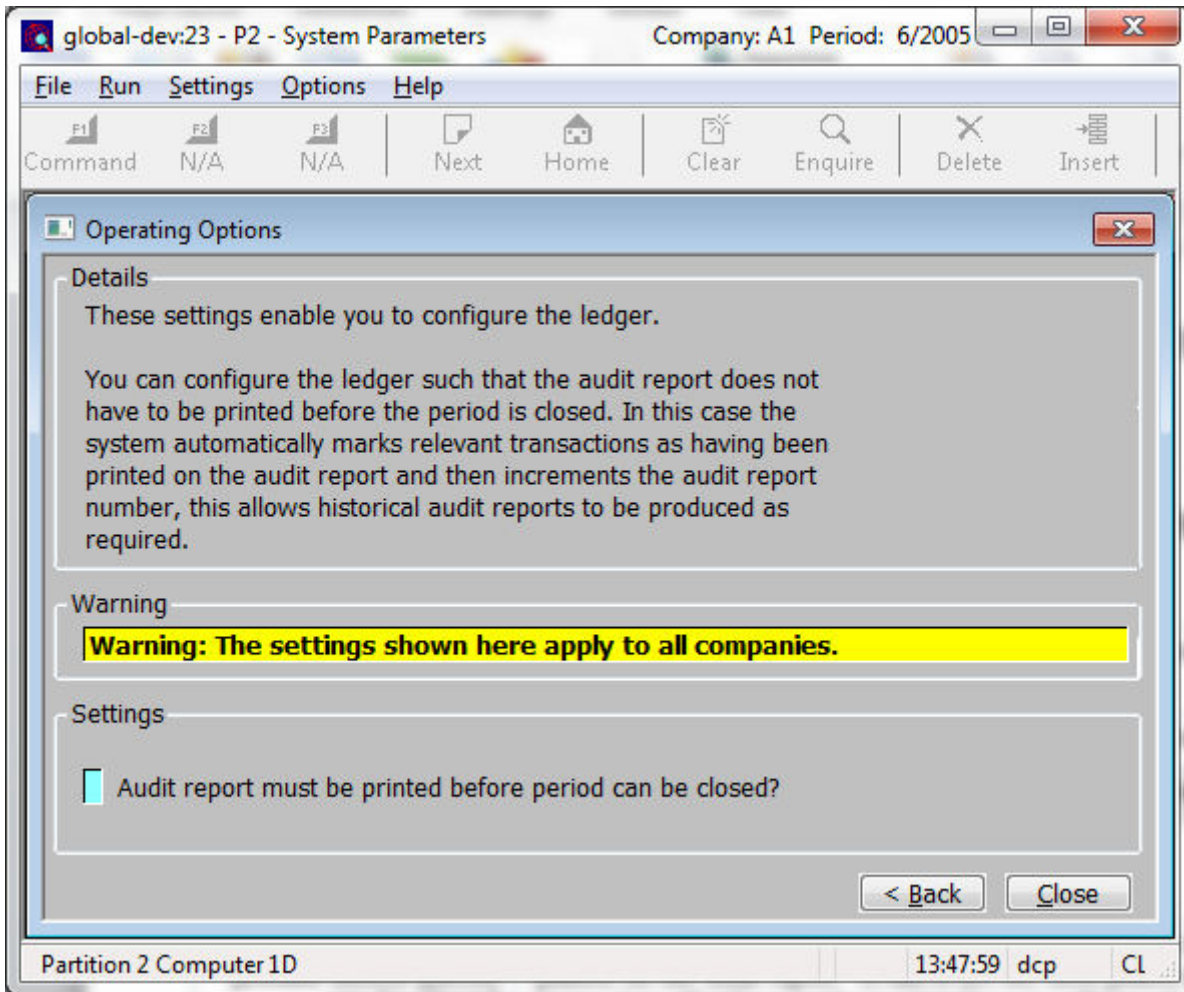
**Note** On exit from this window the Creditors Batches window is refreshed based on criteria entered here.

*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 current and future period batches.
- Close** This exits the window and returns to the Creditors Batches window which is refreshed based on the criteria entered here.

<b>Author</b>	DCP		
<b>Project</b>	ZM60_000404.docx		
<b>Version</b>	1.0		12 of 16

# CL System Parameters – Operating Options



This window appears when you confirm your responses in the ‘Transaction Entry Settings’ window.

