

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.

GL Cut-Off Date - Multiview Financials

Main Menu GL Cut-Off Date X

GL Cut-Off Date

Views Save Refresh Search Reports View Un-Posted Set Cut Off Date Submission

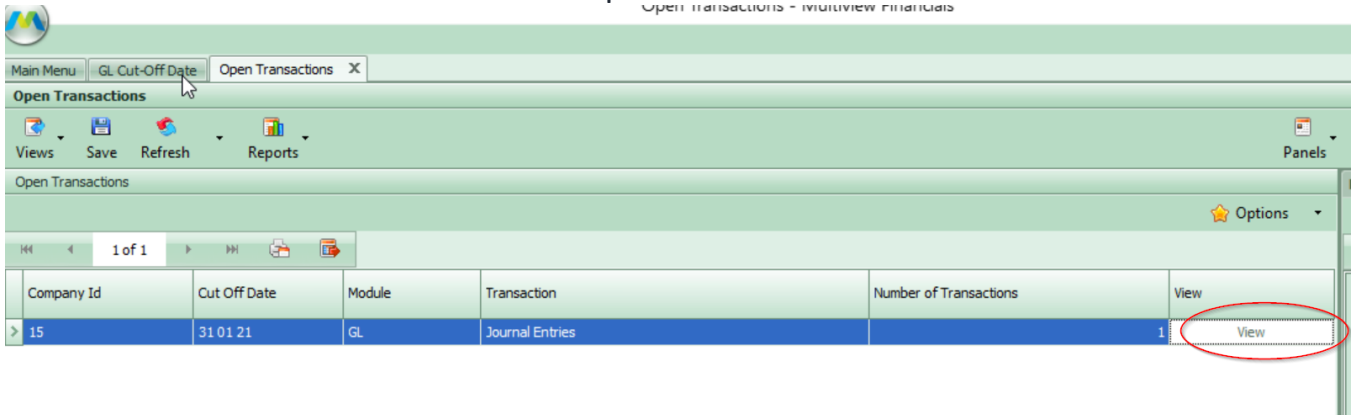
GL Cut-Off Date

Options

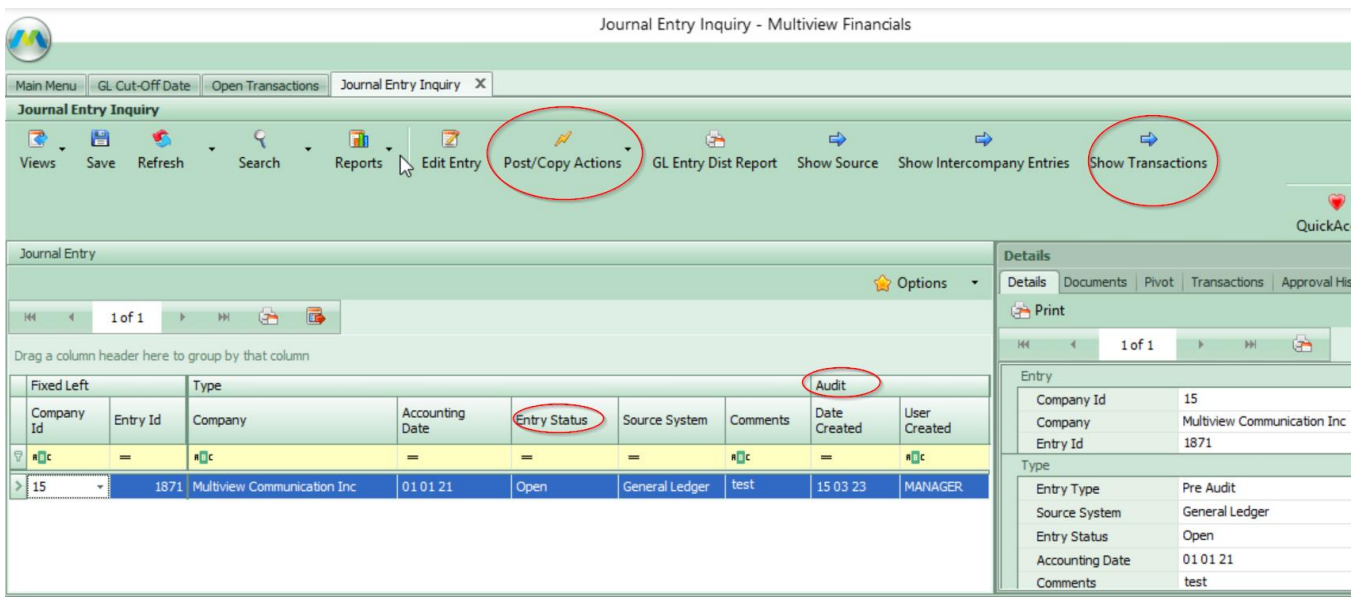
GL Cut-Off Date 5 of 15

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.

GL Cut-Off Date - Multiview Financials

Main Menu GL Cut-Off Date X

Views Save Refresh Search Reports View Un-Posted **Set Cut Off Date Submission**

GL Cut-Off Date

Options

GL Cut-Off Date 8 of 15

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

Details

Print

GL Cut-Off Date

Company Id

Company

Current Period

Set Cut Off Date Submission

Print

Set Cut Off Date

Cut Off Date

Cut Off Date

Execution Time

Request Id

Main Menu X

Main Menu

Views Save Refresh Reports Find Form

Menu

Multiview

- ViewPoint BI
- ViewSource 360
- Workflow
- General Ledger
- Budgeting
- Accounts Payable
- IMUG 2022 Custom Menu
- Multiview
- System Maintenance

Forms

Enter text to search...

