

General Ledger

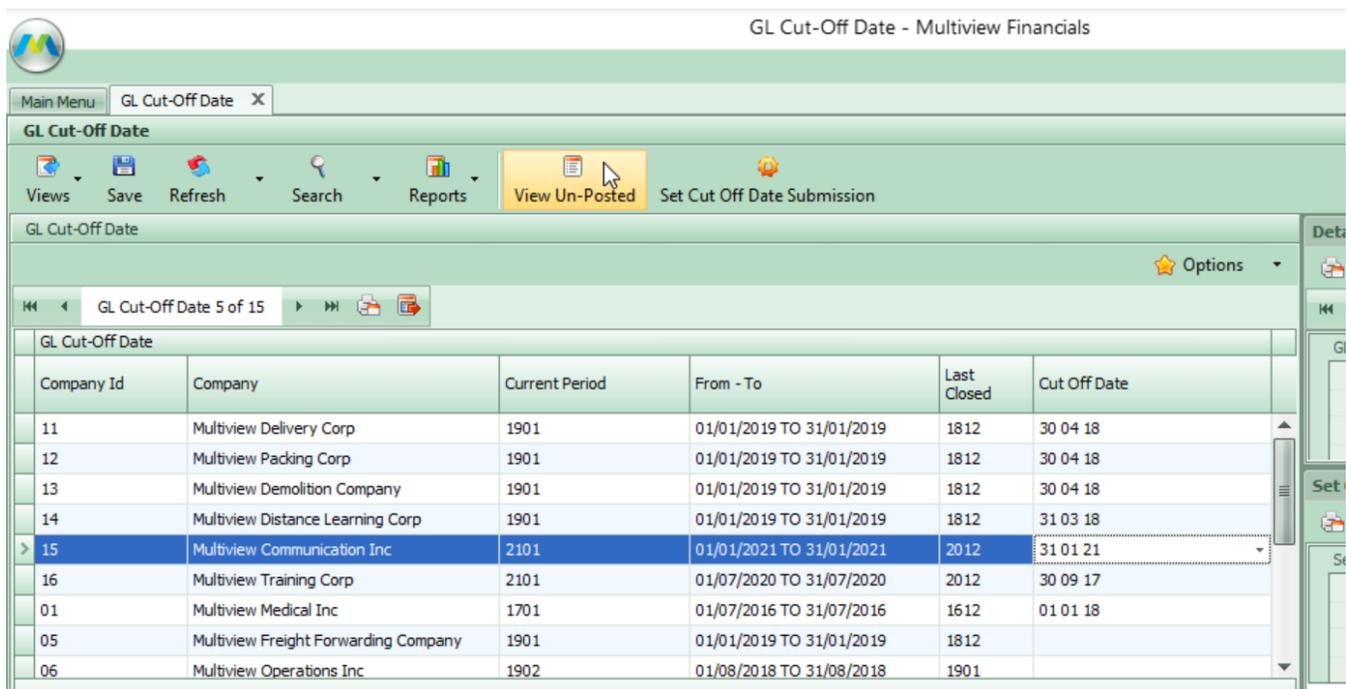
Cut-off dates

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.

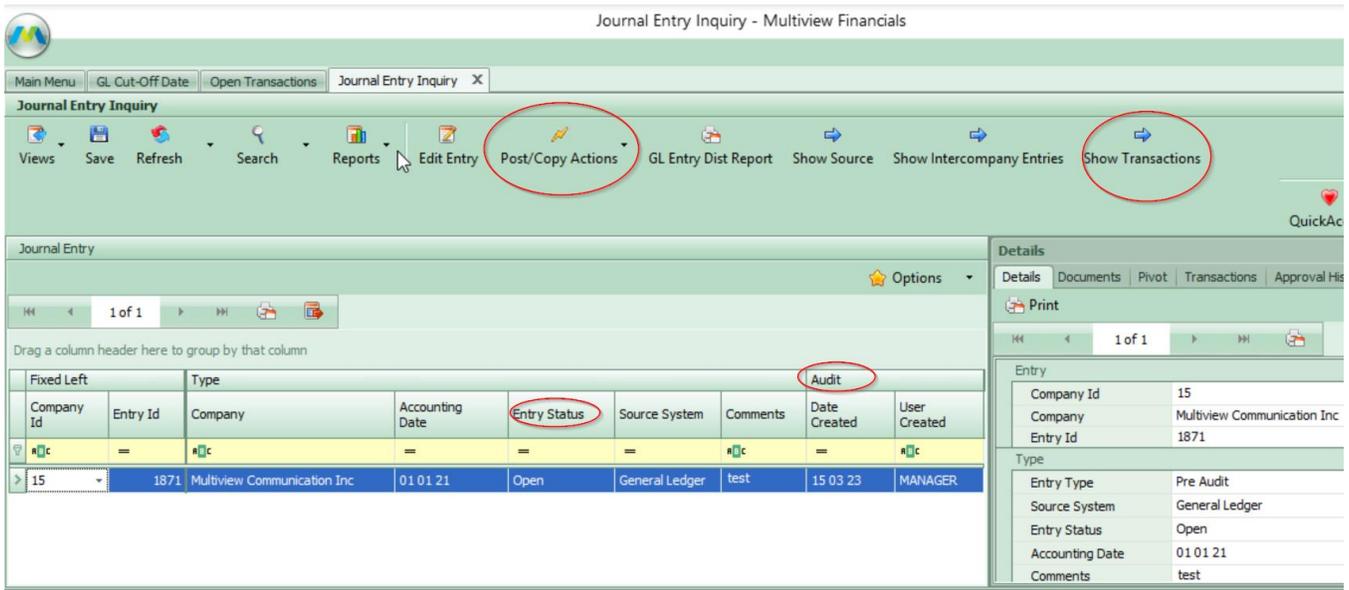


Company Id	Company	Current Period	From - To	Last Closed	Cut Off Date
11	Multiview Delivery Corp	1901	01/01/2019 TO 31/01/2019	1812	30 04 18
12	Multiview Packing Corp	1901	01/01/2019 TO 31/01/2019	1812	30 04 18
13	Multiview Demolition Company	1901	01/01/2019 TO 31/01/2019	1812	30 04 18
14	Multiview Distance Learning Corp	1901	01/01/2019 TO 31/01/2019	1812	31 03 18
15	Multiview Communication Inc	2101	01/01/2021 TO 31/01/2021	2012	31 01 21
16	Multiview Training Corp	2101	01/07/2020 TO 31/07/2020	2012	30 09 17
01	Multiview Medical Inc	1701	01/07/2016 TO 31/07/2016	1612	01 01 18
05	Multiview Freight Forwarding Company	1901	01/01/2019 TO 31/01/2019	1812	
06	Multiview Operations Inc	1902	01/08/2018 TO 31/08/2018	1901	

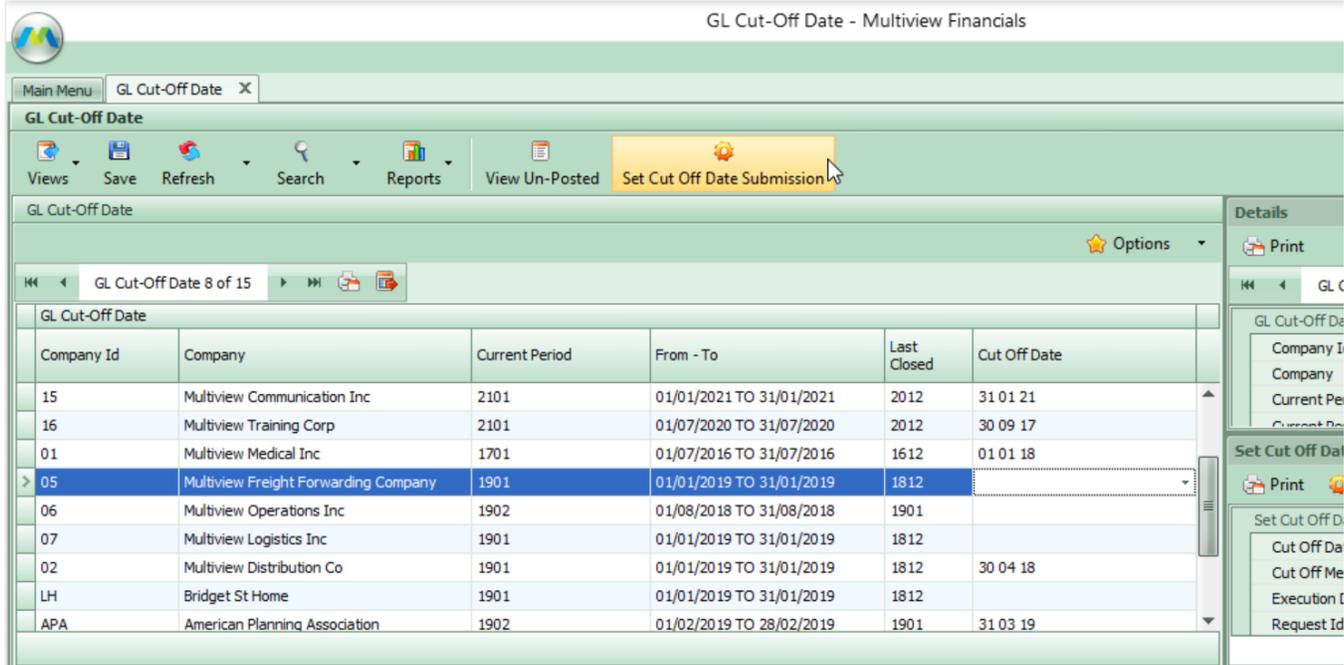
After selecting “View Un-posted”, the open transactions screen appears and shows the number of Transactions that are in an opened or closed status.



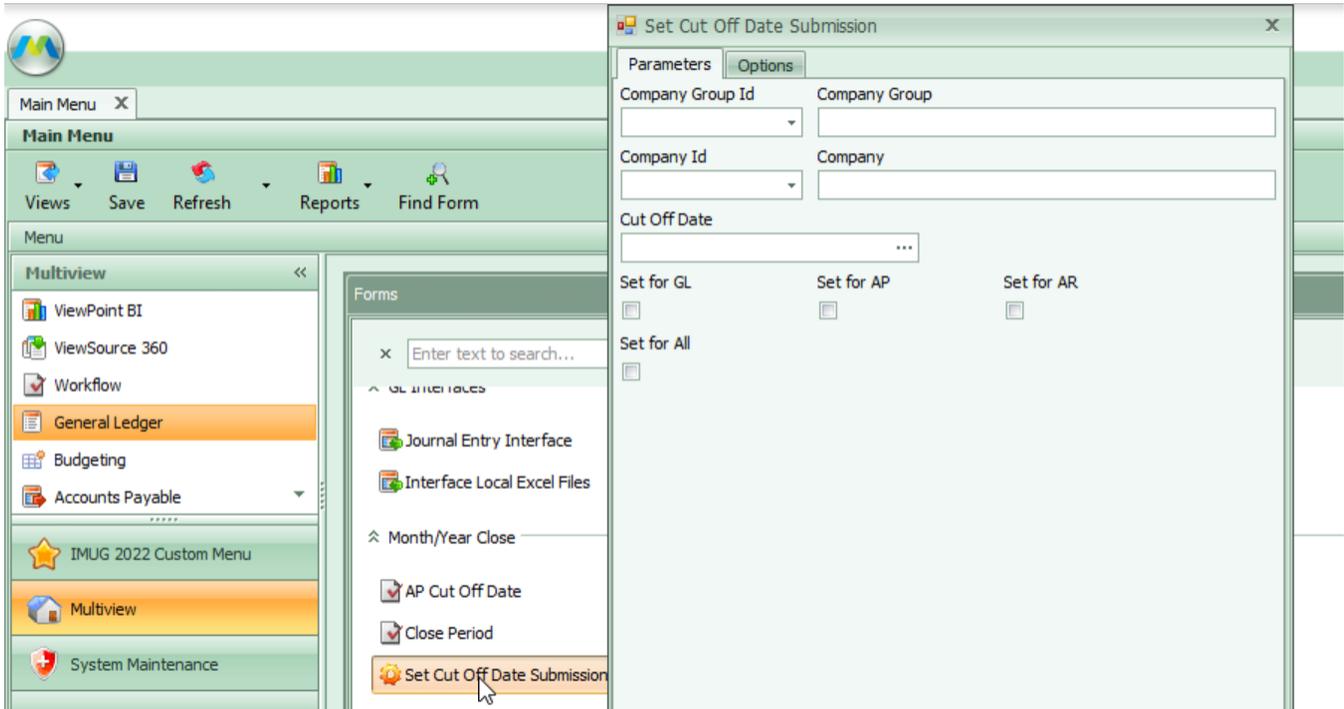
Selecting “view”, brings you to the Journal Entry Inquiry Screen where you can post a batch.



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.



