General Ledger

Cut-off dates

Setting a GL cut-off date will prevent users from entering transactions during the month end closeout process.

To set the GL Cut-off Date

Select General Ledger > Month/Year Close > GL Cut-off date

On this screen, you can view Un-posted batches.
After selecting “View Un-posted”, the open transactions screen appears and shows the number of Transactions that are in an opened or closed status.

Selecting “view”, brings you to the Journal Entry Inquiry Screen where you can post a batch.
Select Set Cut-off date Submission – Here you can set a cut-off date for the Accounts Payable, Accounts Receivable or General Ledger module by Company ID. There is an option to set the date for all three. GL cut-off dates override AP and AR cut-off dates.
General Ledger

GL account reconciliation

Journal Transaction Inquiry – This screen allows the user to query a specific transaction by Unit, Account, RAD combinations and other parameters such as Accounting Date, Entry Status, Remarks, User Created and Date Created.

Select General Ledger > Journal Transaction Inquiry
Select Accounting Date range for the month in review.

**Trial balance Analysis** forms – allows user to view the opening balance, current activity, and closing balances. These screens allow for analytical opportunities on the activity by allowing for custom grid reporting via a pivot report. You can see the data using various Unit, Account and RAD combinations and it allows the user to drill down to see the JE transaction.

Select General Ledger > Trial Balance Analysis
Select Accounting Date range for the month in review.

In the main grid, you can drag and drop a specific field above the header section to enable grouping by that field.
Once the specific field is selected for grouping, you can calculate the sum, average and more for each grouping.

On the far right, there is an option to create a pivot report which allows for a summarized version of the grid detail.
Accounts Payable

Prepayment Amortization

Process used to expense pre-payments on a scheduled basis.

Setting up an amortization schedule during voucher entry for future dated entries when the voucher is posted.

Select Account Payable -> Vouchers -> Voucher Entry

![Screenshot of Voucher Entry](image)
-Create a pre-payment voucher.

-Select the payment tab.-Select Create Amortization Schedule.
- Set the frequency, no. of Occurrences, Accounting start date and whether to Post Immediately.

*Posting immediately – checking this box will create the amortization journal entries when the voucher batch is posted. If you do not check this box, the transactions are added to the schedule but the journal entries will not be created when the voucher batch is posted.*
Select Next -> The distribution form will appear when you enter the Business Unit, Account and the RAD is optional or as needed.
Amortization Maintenance - To view processed and scheduled transactions.
Accounts Receivable

Deferred Revenue

Revenue on an invoice can be deferred to the future.

There are three deferred revenue recognition types that can be set:

Unconditional: Revenue is recognized on a specific date in the future.
Conditional Upon Payment: Revenue is recognized when the payment is received.
Conditional on an Event: Revenue is recognized when an event occurs.

Select Accounts Receivable -> AR Batch Entry -> New Batch
On the Invoice Entry screen, select the transaction type ID – DEF (for Deferred Revenue).
Select Details -> Select Deferral Type
-Select GL Dist. The Deferred Revenue Schedule for the Deferral Type selected.
-Enter the Company ID, Business Unit, Account, Frequency, # of occurrences and the start date.
AR Deferred revenue management

Here you can view the AR invoices that are associated with deferred revenue.

Accounts Receivable -> AR deferred revenue management.
On the search criteria screen, search by Deferral Type.
Alerts

Opened and Closed Transactions

To create an alert for open or closed transactions in the general ledger, complete a query using the Journal transaction inquiry form.

Alerts for Unposted GL entries.

Select General Ledger -> Journal Entries > Journal Entry Inquiry
Enter parameters – Entry status is not Posted, Check relative Date, Accounting Date – In between Jan 1 and “T” – Today

Query – Select reports at the top
Select -> Create a new query report
Complete the following fields in the report parameters window.

- **Enter name** – Unposted GL entries
- **Refresh Type** – Once a day
- **Refresh time** – 3 pm
- **Select the alert type of FLAG ALERT**
- **Select OK.**
View reports under My report list.