- Journal Entry Interface
- Interface Local Excel Files
- Month/Year Close
- AP Cut Off Date
- Close Period
- Set Cut Off Date Submission**

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

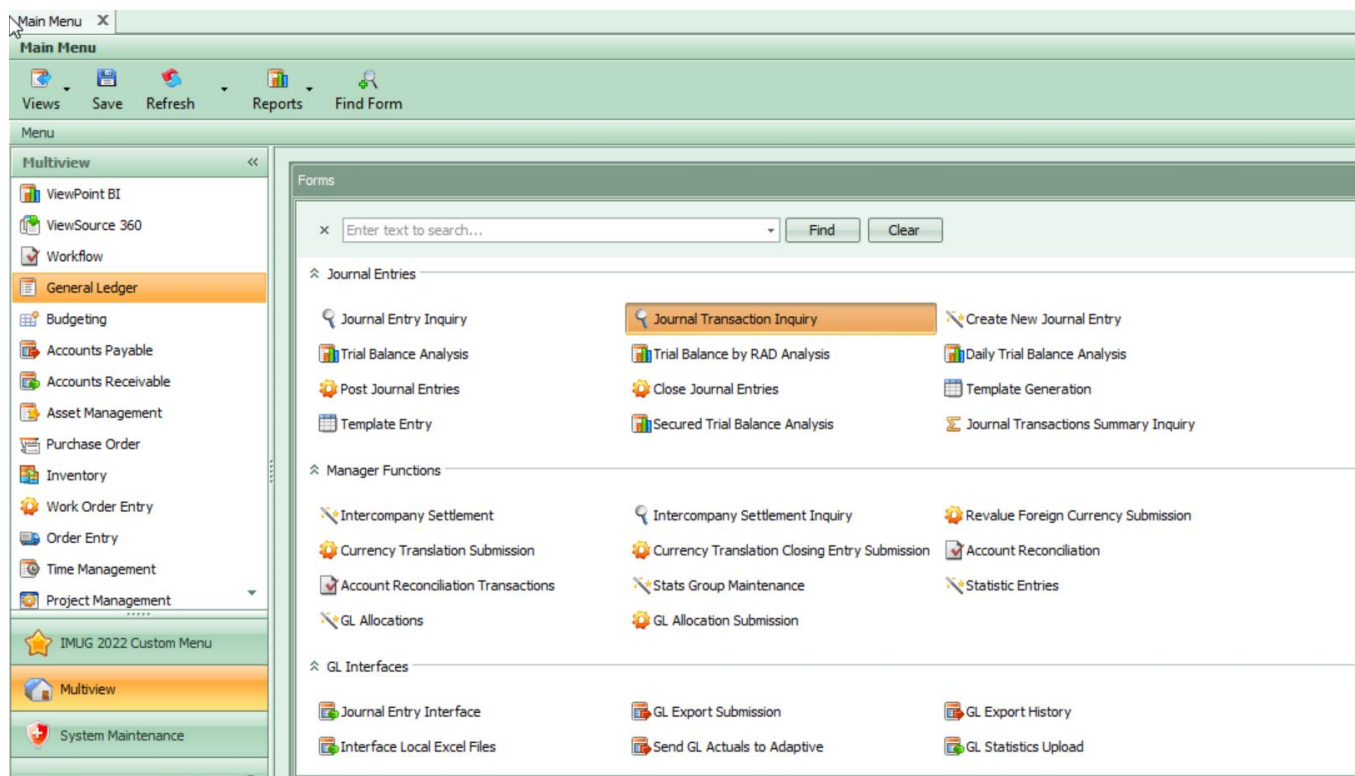
Set for All

General Ledger

GL account reconciliation

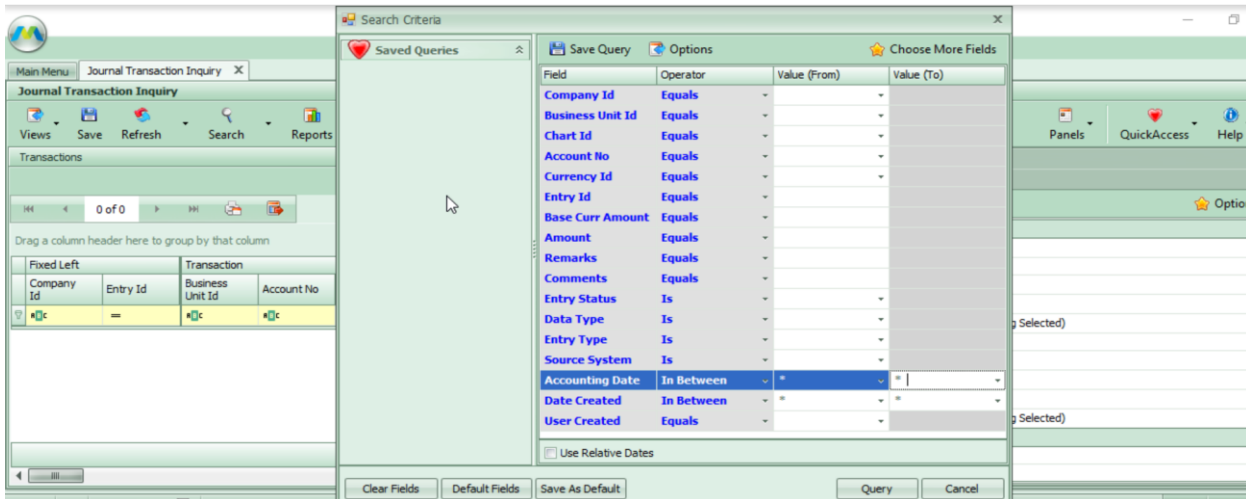
Journal Transaction Inquiry – This screen allows the user to query a specific transaction by Unit, Account, RAD combinations and other parameters such as Accounting Date, Entry Status, Remarks, User Created and Date Created.