Company Id	Company	Current Period	From - To	Last Closed	Cut Off Date
15	Multiview Communication Inc	2101	01/01/2021 TO 31/01/2021	2012	31 01 21
16	Multiview Training Corp	2101	01/07/2020 TO 31/07/2020	2012	30 09 17
01	Multiview Medical Inc	1701	01/07/2016 TO 31/07/2016	1612	01 01 18
05	Multiview Freight Forwarding Company	1901	01/01/2019 TO 31/01/2019	1812	
06	Multiview Operations Inc	1902	01/08/2018 TO 31/08/2018	1901	
07	Multiview Logistics Inc	1901	01/01/2019 TO 31/01/2019	1812	
02	Multiview Distribution Co	1901	01/01/2019 TO 31/01/2019	1812	30 04 18
LH	Bridget St Home	1901	01/01/2019 TO 31/01/2019	1812	
APA	American Planning Association	1902	01/02/2019 TO 28/02/2019	1901	31 03 19



Set Cut Off Date Submission

Parameters Options

Company Group Id: [] Company Group: []

Company Id: [] Company: []

Cut Off Date: []

Set for GL: Set for AP: Set for AR:

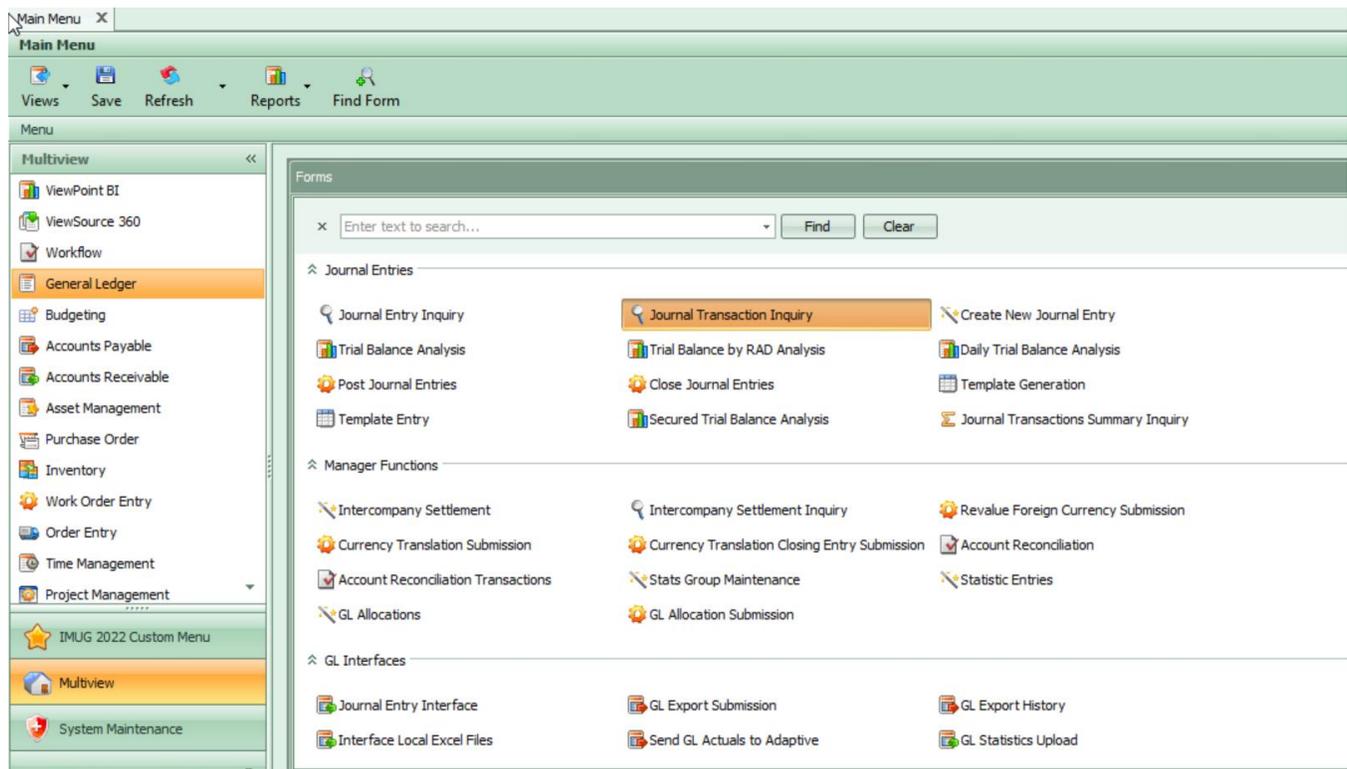
Set for All:

General Ledger

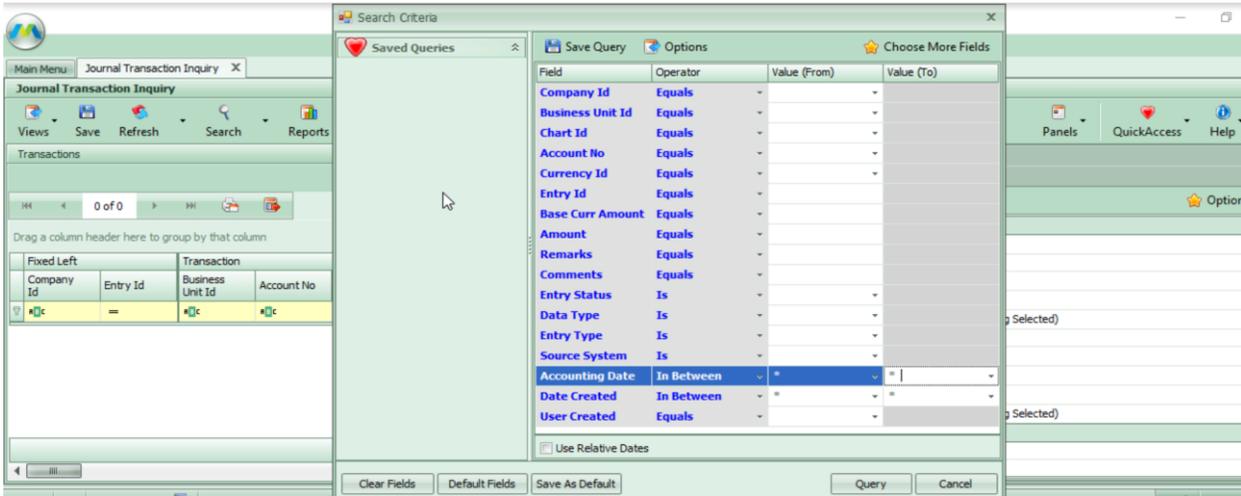
GL account reconciliation

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

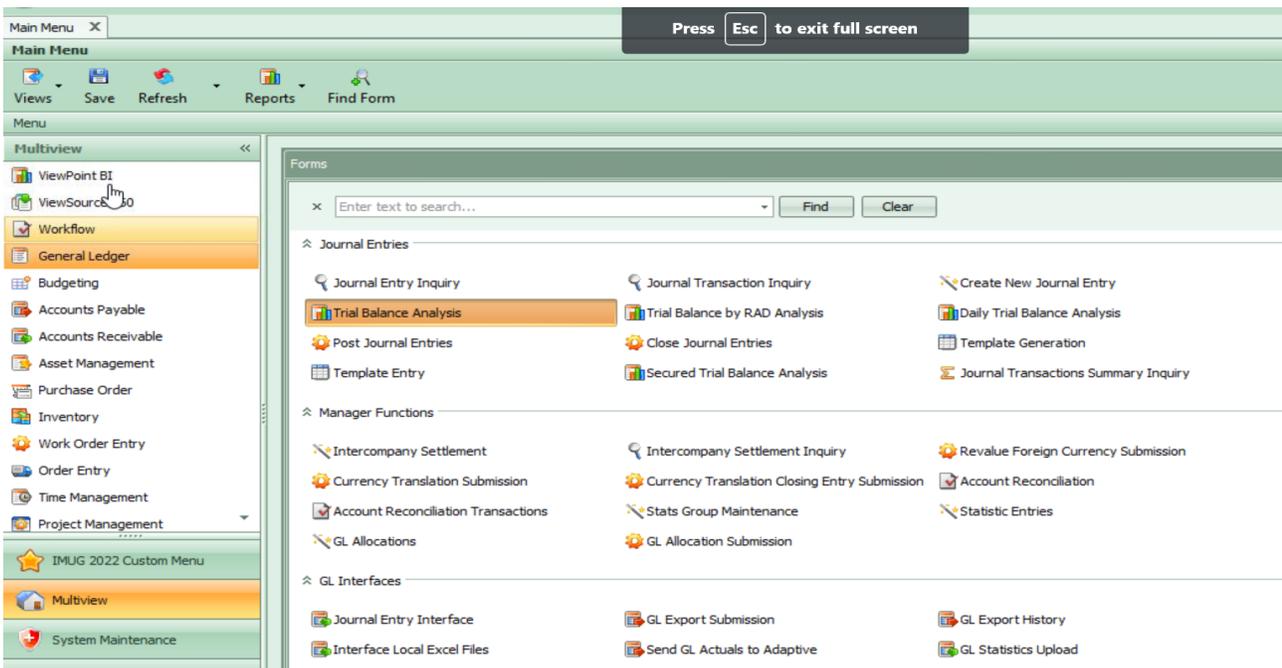


Select Accounting Date range for the month in review.

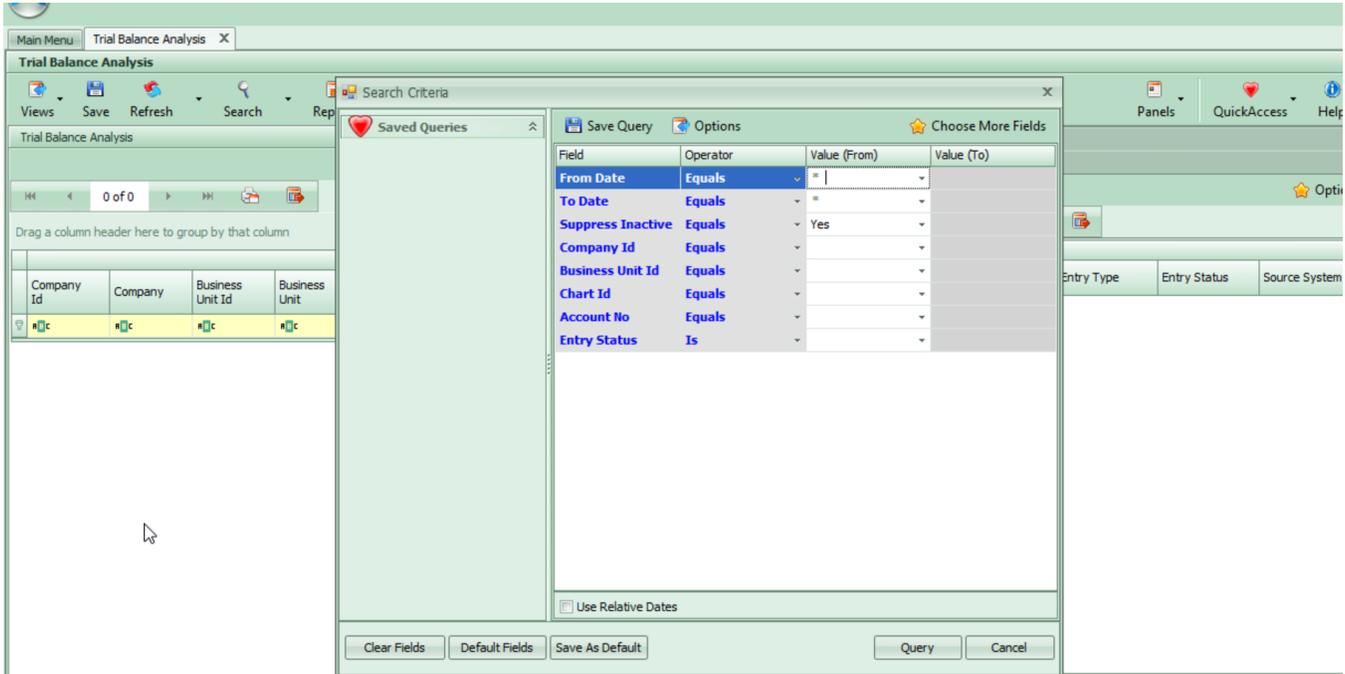


Trial balance Analysis forms – allows user to view the opening balance, current activity, and closing balances. These screens allow for analytical opportunities on the activity by allowing for custom grid reporting via a pivot report. You can see the data using various Unit, Account and RAD combinations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

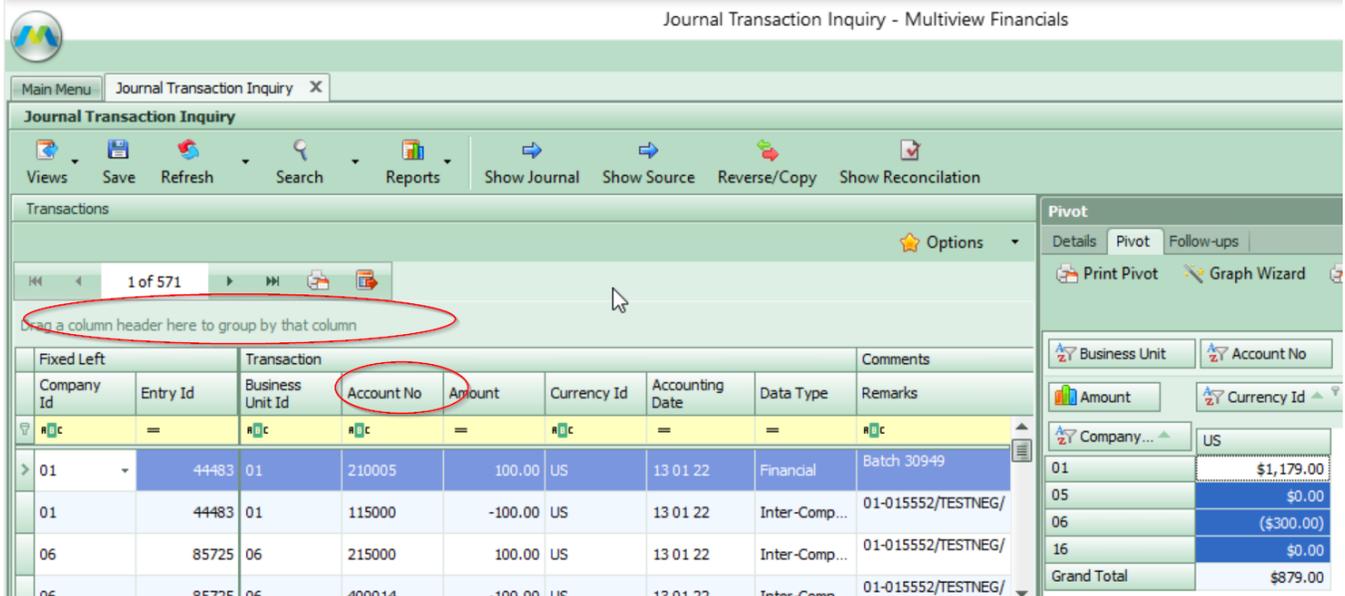
Select General Ledger > Trial Balance Analysis



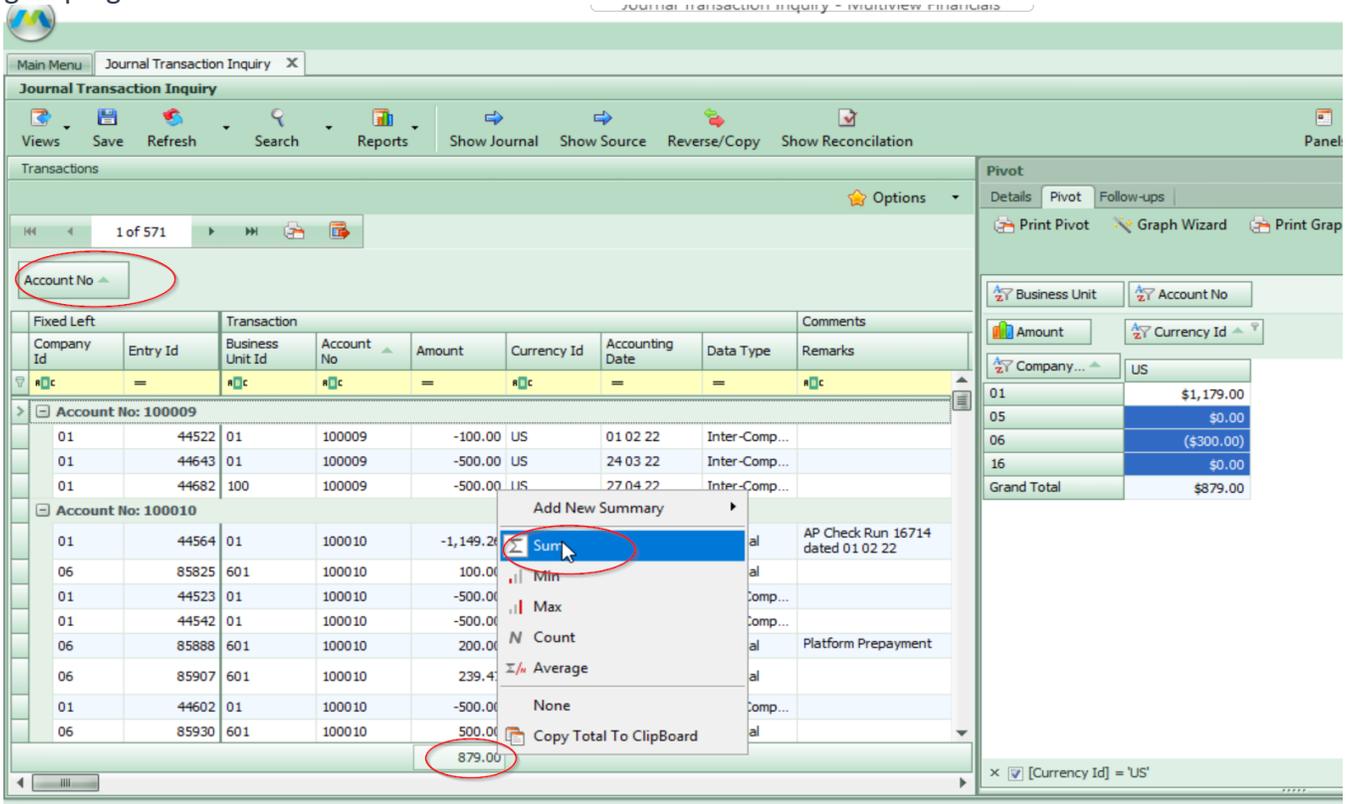
Select Accounting Date range for the month in review.