**Purpose** This window contains Creditors Ledger configuration options.

**Note** The configuration options in this window apply to **ALL** companies.

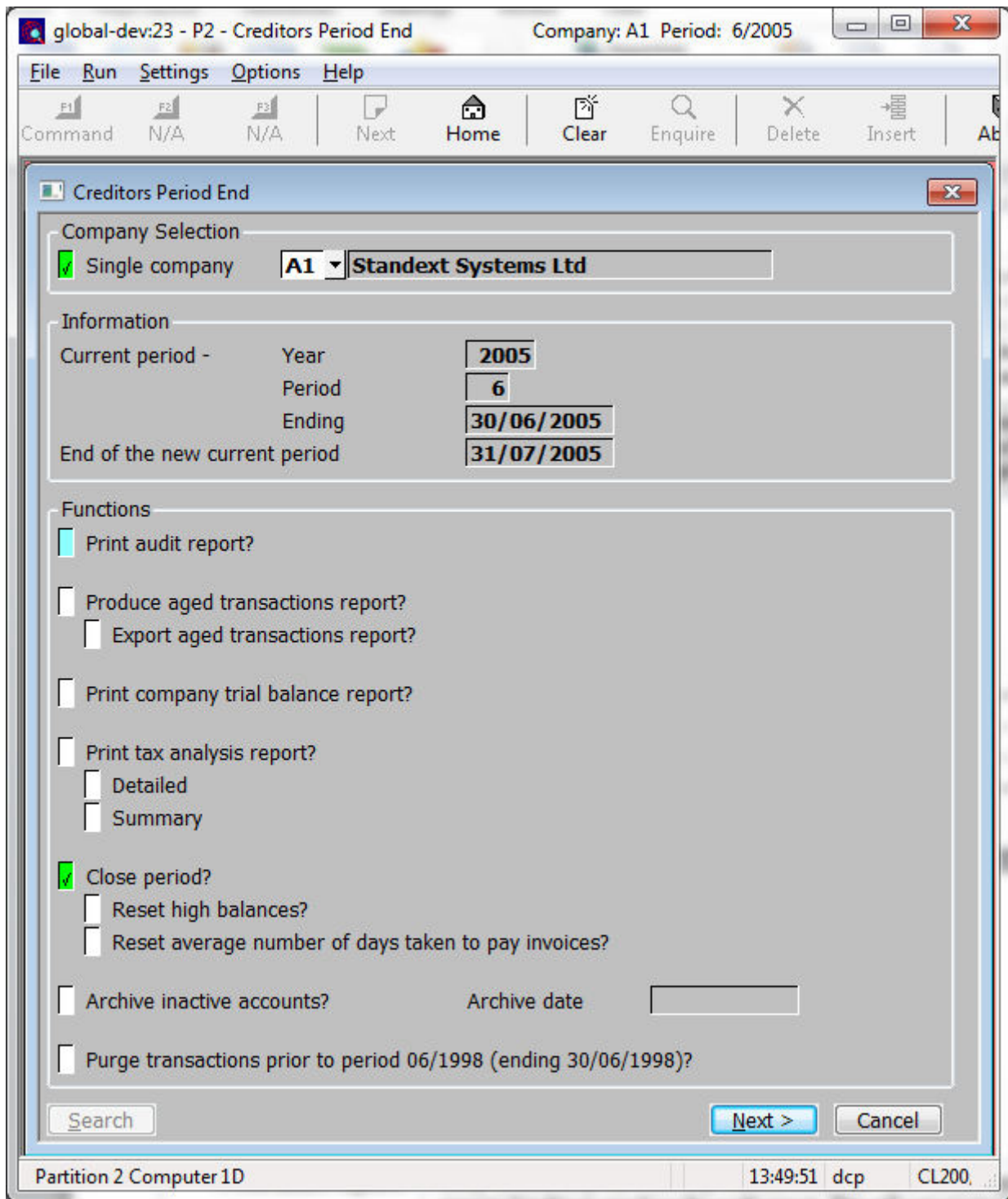
*The prompts are:*

**Audit report must be printed before period can be closed** If this is set the current period cannot be closed until all transactions have been printed on the audit report. If this is not set, close period automatically marks all transactions (that have not been printed on an audit report) as having been included on the latest audit report and increments the audit report number. This means that historical audit reports can be produced regardless of the new parameters setting.

**Note** In multi-company systems, when close period automatically marks transactions as having been included on the latest audit report all transactions are included regardless of whether or not the period is being closed for a single company.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	13 of 16

# CL End of Period



<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	14 of 16

**Print audit report?** *(Only available if there are any transactions that have not yet appeared on an audit report)* Set this to produce the audit report. This will automatically increase the next audit report sequence number.

**Produce aged transactions report?** Set this to produce a detailed aged transactions report.

**Export?** *(Only available if the aged transactions report is being produced)* Set this to export rather than print the aged transactions report.