Select General Ledger > Journal Transaction Inquiry



The screenshot displays the Multiview Financial Software interface. On the left, the 'Main Menu' is visible with options like Views, Save, Refresh, Reports, and Find Form. Below this is a 'Menu' section with a 'Multiview' tab selected. The 'General Ledger' menu item is highlighted. The main area shows the 'Journal Transaction Inquiry' screen, which includes a search bar with the text 'Enter text to search...', a 'Find' button, and a 'Clear' button. The screen is organized into sections: 'Journal Entries' (containing Journal Entry Inquiry, Trial Balance Analysis, Post Journal Entries, Template Entry, Journal Transaction Inquiry, Trial Balance by RAD Analysis, Close Journal Entries, Secured Trial Balance Analysis, and Create New Journal Entry), 'Manager Functions' (containing Intercompany Settlement, Currency Translation Submission, Account Reconciliation Transactions, GL Allocations, Intercompany Settlement Inquiry, Currency Translation Closing Entry Submission, Stats Group Maintenance, GL Allocation Submission, Revalue Foreign Currency Submission, Account Reconciliation, and Statistic Entries), and 'GL Interfaces' (containing Journal Entry Interface, GL Export Submission, GL Export History, Interface Local Excel Files, Send GL Actuals to Adaptive, and GL Statistics Upload).

Select Accounting Date range for the month in review.

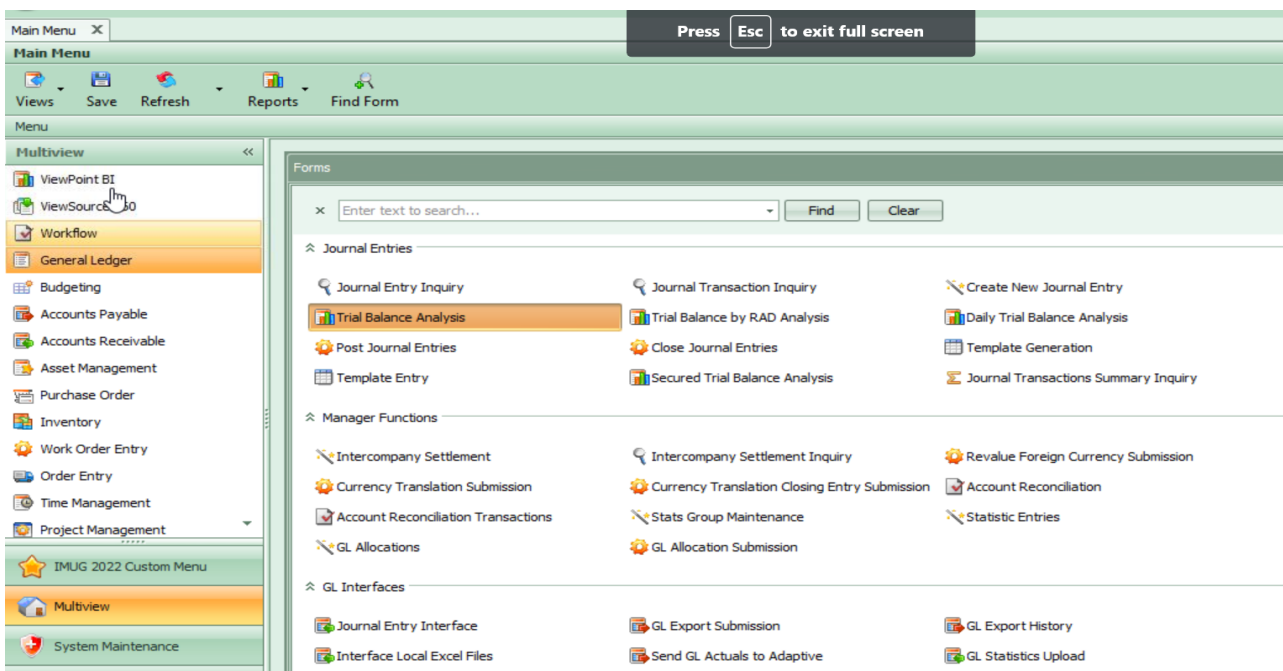


The screenshot shows the 'Search Criteria' dialog box for the 'Journal Transaction Inquiry' form. The 'Accounting Date' field is highlighted in blue, and the operator is set to 'In Between'. The 'Value (From)' and 'Value (To)' fields are empty. The 'Use Relative Dates' checkbox is unchecked. The 'Options' tab is active, showing a list of fields and operators.

Field	Operator	Value (From)	Value (To)
Company Id	Equals		
Business Unit Id	Equals		
Chart Id	Equals		
Account No	Equals		
Currency Id	Equals		
Entry Id	Equals		
Base Curr Amount	Equals		
Amount	Equals		
Remarks	Equals		
Comments	Equals		
Entry Status	Is		
Data Type	Is		
Entry Type	Is		
Source System	Is		
Accounting Date	In Between	*	*
Date Created	In Between	*	*
User Created	Equals		