In the main grid, you can drag and drop a specific field above the header section to enable grouping by that field.



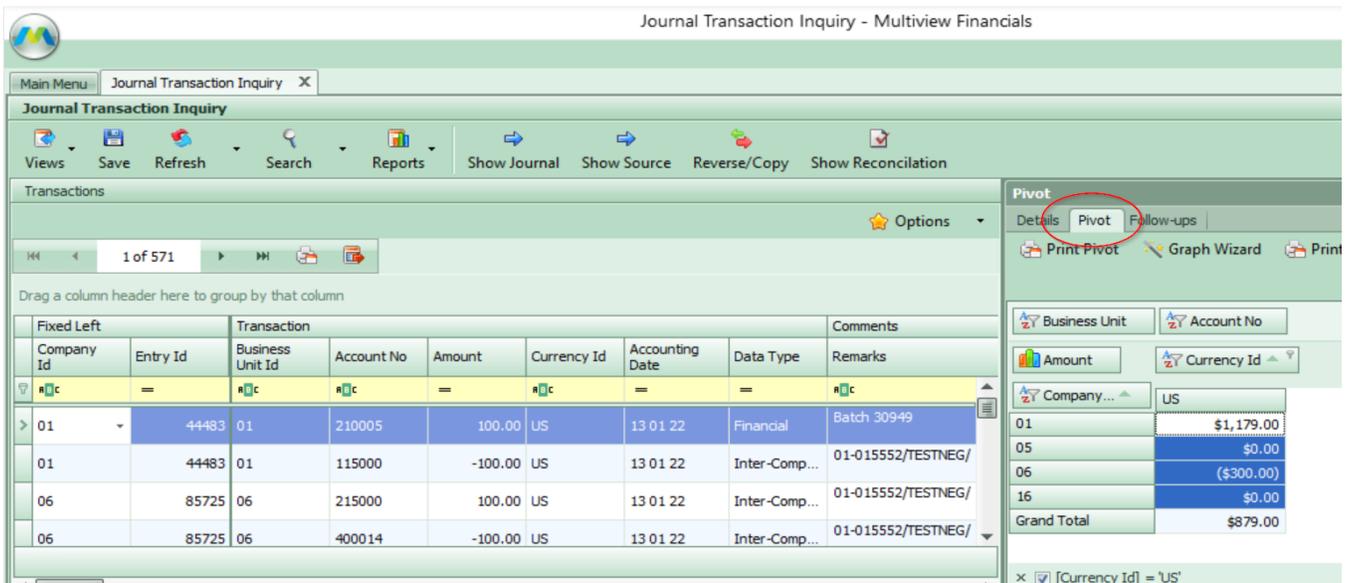
Once the specific field is selected for grouping, you can calculate the sum, average and more for each grouping.



The screenshot shows the 'Journal Transaction Inquiry' window. The 'Account No' dropdown is circled in red. A context menu is open over the 'Amount' column, with 'Sum' selected and circled in red. The 'Grand Total' at the bottom of the grid is also circled in red.

Company Id	Entry Id	Business Unit Id	Account No	Amount	Currency Id	Accounting Date	Data Type	Remarks
Account No: 100009								
01	44522	01	100009	-100.00	US	01 02 22	Inter-Comp...	
01	44643	01	100009	-500.00	US	24 03 22	Inter-Comp...	
01	44682	100	100009	-500.00	US	27 04 22	Inter-Comp...	
Account No: 100010								
01	44564	01	100010	-1,149.26	US			AP Check Run 16714 dated 01 02 22
06	85825	601	100010	100.00	US			
01	44523	01	100010	-500.00	US			Comp...
01	44542	01	100010	-500.00	US			Comp...
06	85888	601	100010	200.00	US			Platform Prepayment
06	85907	601	100010	239.41	US			
01	44602	01	100010	-500.00	US			Comp...
06	85930	601	100010	500.00	US			
				879.00				

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



The screenshot shows the 'Journal Transaction Inquiry' window with the 'Pivot' tab selected in the right-hand panel, circled in red. The grid shows transactions grouped by 'Account No'.

Company Id	Entry Id	Business Unit Id	Account No	Amount	Currency Id	Accounting Date	Data Type	Remarks
01	44483	01	210005	100.00	US	13 01 22	Financial	Batch 30949
01	44483	01	115000	-100.00	US	13 01 22	Inter-Comp...	01-015552/TESTNEG/
06	85725	06	215000	100.00	US	13 01 22	Inter-Comp...	01-015552/TESTNEG/
06	85725	06	400014	-100.00	US	13 01 22	Inter-Comp...	01-015552/TESTNEG/

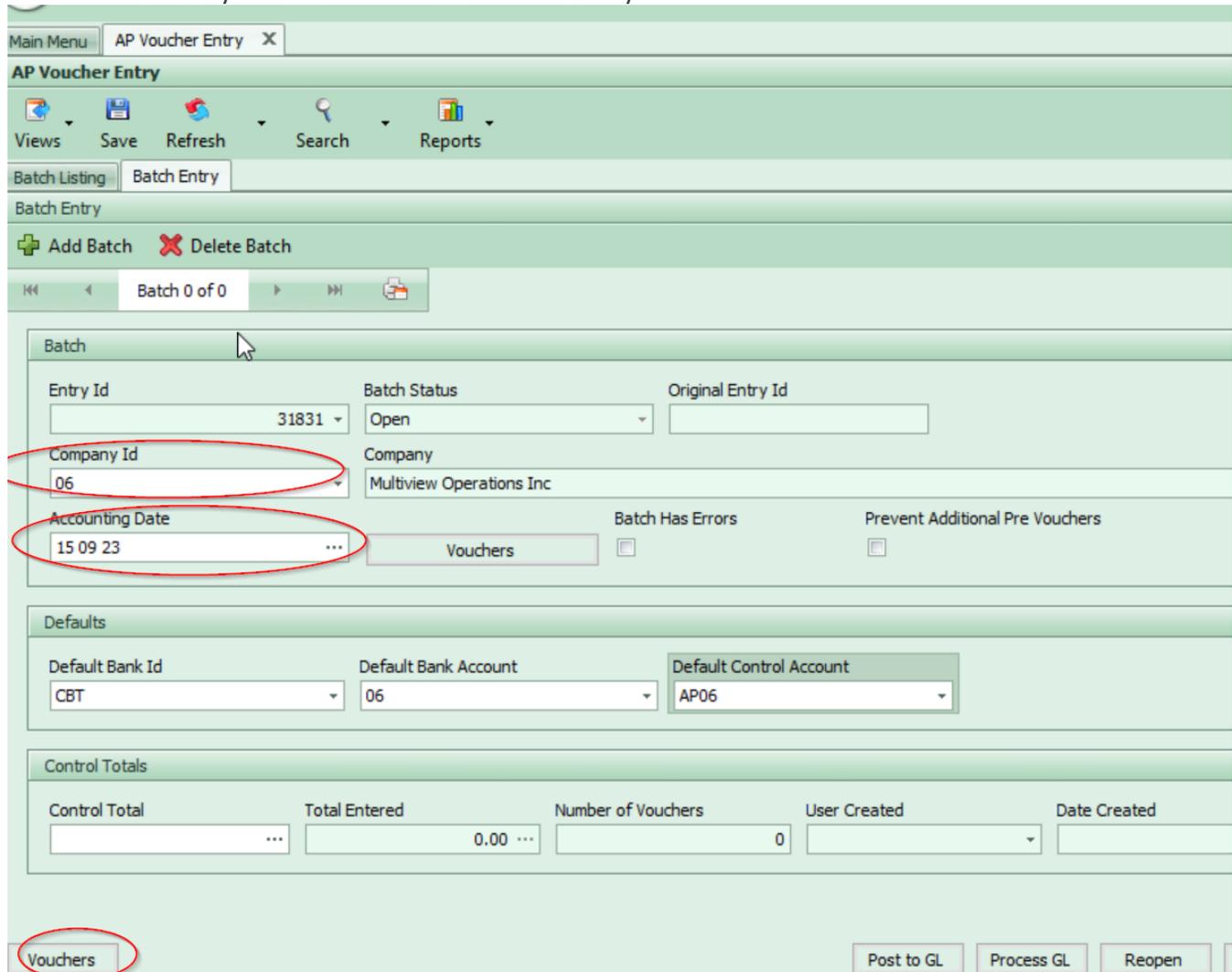
Accounts Payable

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



AP Voucher Entry

Views Save Refresh Search Reports

Batch Listing Batch Entry

Batch Entry

+ Add Batch X Delete Batch

Batch 0 of 0

Batch

Entry Id: 31831 Batch Status: Open Original Entry Id: []

Company Id: 06 Company: Multiview Operations Inc

Accounting Date: 15 09 23 Batch Has Errors: Prevent Additional Pre Vouchers:

Vouchers

Defaults

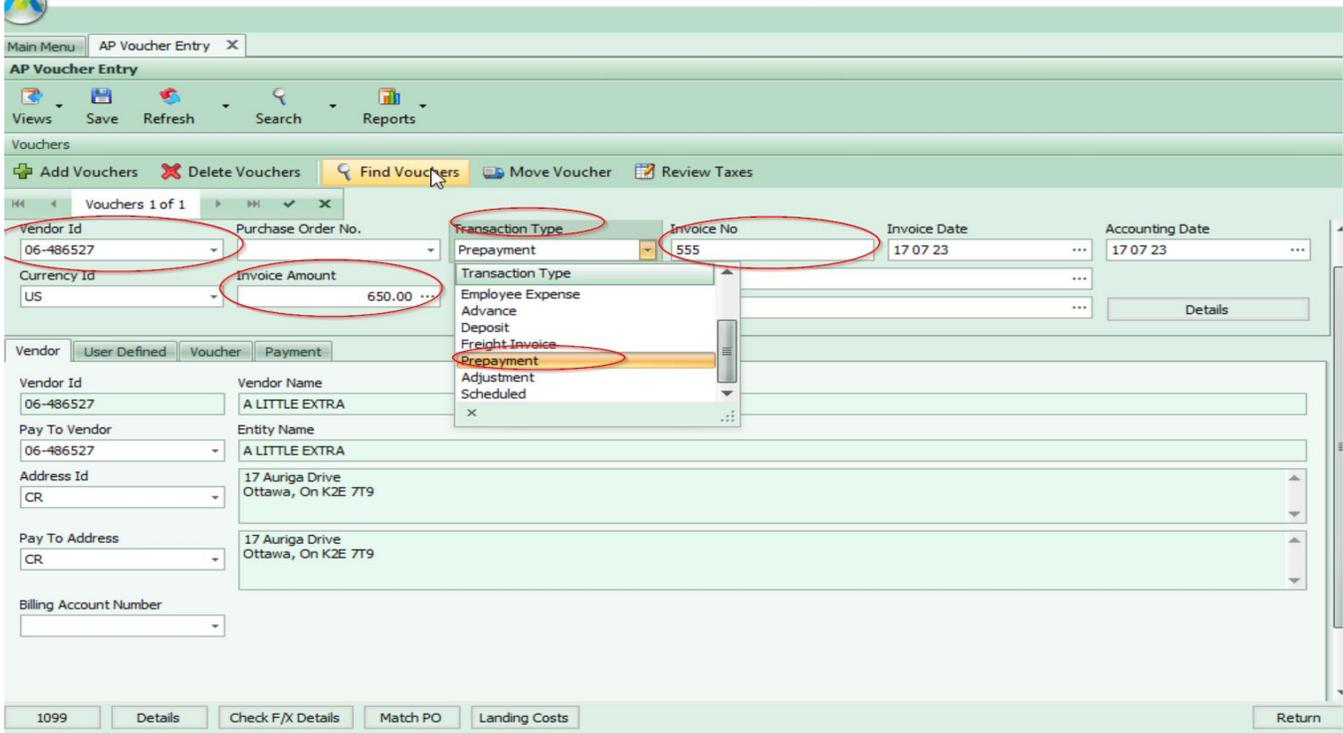
Default Bank Id: CBT Default Bank Account: 06 Default Control Account: AP06

Control Totals

Control Total: [] Total Entered: 0.00 Number of Vouchers: 0 User Created: [] Date Created: []

