App Number: 010047

View and Modify GL Journals on Transactions

Last Updated 14 May 2013

Powered by:

Greentree®
PRIMED FOR BUSINESS

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Features

This little time-saver App lets you drill into any type of transaction and then click on the **GL** icon to see the GL accounts updated by the transaction. With a further right click you are able to generate a new journal to recode a line if any of the GL postings are incorrect.

Important Notes

None
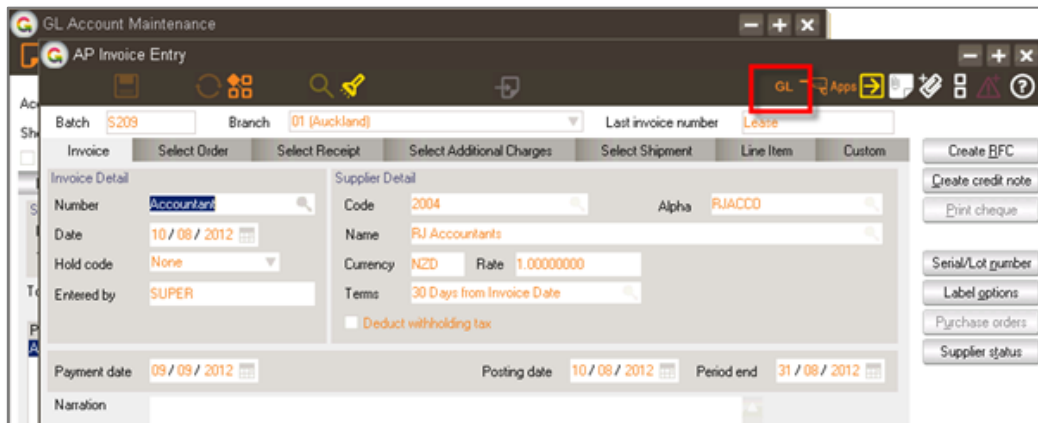
Other Requirements

Greentree Modules: None

Associated Apps: None

User Guide

1. Enquire on the GL account with transactions.
2. Drill into any transaction you want to see the GL coding for
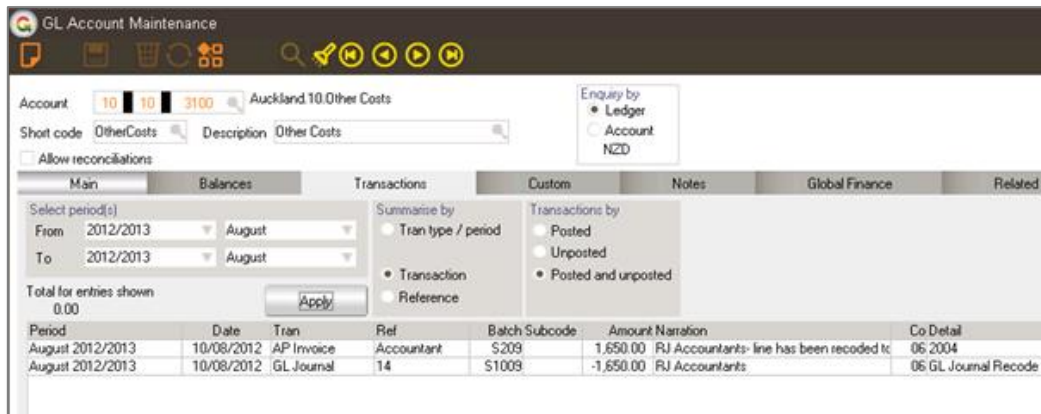

3. Click on the GL icon to see the current coding

4. If you are happy with the coding click the X or Close
5. If you want to change the GL account for any entry, click on the line, right click and choose "Create Recode Journal"

6. Select the GL account you now want the entry posted to. You can select the account by typing it's code and pressing Find, click Find and search, use Advanced search function key. The account can be selected from the Code, shortcode or description fields

7. Type the date to be used for the recoding journal. This will default to the same date as the original transaction but if that period is closed you will have to chose an open period.

8. Click "Create Journal"

9. You will receive a confirmation message, click OK

10. If you click back on GL, you will now also see the recoded lines

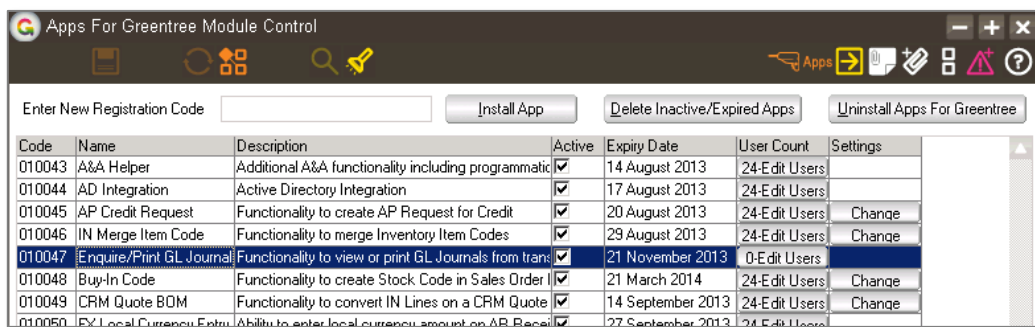11. The original GL psoting has an updated narration

Implementation Guide

Please refer to the Important Notes section above before installing and configuring this App
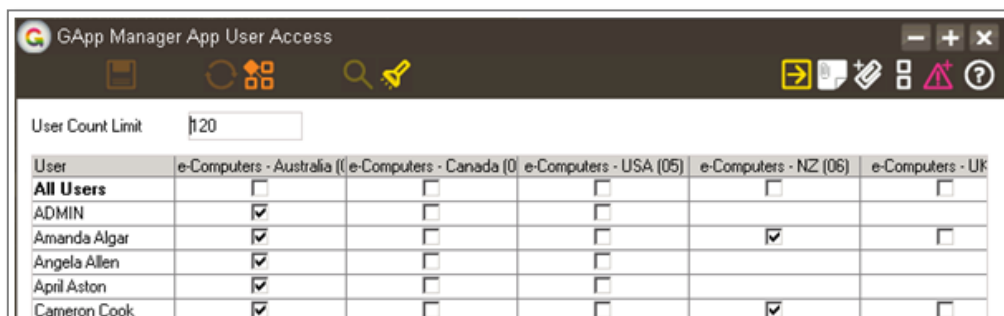
Installation

1. Log in to Greentree as the *Super* user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Enter the New Registration Codes supplied and click Install App

4. Select/Highlight the Enquire/Print/Recode GL Journal App.

5. Click on the Edit Users button and select the users who will be configured to use the Enquire/Recode journal function, for which companies.

6. Once you have selected the users, Save the settings using the save icon in the header and Close the window.