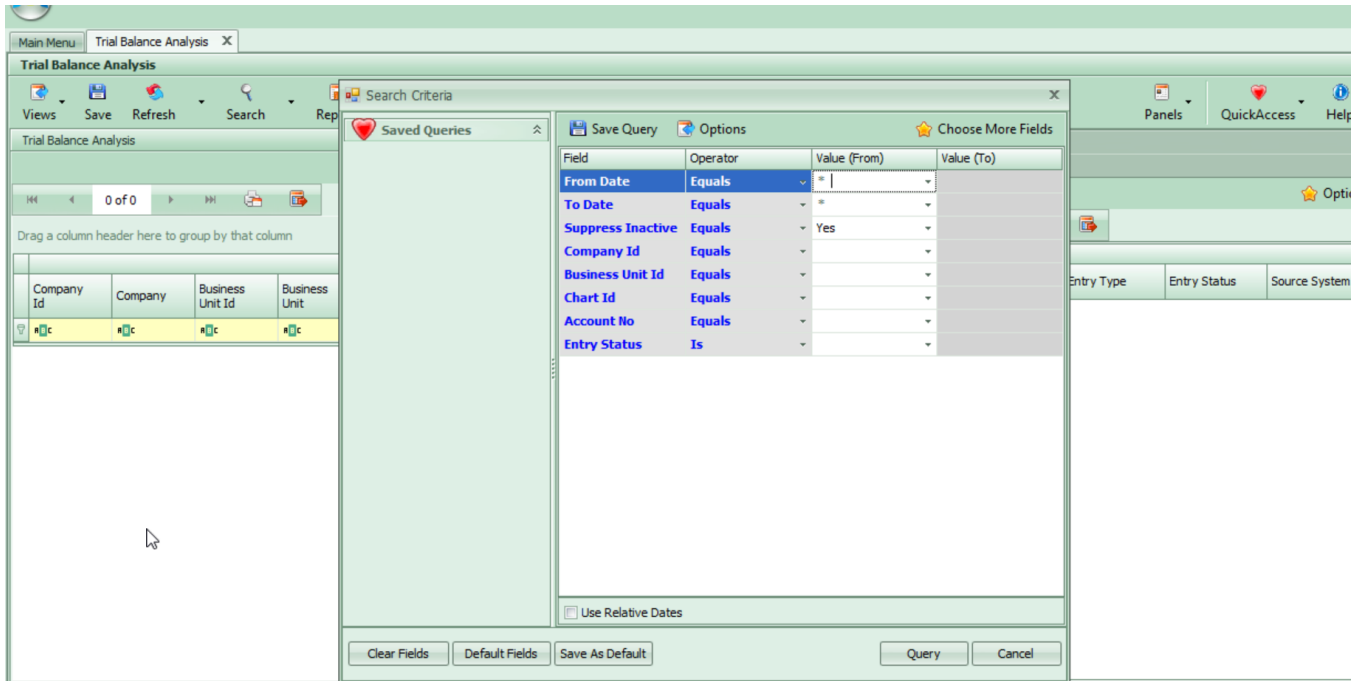
Trial balance Analysis forms – allows user to view the opening balance, current activity, and closing balances. These screens allow for analytical opportunities on the activity by allowing for custom grid reporting via a pivot report. You can see the data using various Unit, Account and RAD combinations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

Select General Ledger > Trial Balance Analysis

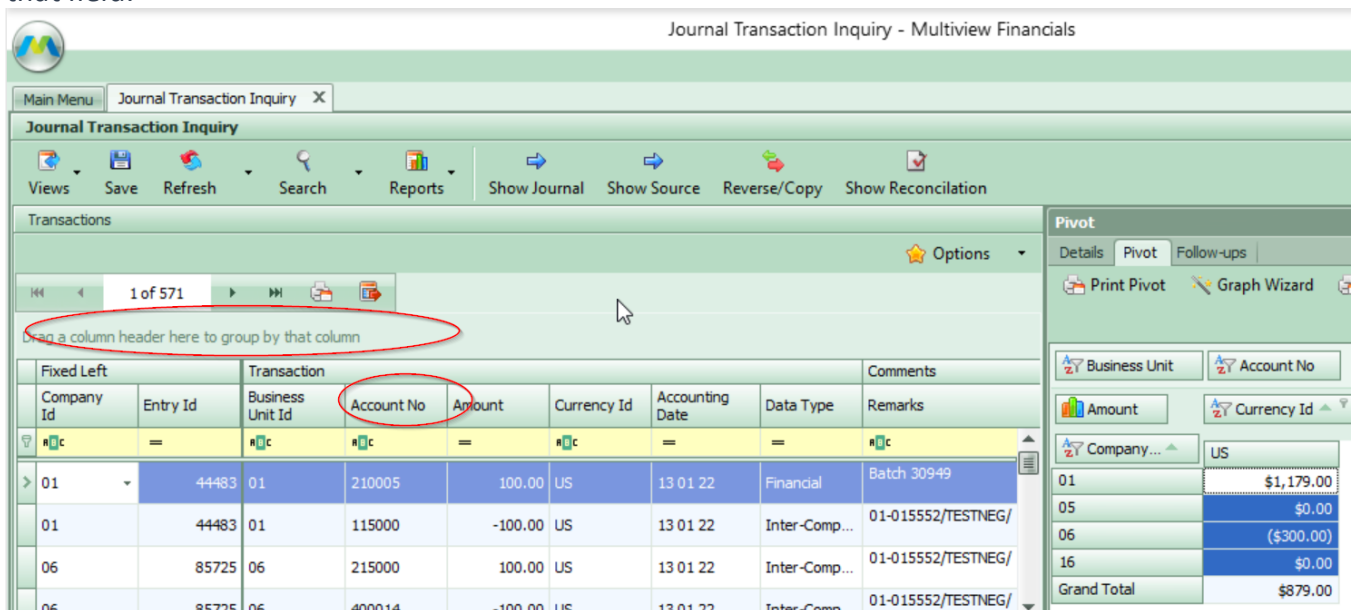


The screenshot shows the 'Multiview' menu in the software. The 'General Ledger' option is selected, and the 'Trial Balance Analysis' option is highlighted. The 'Trial Balance Analysis' option is located under the 'General Ledger' category. The 'Trial Balance Analysis' option is highlighted in orange. The 'Trial Balance Analysis' option is located under the 'General Ledger' category. The 'Trial Balance Analysis' option is highlighted in orange.