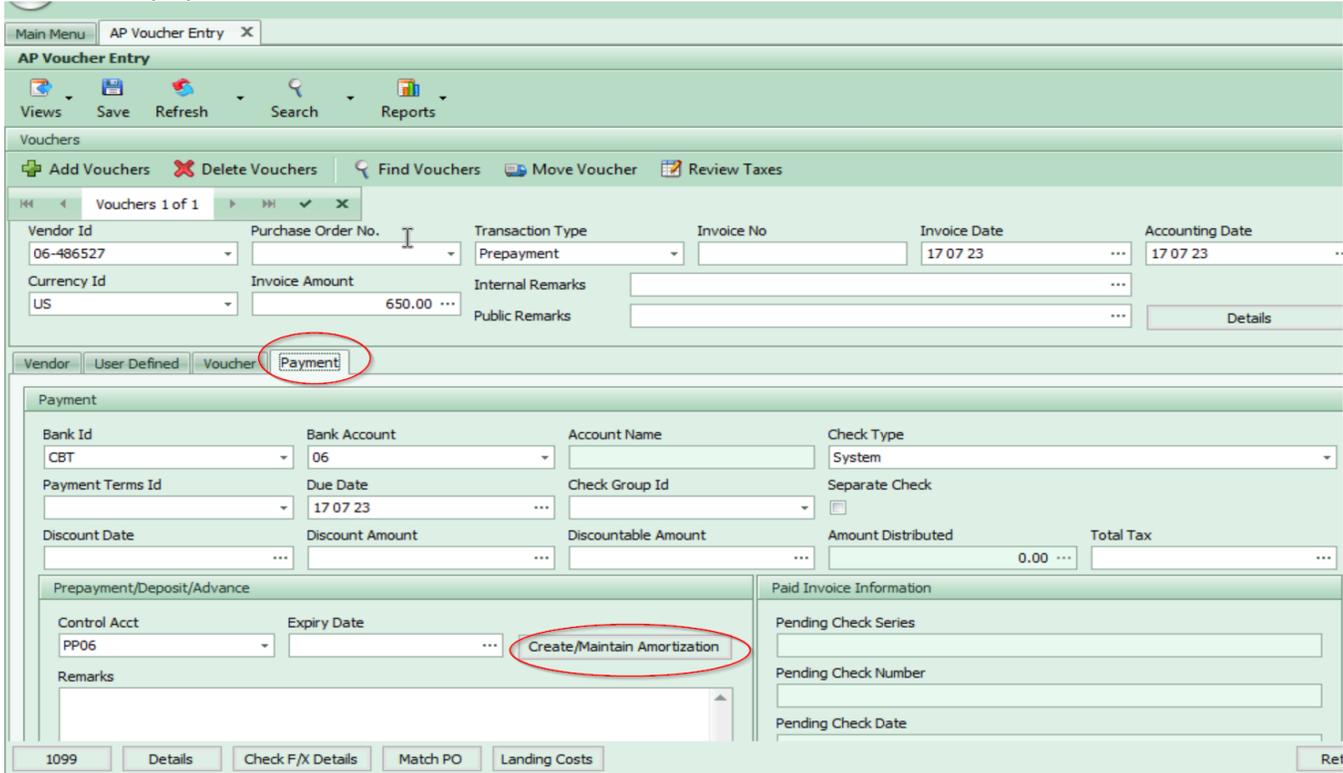
Vouchers Post to GL Process GL Reopen

-Create a pre-payment voucher.



The screenshot shows the 'AP Voucher Entry' form. The 'Transaction Type' dropdown menu is open, and 'Prepayment' is selected. Other fields include Vendor Id (06-486527), Invoice No (555), Invoice Date (17 07 23), and Invoice Amount (650.00). The Vendor Name is 'A LITTLE EXTRA'.

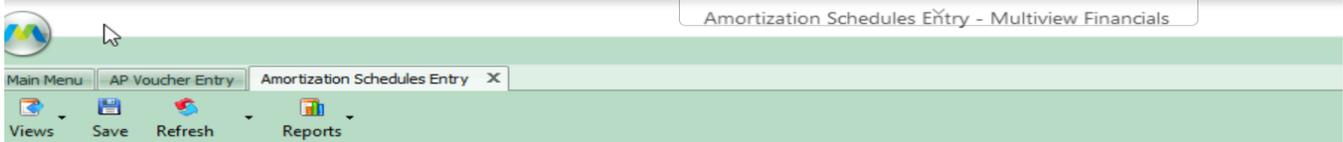
-Select the payment tab.-Select Create Amortization Schedule.



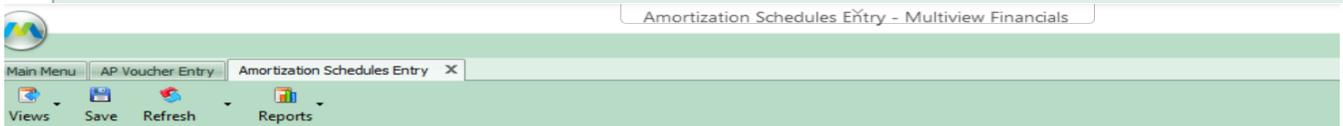
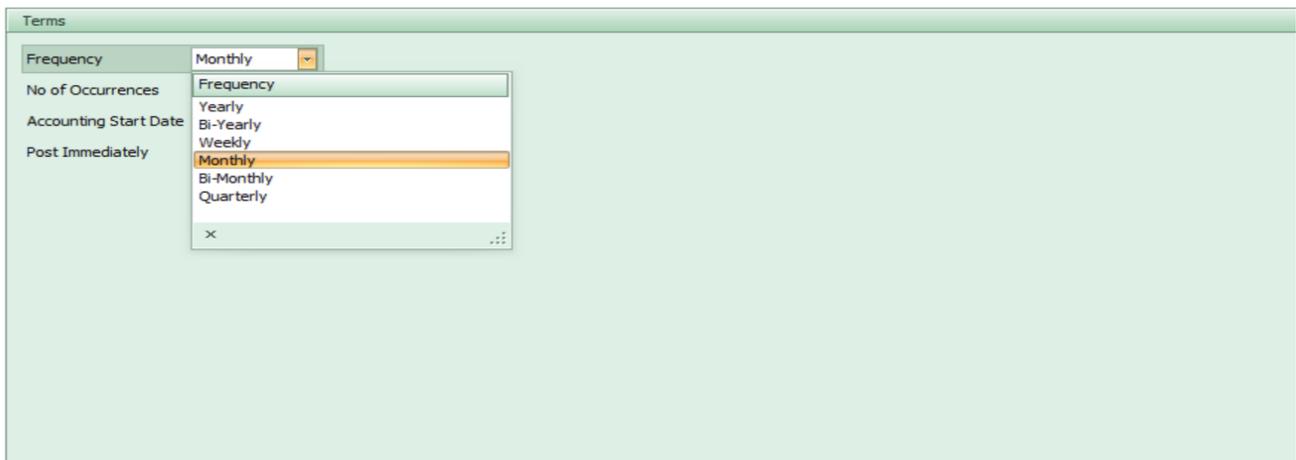
The screenshot shows the 'AP Voucher Entry' form with the 'Payment' tab selected. The 'Create/Maintain Amortization' button is highlighted. Other fields include Bank Id (CBT), Bank Account (06), and Payment Terms Id.

-Set the frequency, no. of Occurrences, Accounting start date and whether to Post Immediately.

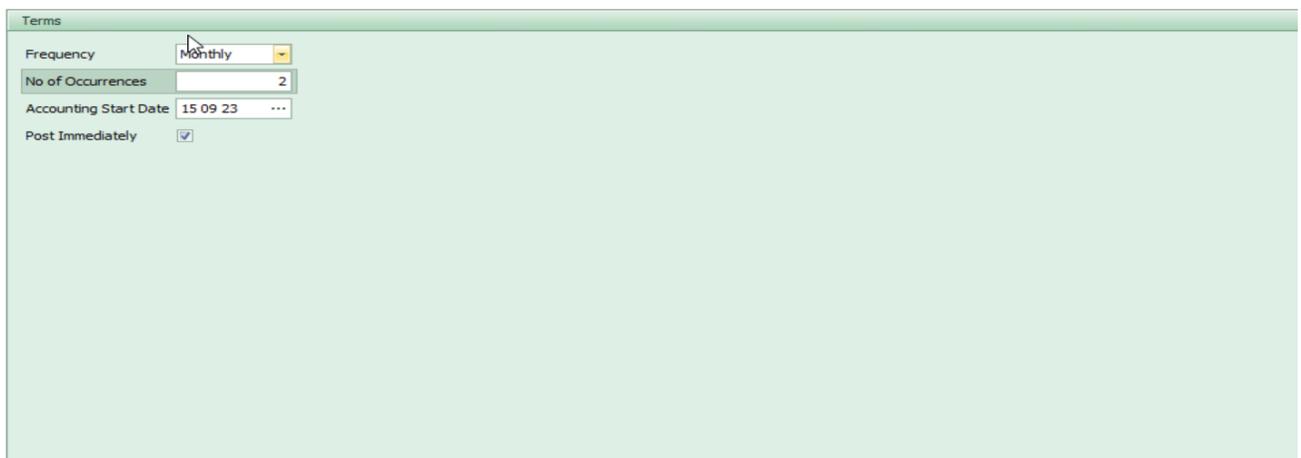
*Posting immediately – checking this box will create the amortization journal entries when the voucher batch is posted. If you do not check this box, the transactions are added to the schedule but the journal entries will not be created when the voucher batch is posted.



Amortization Schedules



Amortization Schedules



Select Next -> The distribution form will appear when you enter the Business Unit, Account and the RAD is optional or as needed.

Amortization Schedules Entry - Multiview Financials

Main Menu | AP Voucher Entry | Amortization Schedules Entry X

Views | Save | Refresh | Reports | Panels | Quick

Amortization Schedules

Distributions/RADs To Use

Options ▾

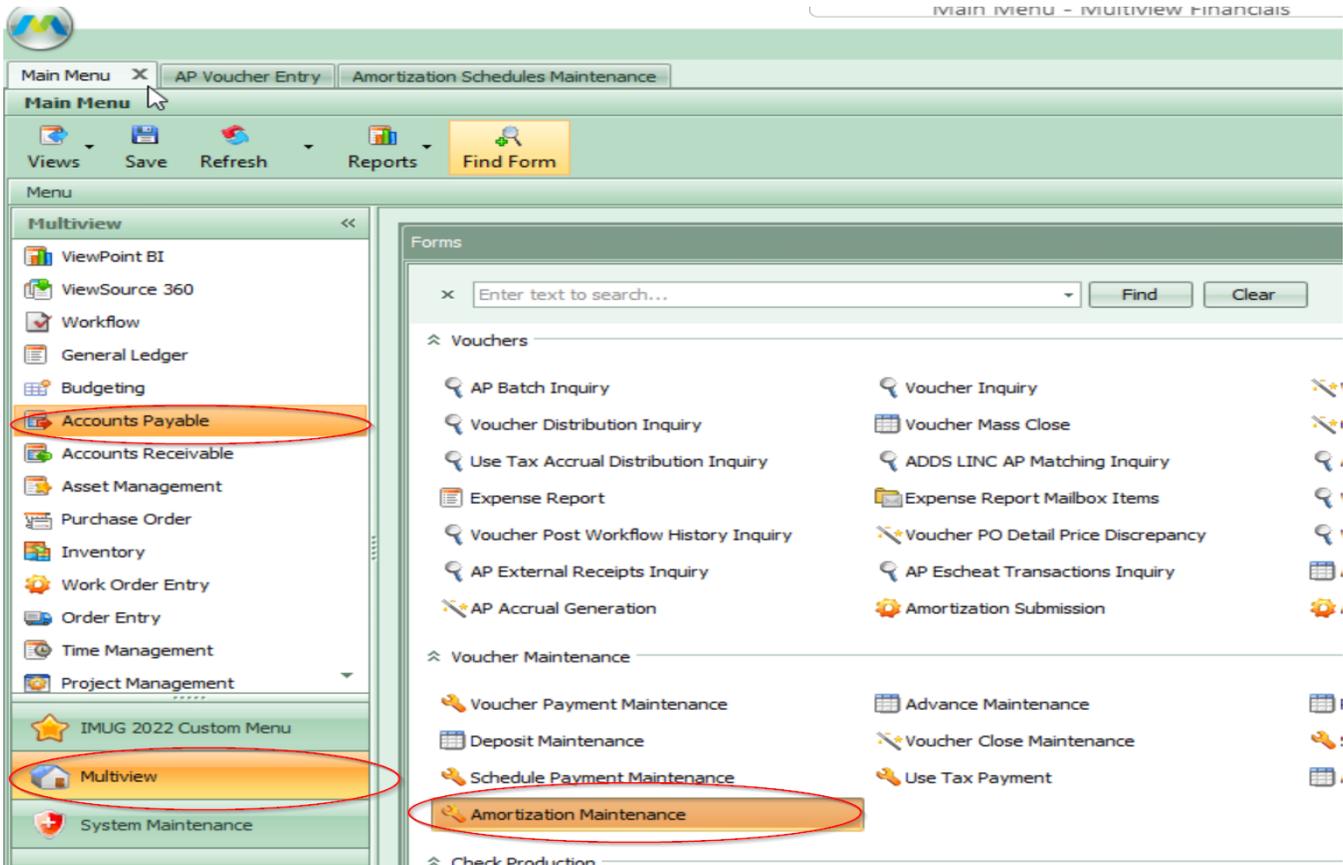
Business Unit Id	Business Unit	Chart Id	Account No	Account	Distribution Percentage
> 06	OSO	01	600015	Advertising	100

100.00

Options ▾

RAD Type Id	RAD Type	RAD Id	RAD	Status
> VEND	Vendors Analysis	06-486...	A LITTLE EXTRA	Valid

Amortization Maintenance - To view processed and scheduled transactions.