**Print company trial balance?** Set this to produce a company trial balance report.

## CL Company Totals – This Period

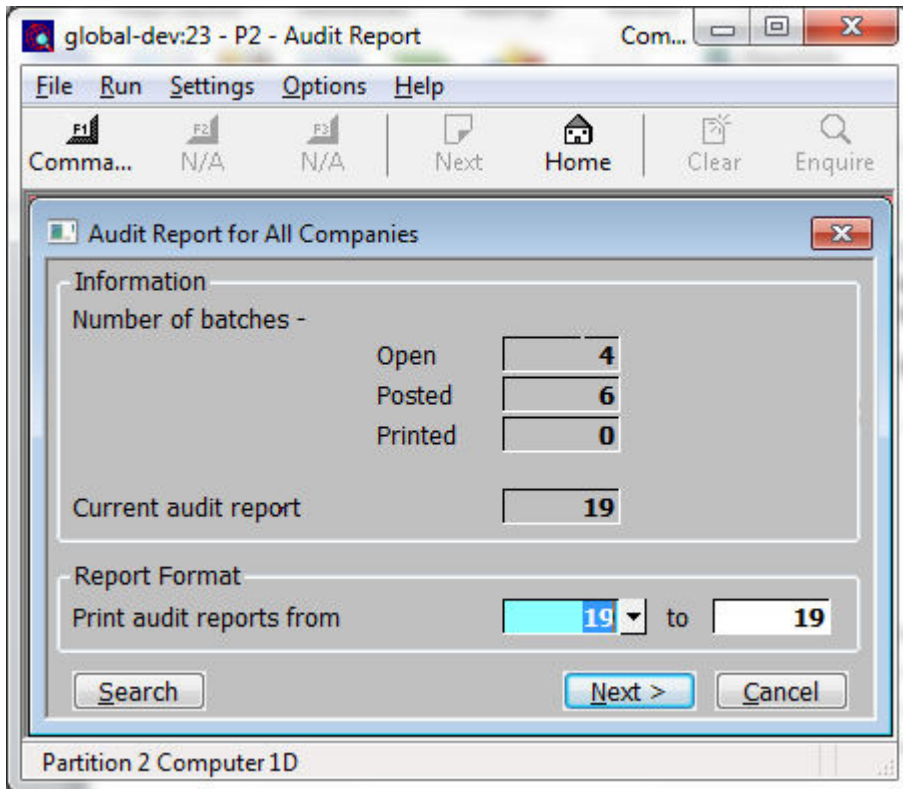
Control Totals for Company A1, Current Period 2005/ 5 (Ending 31/05/05)			
	Un-Posted	This Period	Next Period
<b>Number of Batches</b>			
Open	4	4	0
Posted		7	1
<b>Financial Totals</b>			
Brought Forward		437,725.17	445,204.86
Invoices	200.00	1,700.00	300.00
Credit Notes	-80.00	-305.00	0.00
Journal Debits	-75.00	-125.00	0.00
Journal Credits	75.00	125.00	0.00
Payments	-75.00	6,084.69	0.00
Settlement Discount	0.00	0.00	0.00
<b>Total</b>	<b>45.00</b>	<b>445,204.86</b>	<b>445,504.86</b>
<b>Other Totals</b>			
Exchange Gain/Loss	0.00	0.00	0.00

**Purpose** This window displays the company control totals for the current and next periods, it also shows totals for any un-posted batches.

The un-posted balances include the totals of un-posted batches for both the current and next periods.

<b>Author</b>	DCP		
<b>Project</b>	ZM60_000404.docx		
<b>Version</b>	1.0		15 of 16

# CL Audit Report



**Purpose** This window enables you to enter selection options for the audit report. Depending on system configuration the audit report must be printed and the audit report number incremented before the current period can be closed.

*The prompts are:*

**Number of batches** (*Display only.*) The number of batches that are open, and that have been posted and printed since the audit report number was last incremented.

**Current audit report** The number of the current audit report and the dates of the first and last posted batches it relates to. If the current audit report contains no posted batches, the words 'is empty' appear alongside the number.

**Print/Reprint audit report from...to** (*The label for these prompts differ between 'Print' and 'Reprint' depending on whether or not there are posted batches in the current audit report*) Enter the numbers of the audit reports you want to print or export. The default is the current report. A search is available.

**Note** Further options controlling the report content (for detailed reports only) are available when you press the 'Options' button within the 'Print Options' window.

<b>Author</b>	DCP	
<b>Project</b>	ZM60_000404.docx	
<b>Version</b>	1.0	16 of 16