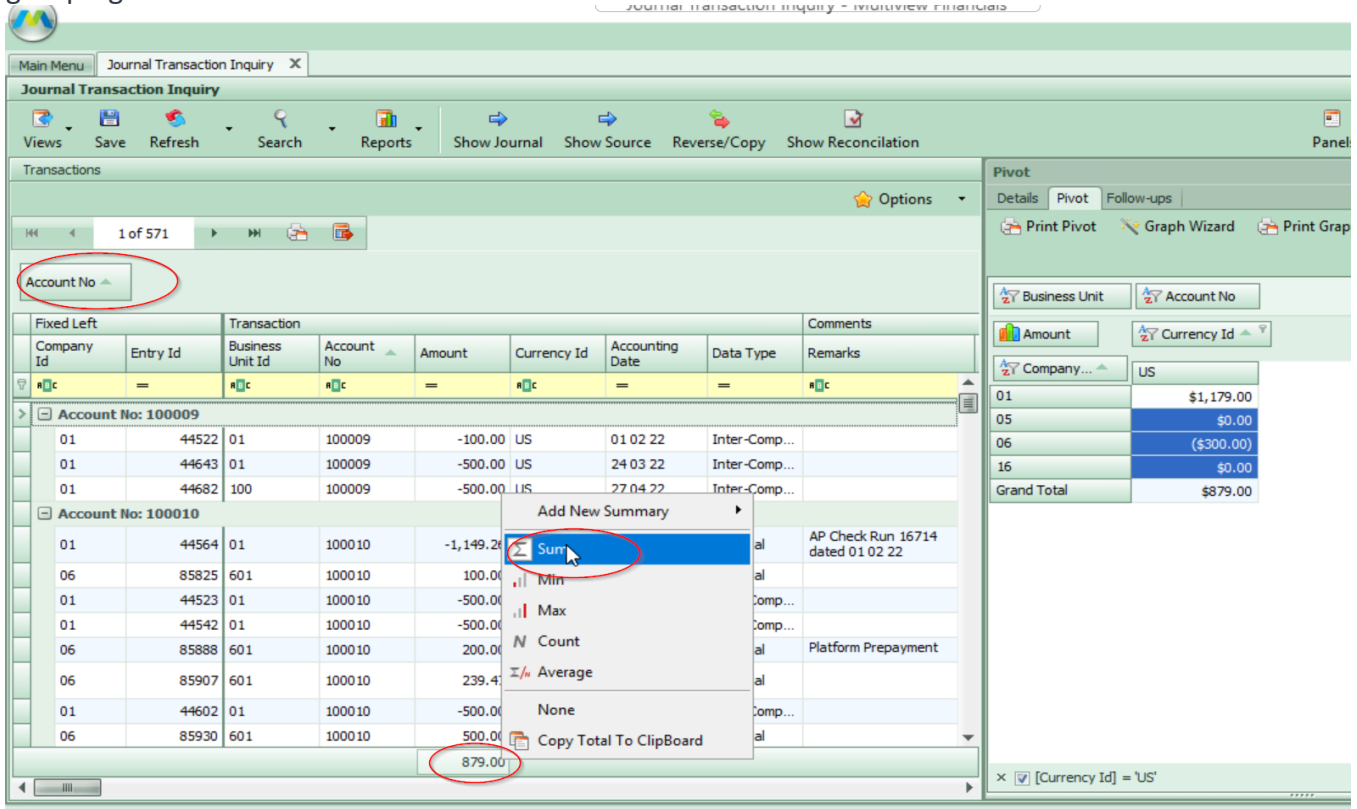
Select Accounting Date range for the month in review.



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



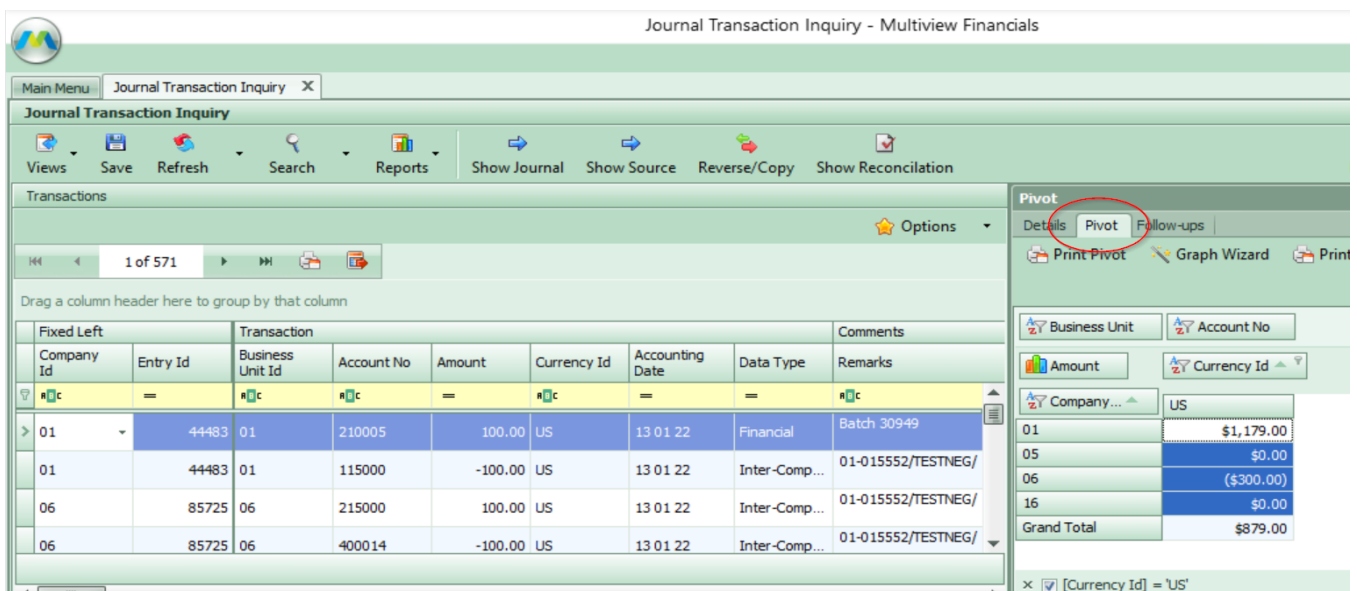
Once the specific field is selected for grouping, you can calculate the sum, average and more for each grouping.