Main Menu - Multiview Financials

Main Menu

Views Save Refresh Reports Find Form

Menu

Multiview

- ViewPoint BI
- ViewSource 360
- Workflow
- General Ledger
- Budgeting
- Accounts Payable**
- Accounts Receivable
- Asset Management
- Purchase Order
- Inventory
- Work Order Entry
- Order Entry
- Time Management
- Project Management

IMUG 2022 Custom Menu

- Multiview**
- System Maintenance

Forms

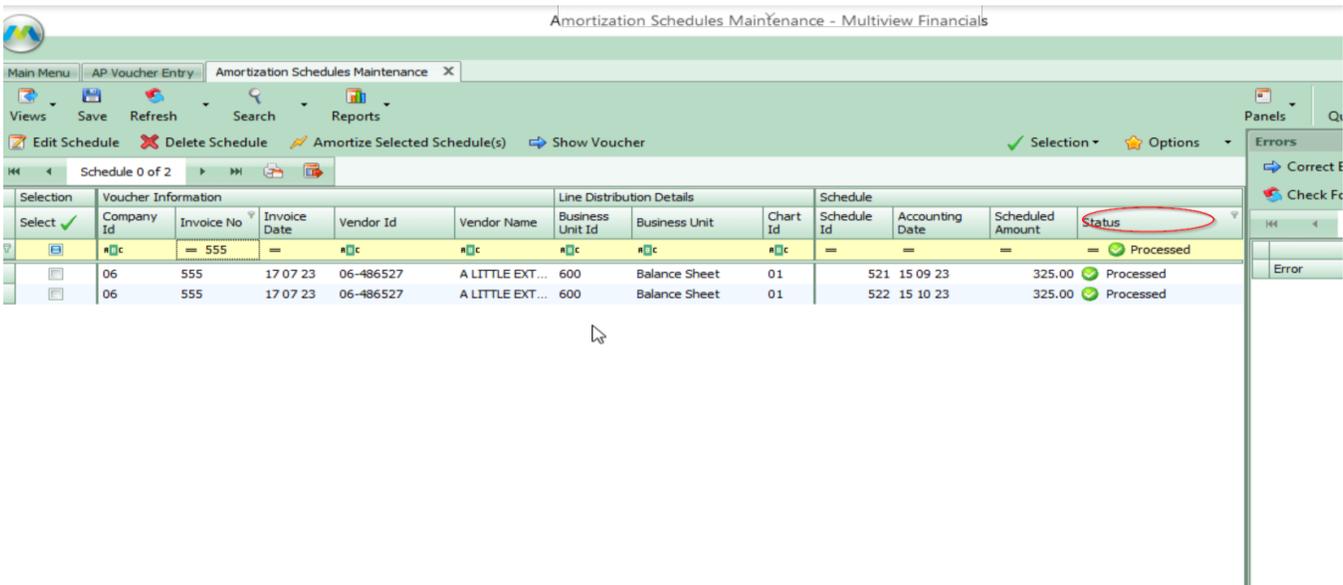
Enter text to search... Find Clear

Vouchers

- AP Batch Inquiry
- Voucher Inquiry
- Voucher Distribution Inquiry
- Voucher Mass Close
- Use Tax Accrual Distribution Inquiry
- ADDS LINC AP Matching Inquiry
- Expense Report
- Expense Report Mailbox Items
- Voucher Post Workflow History Inquiry
- Voucher PO Detail Price Discrepancy
- AP External Receipts Inquiry
- AP Escheat Transactions Inquiry
- AP Accrual Generation
- Amortization Submission

Voucher Maintenance

- Voucher Payment Maintenance
- Advance Maintenance
- Deposit Maintenance
- Voucher Close Maintenance
- Schedule Payment Maintenance**
- Use Tax Payment
- Amortization Maintenance**



Amortization Schedules Maintenance - Multiview Financials

Main Menu AP Voucher Entry Amortization Schedules Maintenance

Views Save Refresh Search Reports

Edit Schedule Delete Schedule Amortize Selected Schedule(s) Show Voucher Selection Options

Schedule 0 of 2

Selection	Voucher Information					Line Distribution Details			Schedule			Status
Select	Company Id	Invoice No	Invoice Date	Vendor Id	Vendor Name	Business Unit Id	Business Unit	Chart Id	Schedule Id	Accounting Date	Scheduled Amount	
<input checked="" type="checkbox"/>	06	555	17 07 23	06-486527	A LITTLE EXT...	600	Balance Sheet	01	521	15 09 23	325.00	Processed
<input type="checkbox"/>	06	555	17 07 23	06-486527	A LITTLE EXT...	600	Balance Sheet	01	522	15 10 23	325.00	Processed

Accounts Receivable

Deferred Revenue

Revenue on an invoice can be deferred to the future.

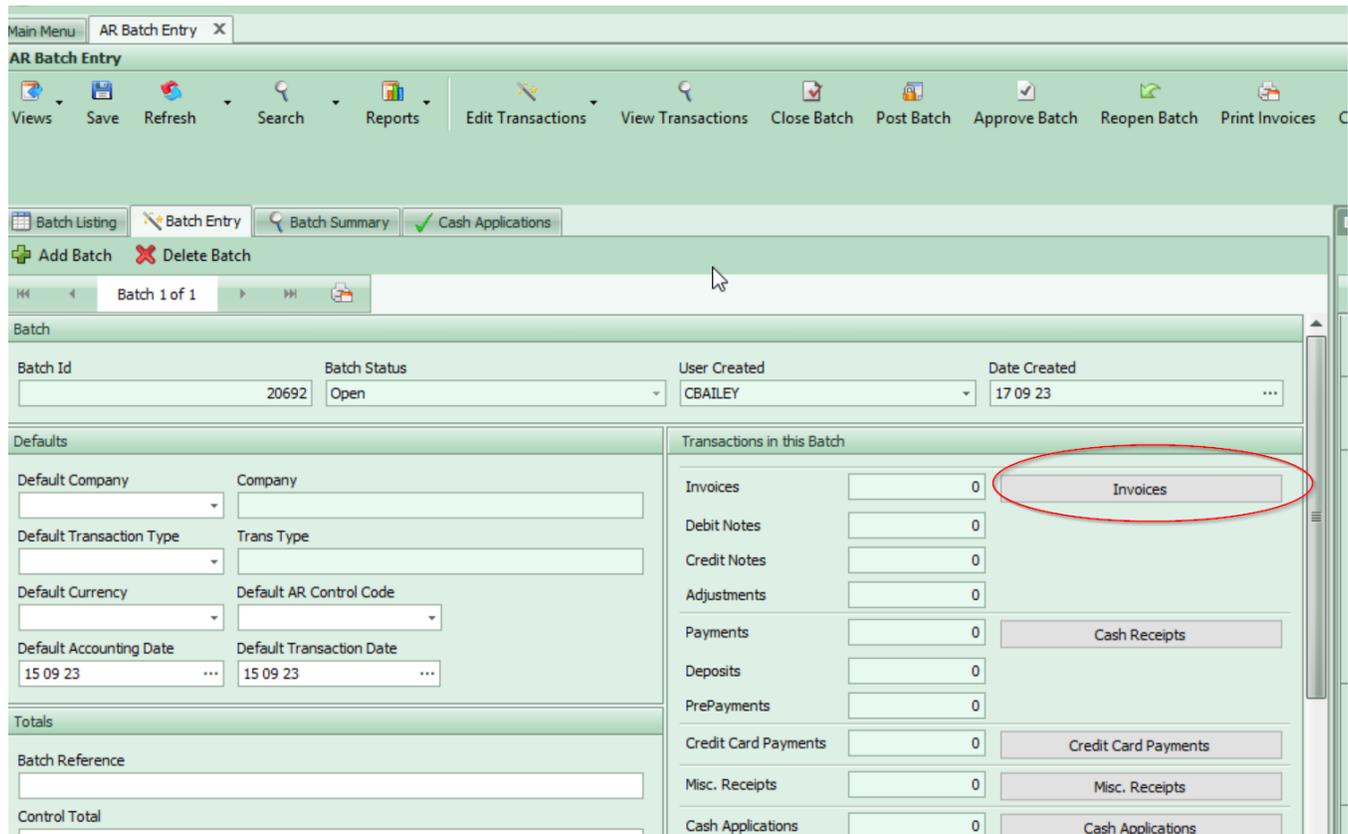
There are three deferred revenue recognition types that can be set:

Unconditional: Revenue is recognized on a specific date in the future.

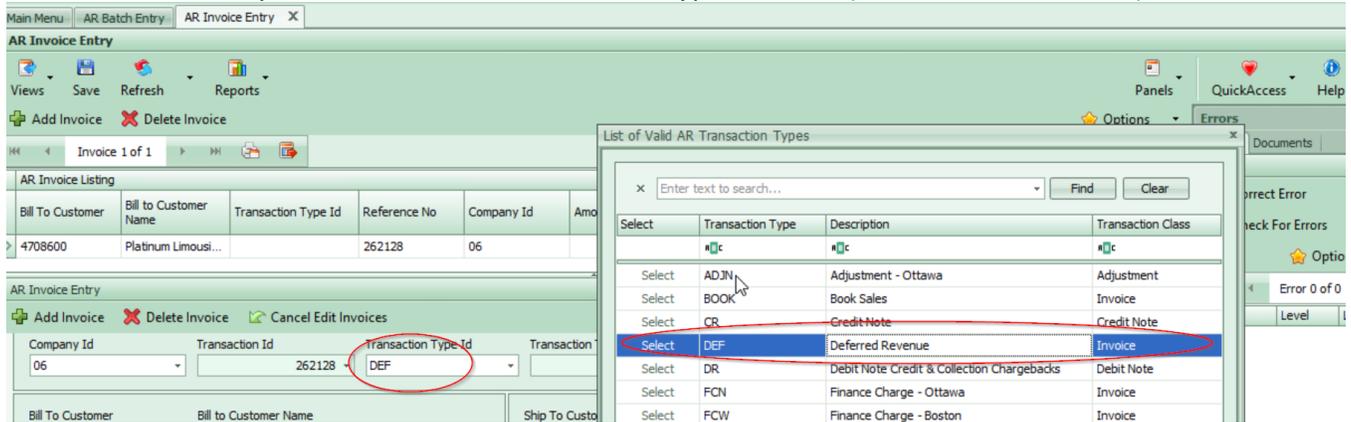
Conditional Upon Payment: Revenue is recognized when the payment is received.

Conditional on an Event: Revenue is recognized when an event occurs.

Select Accounts Receivable -> AR Batch Entry -> New Batch



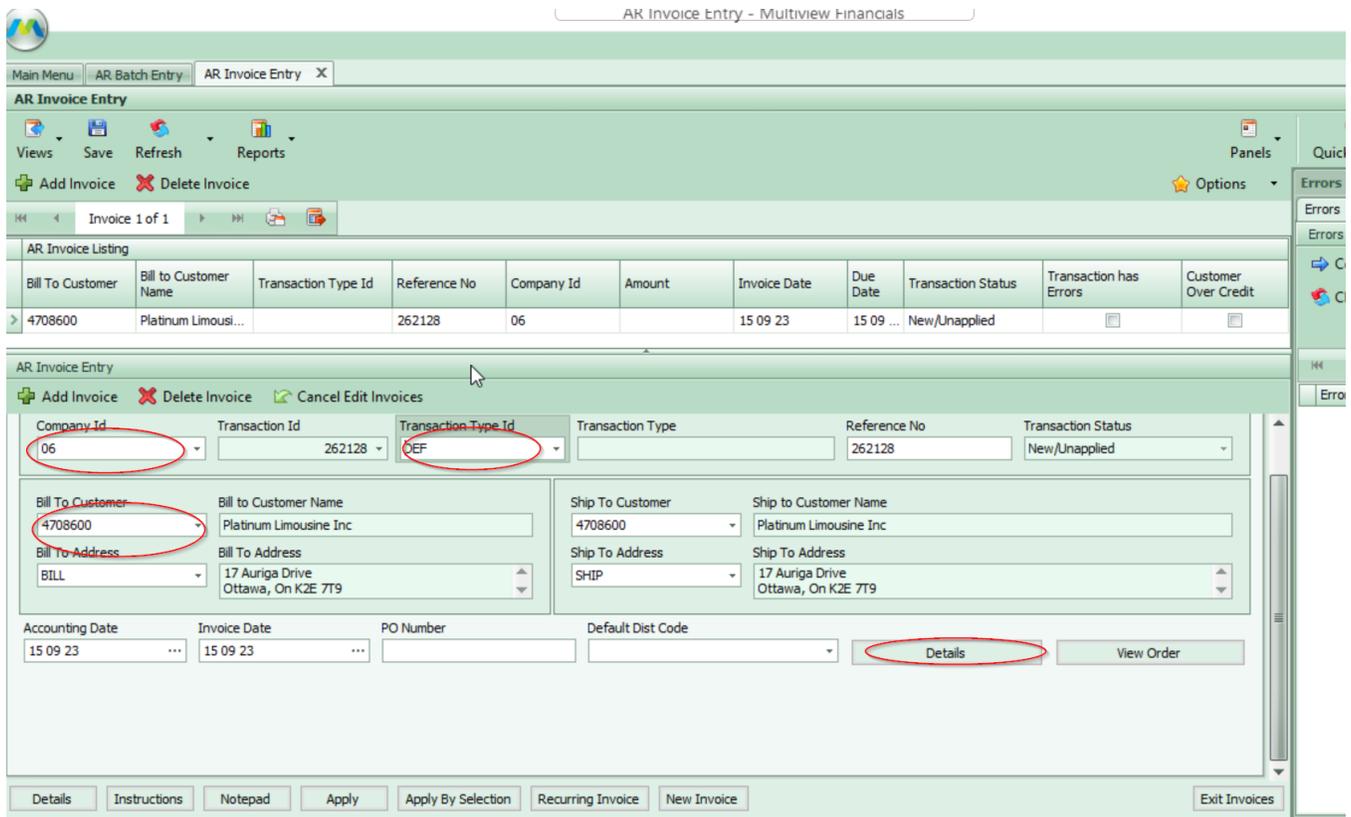
On the Invoice Entry screen, select the transaction type ID – DEF (for Deferred Revenue).



The screenshot shows the 'AR Invoice Entry' window with a dialog box titled 'List of Valid AR Transaction Types'. The dialog has a search bar and a table with the following data:

Select	Transaction Type	Description	Transaction Class
Select	ADJN	Adjustment - Ottawa	Adjustment
Select	BOOK	Book Sales	Invoice
Select	CR	Credit Note	Credit Note
Select	DEF	Deferred Revenue	Invoice
Select	DR	Debit Note Credit & Collection Chargebacks	Debit Note
Select	FCN	Finance Charge - Ottawa	Invoice
Select	FCW	Finance Charge - Boston	Invoice

The 'DEF' row is highlighted in blue, and a red circle is drawn around it. The background window shows an invoice listing table with columns: Bill To Customer, Bill to Customer Name, Transaction Type Id, Reference No, Company Id, and Amount.



The screenshot shows the 'AR Invoice Entry' window with the 'Transaction Type Id' field set to 'DEF'. The 'Details' button is highlighted with a red circle. The window displays the following information:

AR Invoice Listing

Bill To Customer	Bill to Customer Name	Transaction Type Id	Reference No	Company Id	Amount	Invoice Date	Due Date	Transaction Status	Transaction has Errors	Customer Over Credit
4708600	Platinum Limousi...	DEF	262128	06		15 09 23	15 09 ...	New/Unapplied	<input type="checkbox"/>	<input type="checkbox"/>

AR Invoice Entry

Company Id: 06 Transaction Id: 262128 Transaction Type Id: DEF Transaction Type: Reference No: 262128 Transaction Status: New/Unapplied

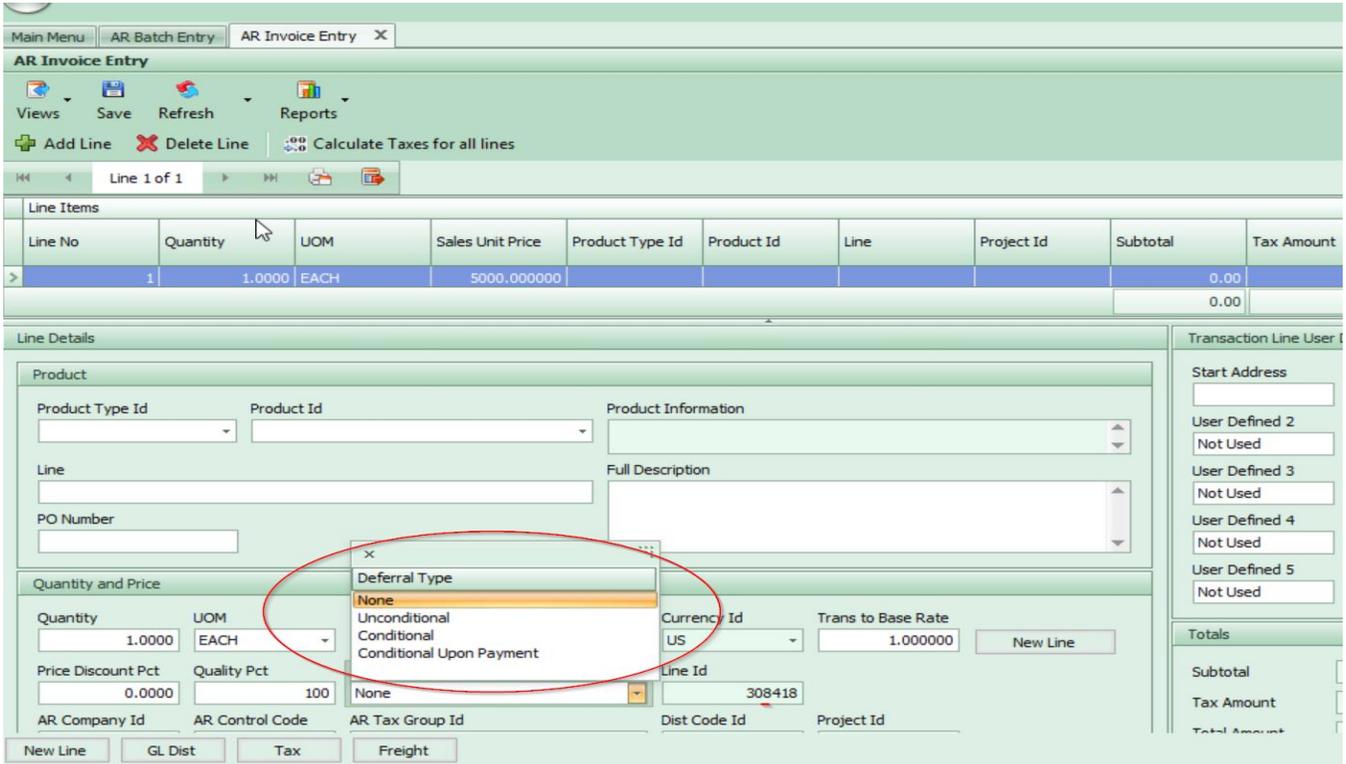
Bill To Customer: 4708600 Bill to Customer Name: Platinum Limousine Inc
 Bill To Address: BILL Bill To Address: 17 Auriga Drive, Ottawa, On K2E 7T9

Ship To Customer: 4708600 Ship to Customer Name: Platinum Limousine Inc
 Ship To Address: SHIP Ship To Address: 17 Auriga Drive, Ottawa, On K2E 7T9

Accounting Date: 15 09 23 Invoice Date: 15 09 23 PO Number: Default Dist Code: **Details** View Order

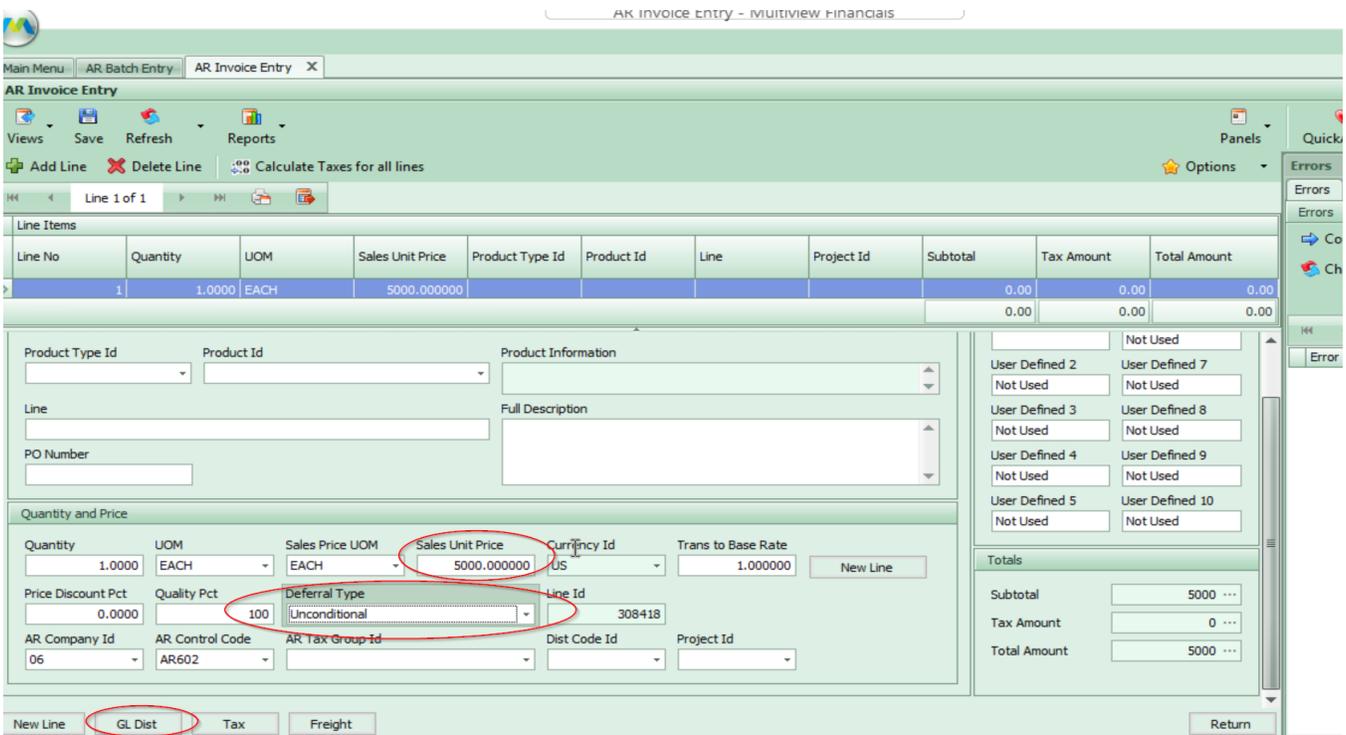
Buttons: Details, Instructions, Notepad, Apply, Apply By Selection, Recurring Invoice, New Invoice, Exit Invoices

Select Details -> Select Deferral Type



The screenshot shows the 'AR Invoice Entry' window. A dropdown menu for 'Deferral Type' is open, listing options: 'None', 'Unconditional', 'Conditional', and 'Conditional Upon Payment'. The 'None' option is highlighted. The background shows a table with one line item and various input fields for product and pricing details.

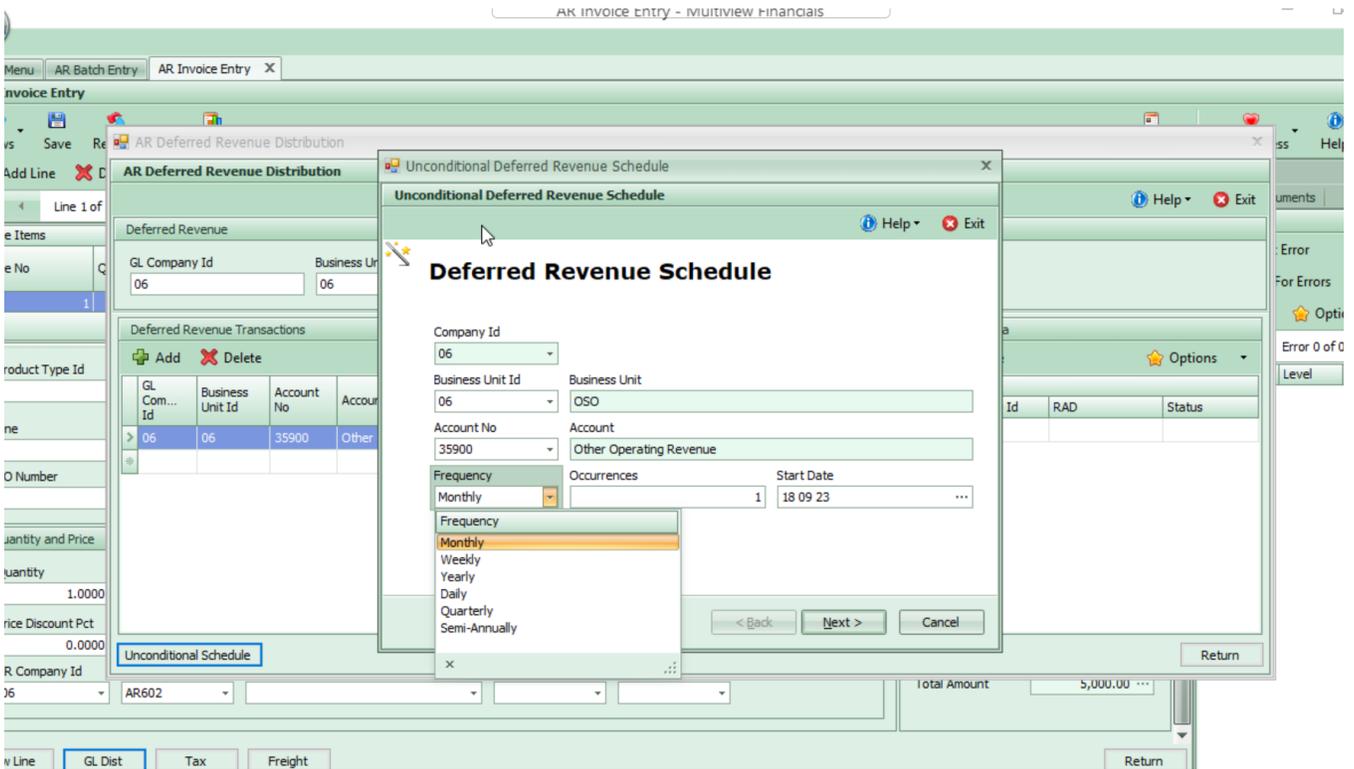
Line No	Quantity	UOM	Sales Unit Price	Product Type Id	Product Id	Line	Project Id	Subtotal	Tax Amount
1	1.0000	EACH	5000.000000					0.00	0.00



The screenshot shows the 'AR Invoice Entry' window with the 'Quantity and Price' section expanded. The 'Deferral Type' dropdown is set to 'Unconditional'. The 'Sales Unit Price' is 5000.000000. The 'GL Dist' button is circled in red. The background shows a table with one line item and various input fields for product and pricing details.

Line No	Quantity	UOM	Sales Unit Price	Product Type Id	Product Id	Line	Project Id	Subtotal	Tax Amount	Total Amount
1	1.0000	EACH	5000.000000					0.00	0.00	0.00

- 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.



The screenshot shows the 'Unconditional Deferred Revenue Schedule' dialog box. The 'Deferred Revenue Schedule' section contains the following fields:

- Company Id: 06
- Business Unit Id: 06
- Business Unit: OSO
- Account No: 35900
- Account: Other Operating Revenue
- Frequency: Monthly (dropdown menu is open showing options: Monthly, Weekly, Yearly, Daily, Quarterly, Semi-Annually)
- Occurrences: 1
- Start Date: 18 09 23

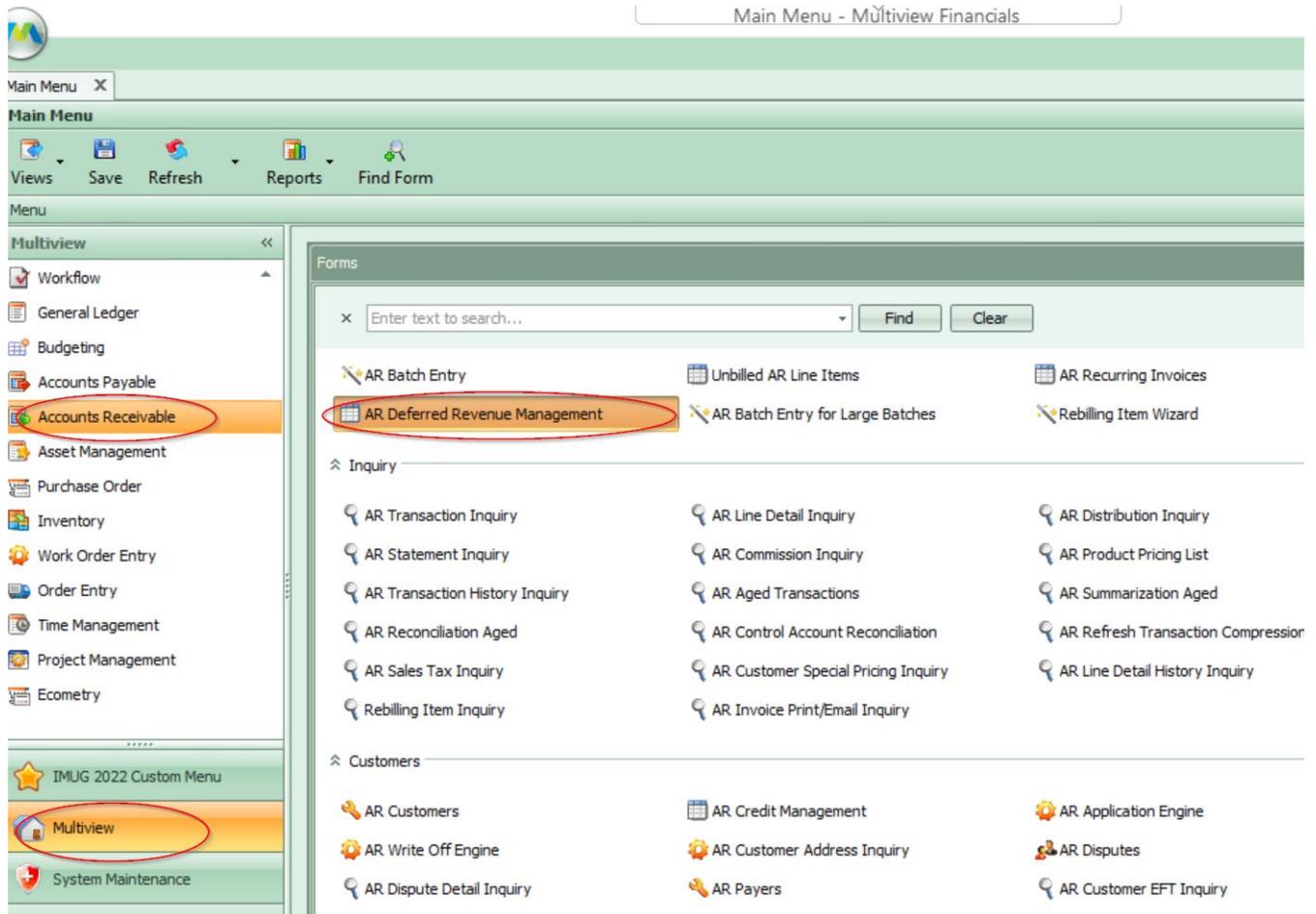
Buttons at the bottom of the dialog include '< Back', 'Next >', 'Cancel', and 'Return'. The background window shows 'AR Deferred Revenue Distribution' with a table of transactions:

GL Com... Id	Business Unit Id	Account No	Account
06	06	35900	Other

AR Deferred revenue management

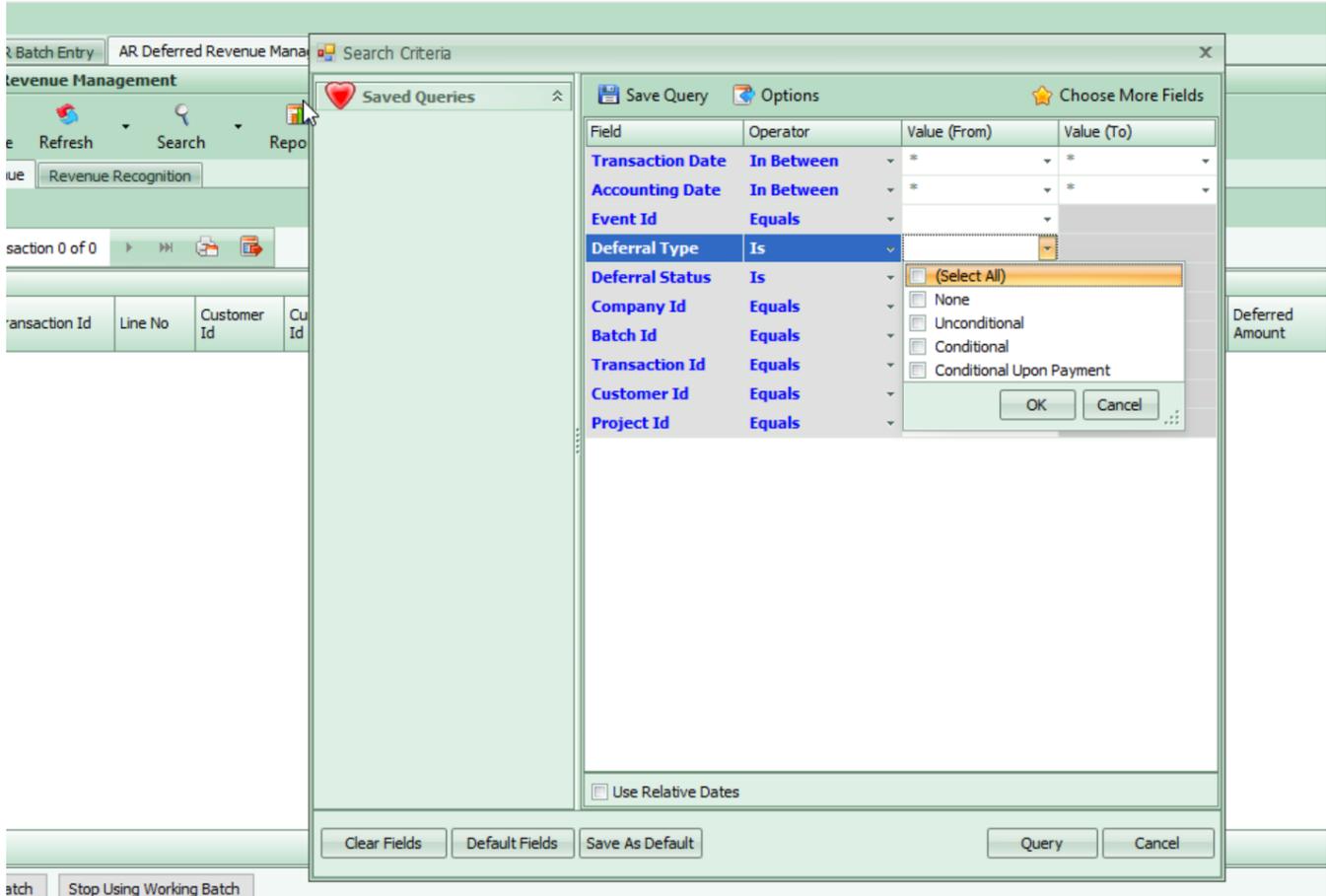
Here you can view the AR invoices that are associated with deferred revenue.

Accounts Receivable -> AR deferred revenue management.



The screenshot displays the 'Main Menu - Multiview Financials' interface. On the left, the 'Main Menu' is visible with 'Accounts Receivable' and 'Multiview' highlighted. The main area shows a 'Forms' section with a search bar and a grid of options. The 'AR Deferred Revenue Management' option is circled in red. Other options include 'AR Batch Entry', 'Unbilled AR Line Items', 'AR Recurring Invoices', 'AR Batch Entry for Large Batches', and 'Rebilling Item Wizard'. Below these are sections for 'Inquiry' and 'Customers' with various sub-options like 'AR Transaction Inquiry', 'AR Line Detail Inquiry', 'AR Distribution Inquiry', etc.

On the search criteria screen, search by Deferral Type.



The screenshot shows the 'Search Criteria' dialog box in a software application. The dialog has a title bar with 'Search Criteria' and a close button. Below the title bar, there are buttons for 'Save Query', 'Options', and 'Choose More Fields'. The main area contains a table with columns for 'Field', 'Operator', 'Value (From)', and 'Value (To)'. The 'Deferral Type' field is selected, and a dropdown menu is open showing options: (Select All), None, Unconditional, Conditional, and Conditional Upon Payment. The 'None' option is selected. At the bottom of the dialog, there are buttons for 'Clear Fields', 'Default Fields', 'Save As Default', 'Query', and 'Cancel'. There is also a checkbox for 'Use Relative Dates'.

Field	Operator	Value (From)	Value (To)
Transaction Date	In Between	*	*
Accounting Date	In Between	*	*
Event Id	Equals		
Deferral Type	Is		
Deferral Status	Is		
Company Id	Equals		
Batch Id	Equals		
Transaction Id	Equals		
Customer Id	Equals		
Project Id	Equals		

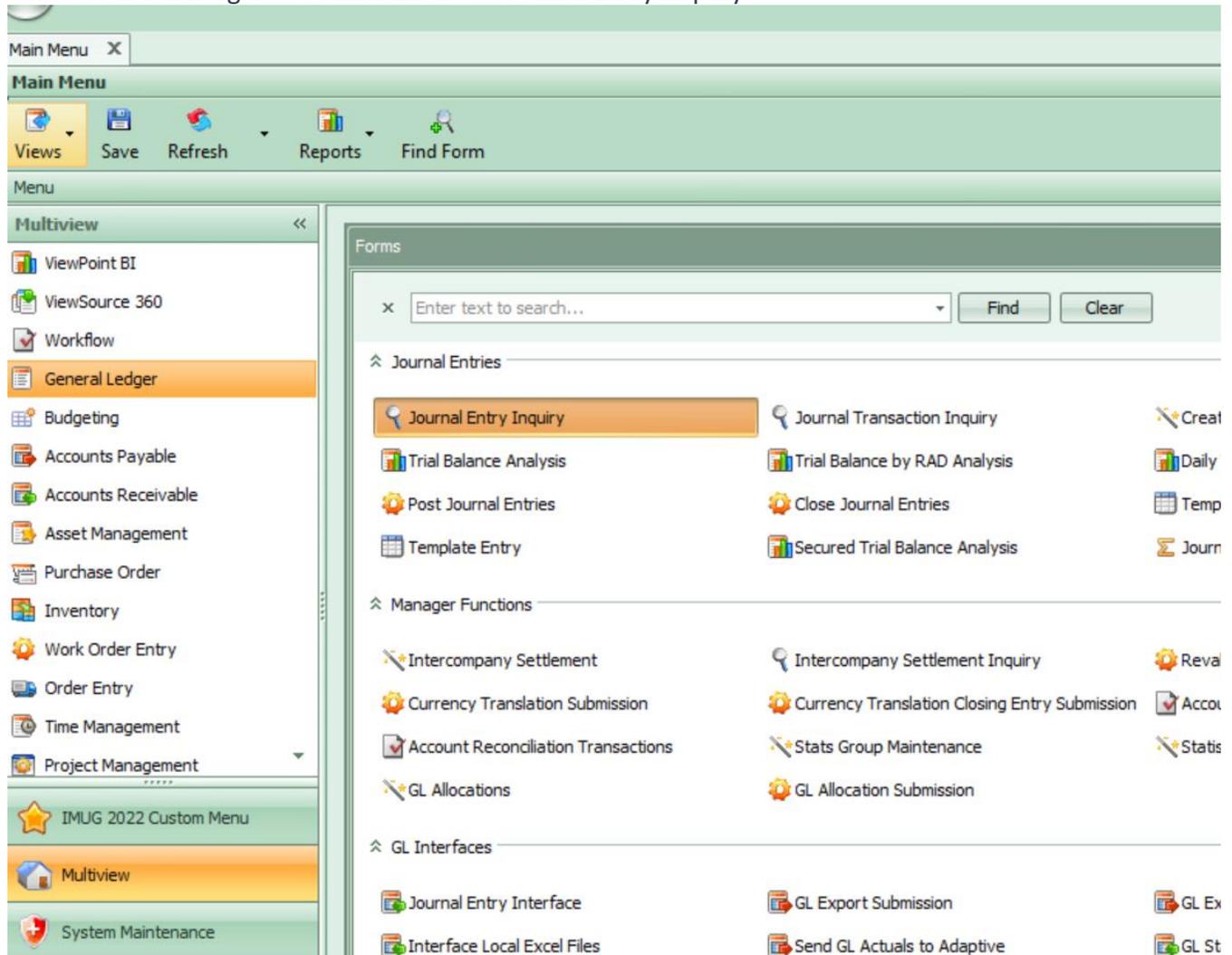
Alerts

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.

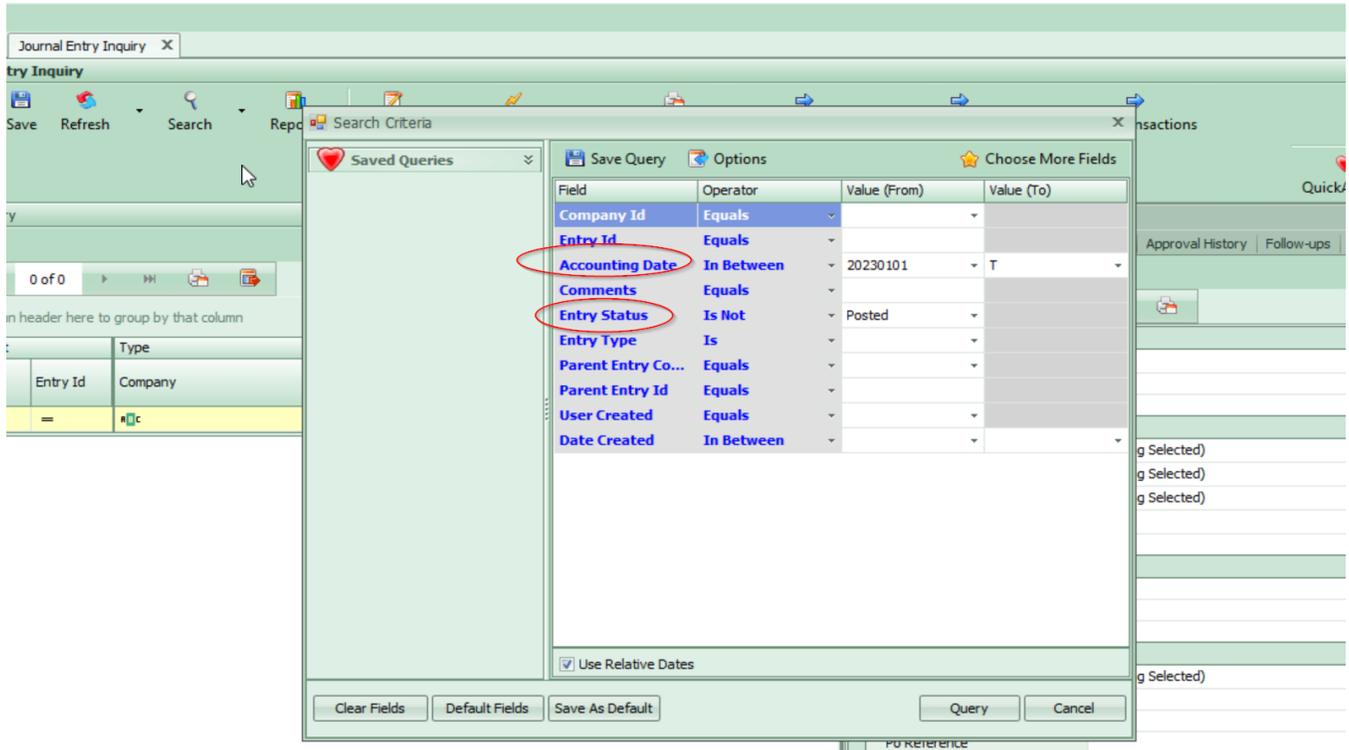
Alerts for Unposted GL entries.

Select General Ledger -> Journal Entries > Journal Entry Inquiry



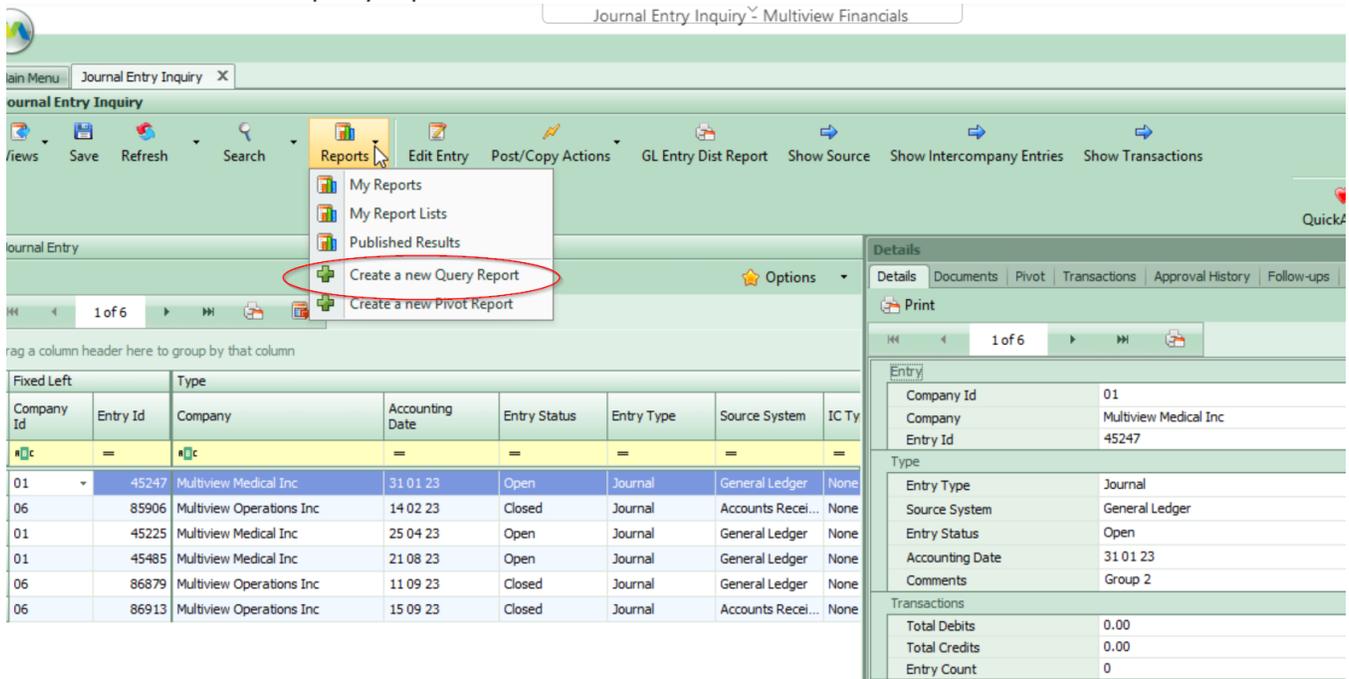
The screenshot displays the software's main menu and a list of forms. The 'General Ledger' menu item is highlighted in the left sidebar. In the 'Forms' pane, the 'Journal Entry Inquiry' form is selected and highlighted in orange. Other forms listed include 'Journal Transaction Inquiry', 'Trial Balance Analysis', 'Post Journal Entries', 'Template Entry', 'Manager Functions', 'GL Allocations', 'GL Interfaces', and 'Journal Entry Interface'.