The screenshot shows the 'Journal Transaction Inquiry - Multiview Financials' window. The 'Account No' column is selected for grouping. A context menu is open over the grid, showing options: Add New Summary, Sum, Min, Max, Count, Average, None, and Copy Total To Clipboard. The 'Sum' option is highlighted. The grid shows transactions for Account No 100009 and 100010. The total for Account No 100010 is 879.00.

Fixed Left	Transaction	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	-1,149.20	US		AP Check Run 16714 dated 01 02 22	
06	85825	601			100010	100.00	US			
01	44523	01			100010	-500.00	US			
01	44542	01			100010	-500.00	US			
06	85888	601			100010	200.00	US		Platform Prepayment	
06	85907	601			100010	239.40	US			
01	44602	01			100010	-500.00	US			
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 - Multiview Financials' window. The 'Pivot' tab is selected in the right-hand pane. The pivot report shows a summarized version of the grid detail, with columns for Business Unit, Account No, Amount, and Currency Id. The total for Account No 100010 is 879.00.

Business Unit	Account No	Amount	Currency Id
01		\$1,179.00	
05		\$0.00	
06		(\$300.00)	
16		\$0.00	
Grand Total		\$879.00	

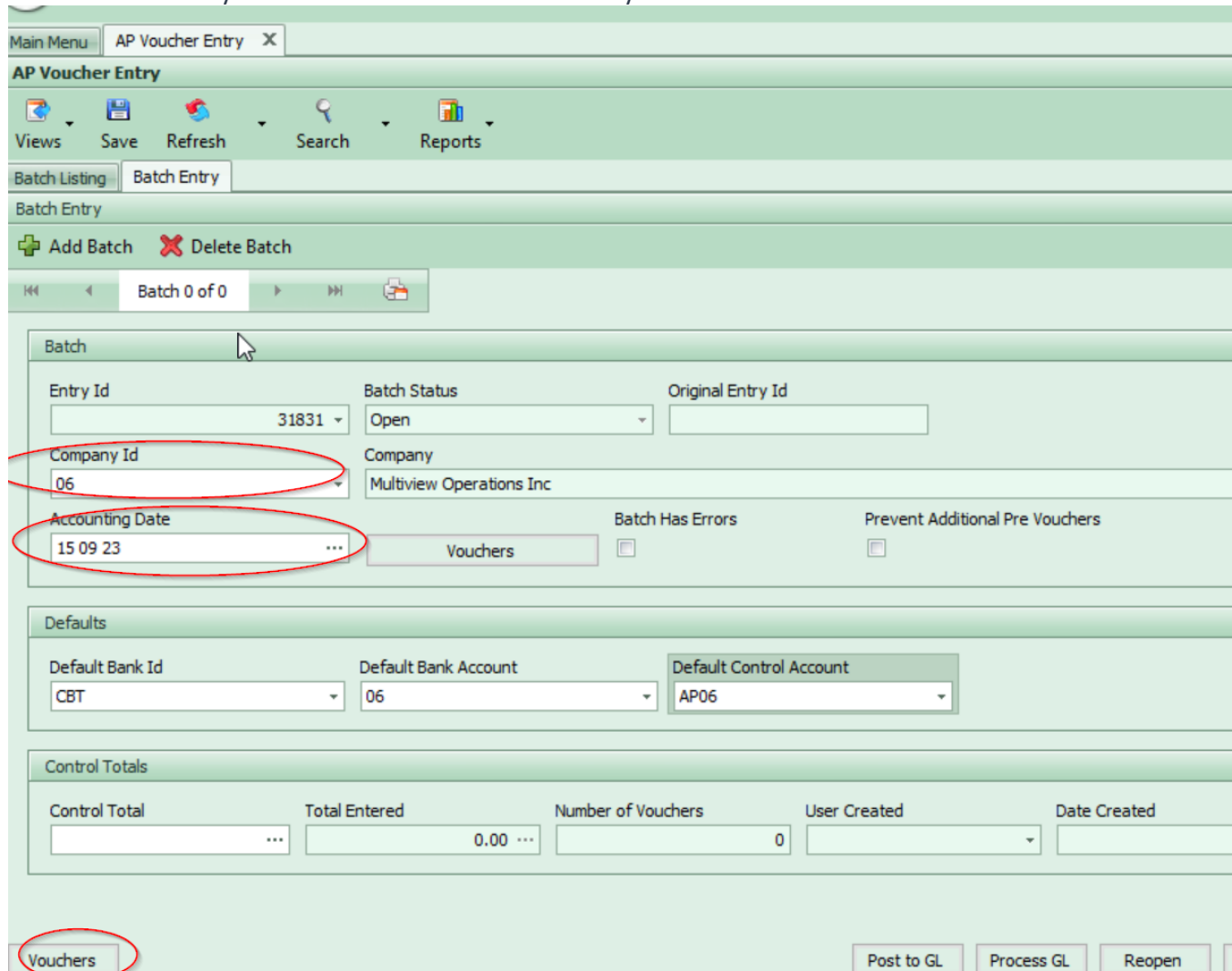
Accounts Payable

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



Main Menu | AP Voucher Entry X

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

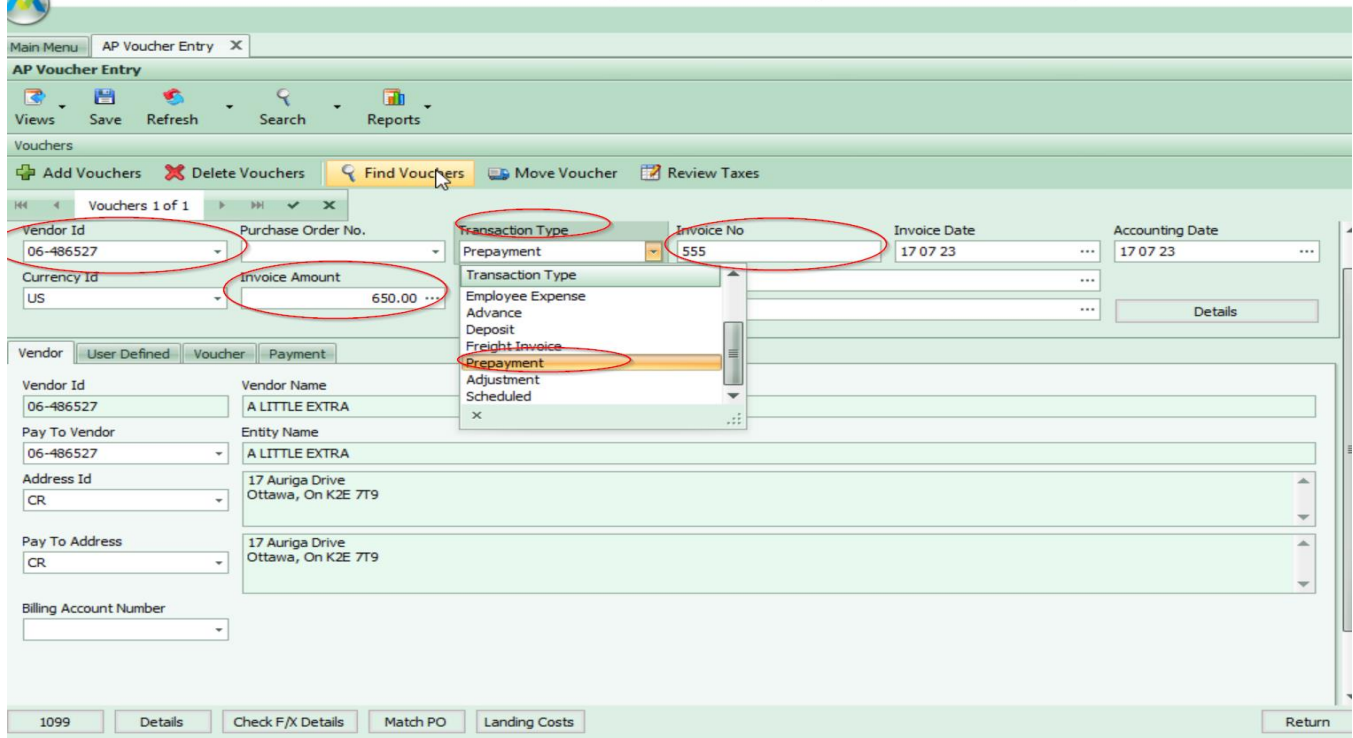
Default Bank Id: CBT Default Bank Account: 06 Default Control Account: AP06

Control Totals

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

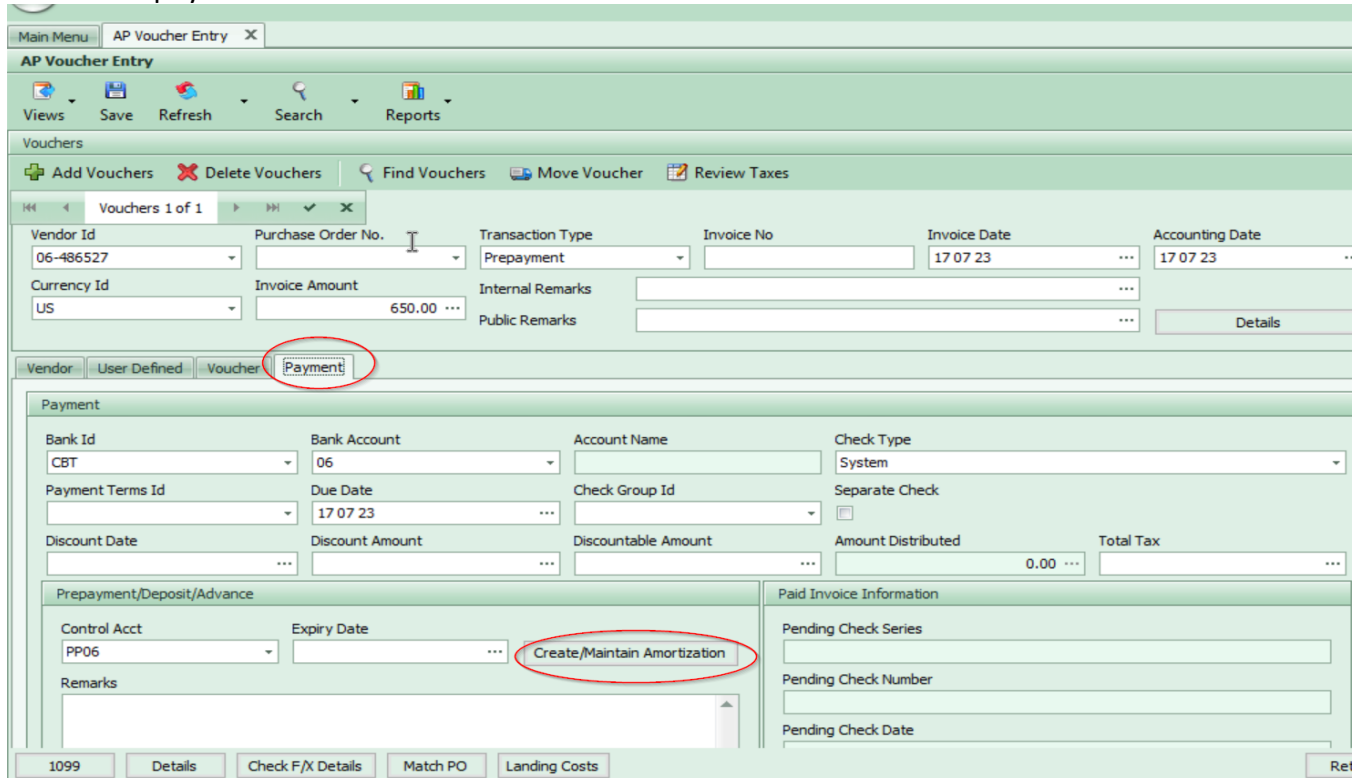
Vouchers Post to GL Process GL Reopen

-Create a pre-payment voucher.