Enter parameters – Entry status is not Posted , Check relative Date, Accounting Date – In between Jan 1 and “T” – Today



Field	Operator	Value (From)	Value (To)
Company Id	Equals		
Entry Id	Equals		
Accounting Date	In Between	20230101	T
Comments	Equals		
Entry Status	Is Not	Posted	
Entry Type	Is		
Parent Entry Co...	Equals		
Parent Entry Id	Equals		
User Created	Equals		
Date Created	In Between		

Query – Select reports at the top
Select -> Create a new query report



Fixed Left	Type	Company Id	Entry Id	Company	Accounting Date	Entry Status	Entry Type	Source System	IC Ty
01		45247		Multiview Medical Inc	31 01 23	Open	Journal	General Ledger	None
06		85906		Multiview Operations Inc	14 02 23	Closed	Journal	Accounts Recei...	None
01		45225		Multiview Medical Inc	25 04 23	Open	Journal	General Ledger	None
01		45485		Multiview Medical Inc	21 08 23	Open	Journal	General Ledger	None
06		86879		Multiview Operations Inc	11 09 23	Closed	Journal	General Ledger	None
06		86913		Multiview Operations Inc	15 09 23	Closed	Journal	Accounts Recei...	None

Entry	
Company Id	01
Company	Multiview Medical Inc
Entry Id	45247
Type	
Entry Type	Journal
Source System	General Ledger
Entry Status	Open
Accounting Date	31 01 23
Comments	Group 2
Transactions	
Total Debits	0.00
Total Credits	0.00
Entry Count	0

Complete the following fields in the report parameters window.

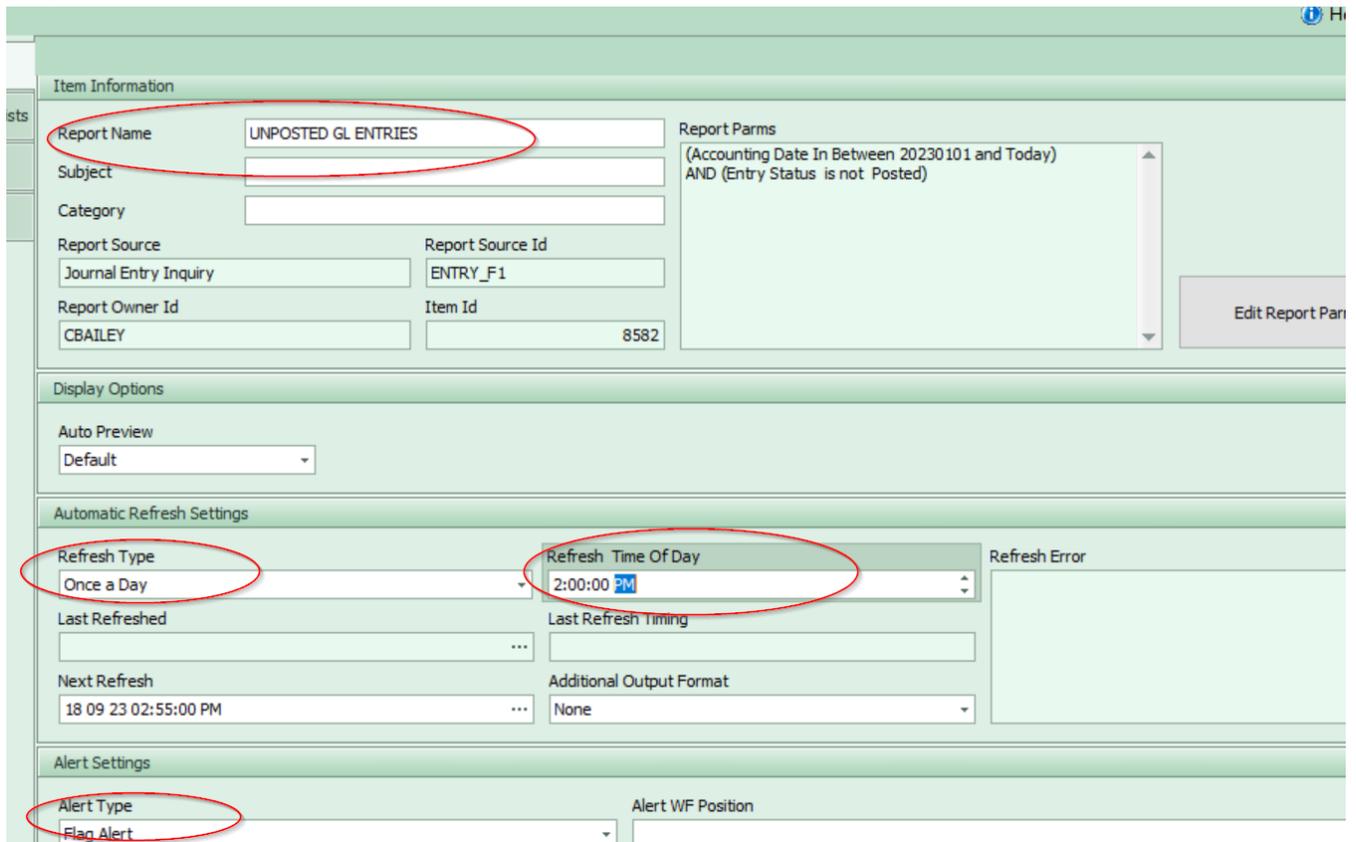
Enter name – Unposted GL entries

Refresh Type – Once a day

Refresh time – 3 pm

Select the alert type of FLAG ALERT

Select OK.



Item Information

Report Name: UNPOSTED GL ENTRIES

Subject:

Category:

Report Source: Journal Entry Inquiry

Report Source Id: ENTRY_F1

Report Owner Id: CBAILEY

Item Id: 8582

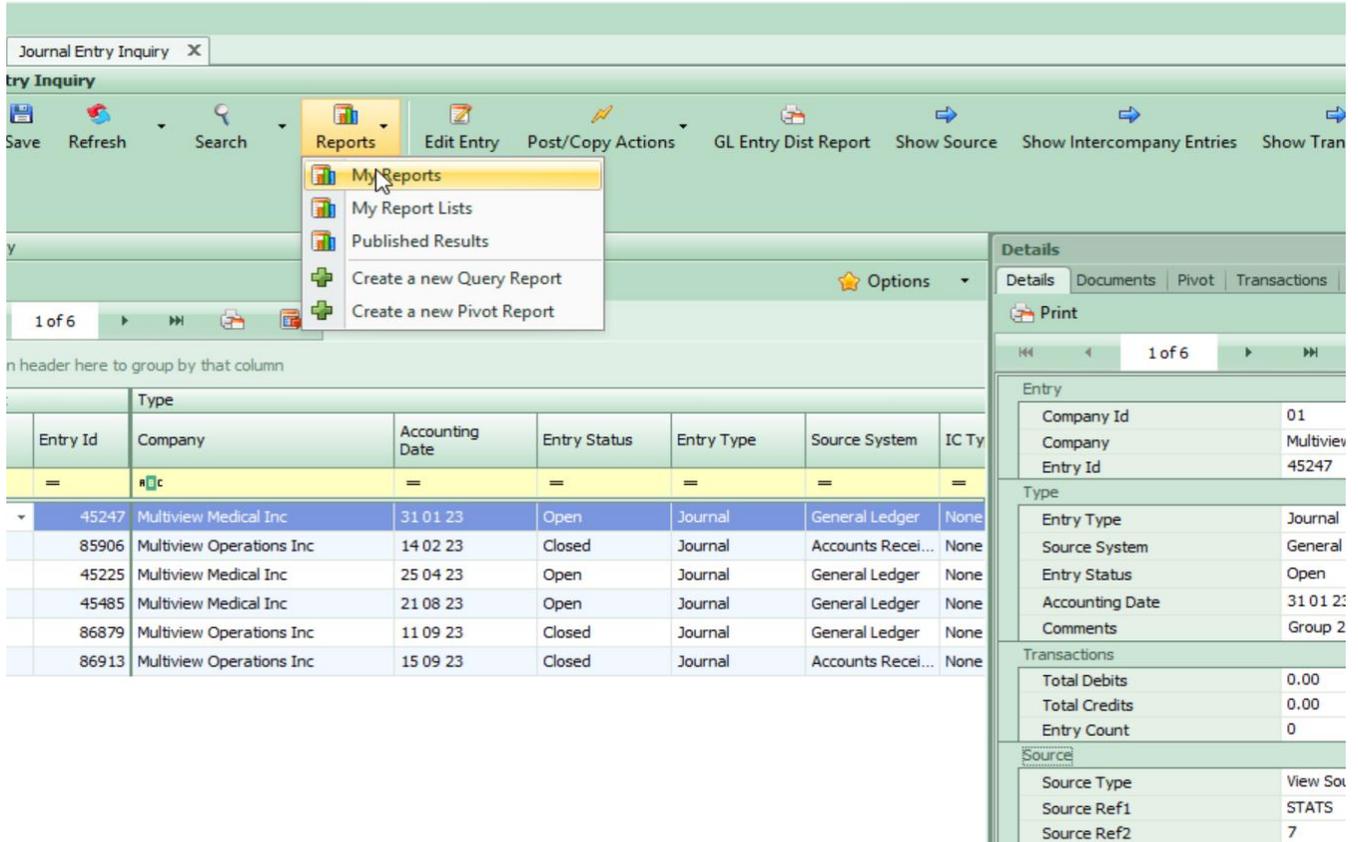
Report Params: (Accounting Date In Between 20230101 and Today) AND (Entry Status is not Posted)

Display Options: Auto Preview: Default

Automatic Refresh Settings: Refresh Type: Once a Day, Refresh Time Of Day: 2:00:00 PM

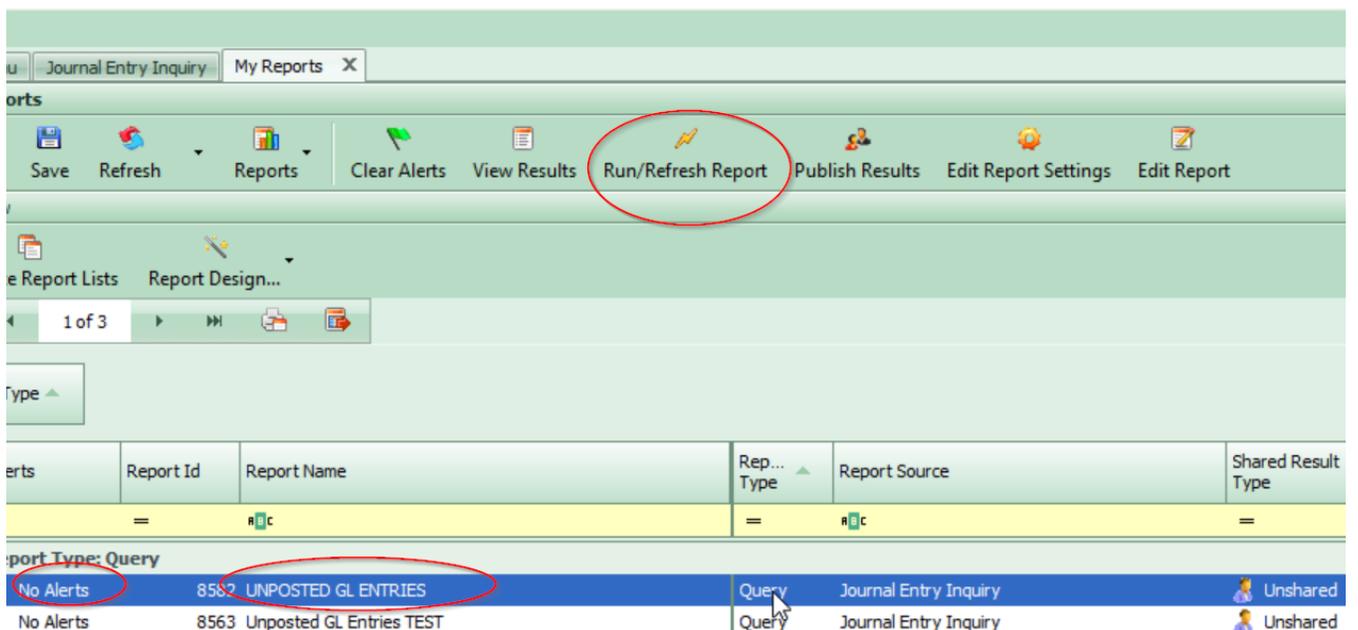
Alert Settings: Alert Type: Flag Alert

View reports under My report list.



The screenshot shows the 'Journal Entry Inquiry' window. The 'Reports' menu is open, highlighting 'My Reports'. Below the menu is a table of journal entries.

Entry Id	Company	Accounting Date	Entry Status	Entry Type	Source System	IC Ty
45247	Multiview Medical Inc	31 01 23	Open	Journal	General Ledger	None
85906	Multiview Operations Inc	14 02 23	Closed	Journal	Accounts Recei...	None
45225	Multiview Medical Inc	25 04 23	Open	Journal	General Ledger	None
45485	Multiview Medical Inc	21 08 23	Open	Journal	General Ledger	None
86879	Multiview Operations Inc	11 09 23	Closed	Journal	General Ledger	None
86913	Multiview Operations Inc	15 09 23	Closed	Journal	Accounts Recei...	None



The screenshot shows the 'My Reports' window. The 'Run/Refresh Report' button is circled in red. Below the toolbar is a table of reports.

Alerts	Report Id	Report Name	Rep... Type	Report Source	Shared Result Type
No Alerts	8562	UNPOSTED GL ENTRIES	Query	Journal Entry Inquiry	Unshared
No Alerts	8563	Unposted GL Entries TEST	Query	Journal Entry Inquiry	Unshared