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

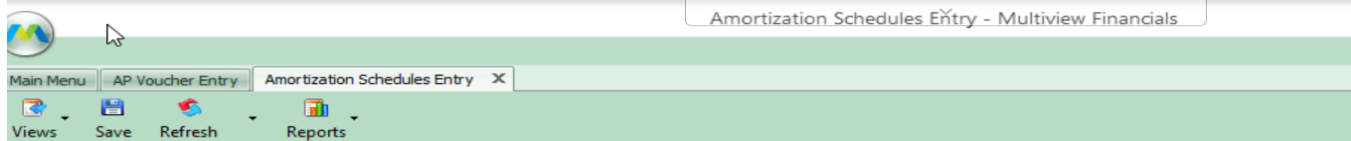
-Select the payment tab.-Select Create Amortization Schedule.



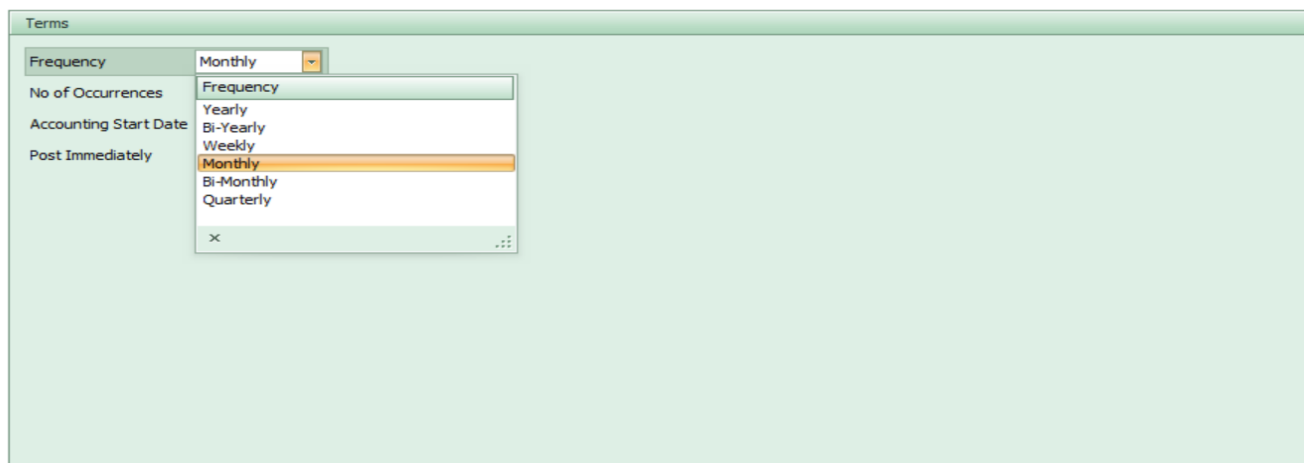
The screenshot shows the 'AP Voucher Entry' form with the 'Payment' tab selected. The 'Create/Maintain Amortization' button is highlighted. Other fields include Bank Id (CBT), Bank Account (06), and Due Date (17 07 23).

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

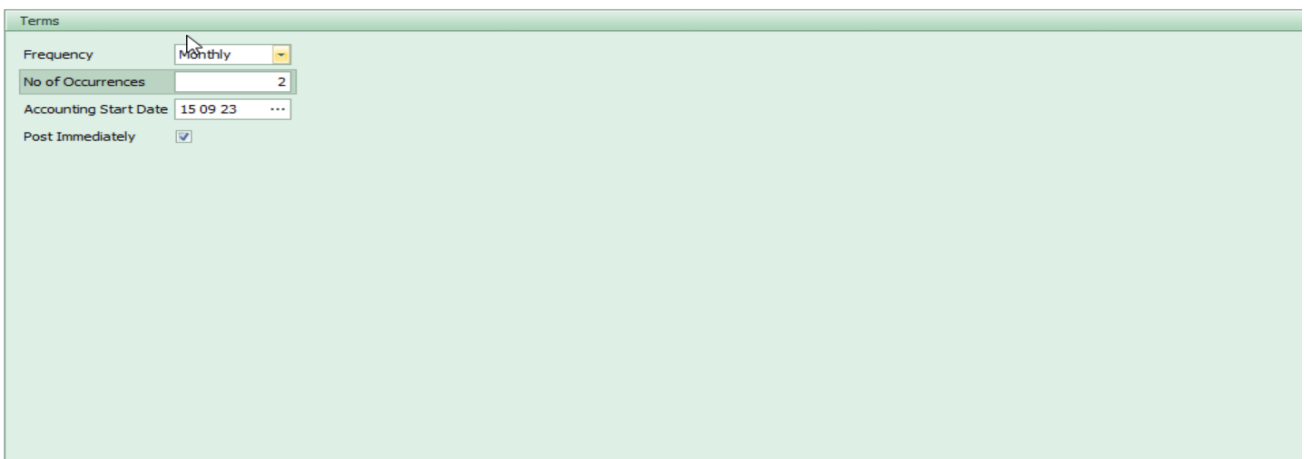
*Posting immediately – checking this box will create the amortization journal entries when the voucher batch is posted. If you do not check this box, the transactions are added to the schedule but the journal entries will not be created when the voucher batch is posted.



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

Add Distribution
 Delete Distribution
 Options

Distribution 1 of 1

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

100.00

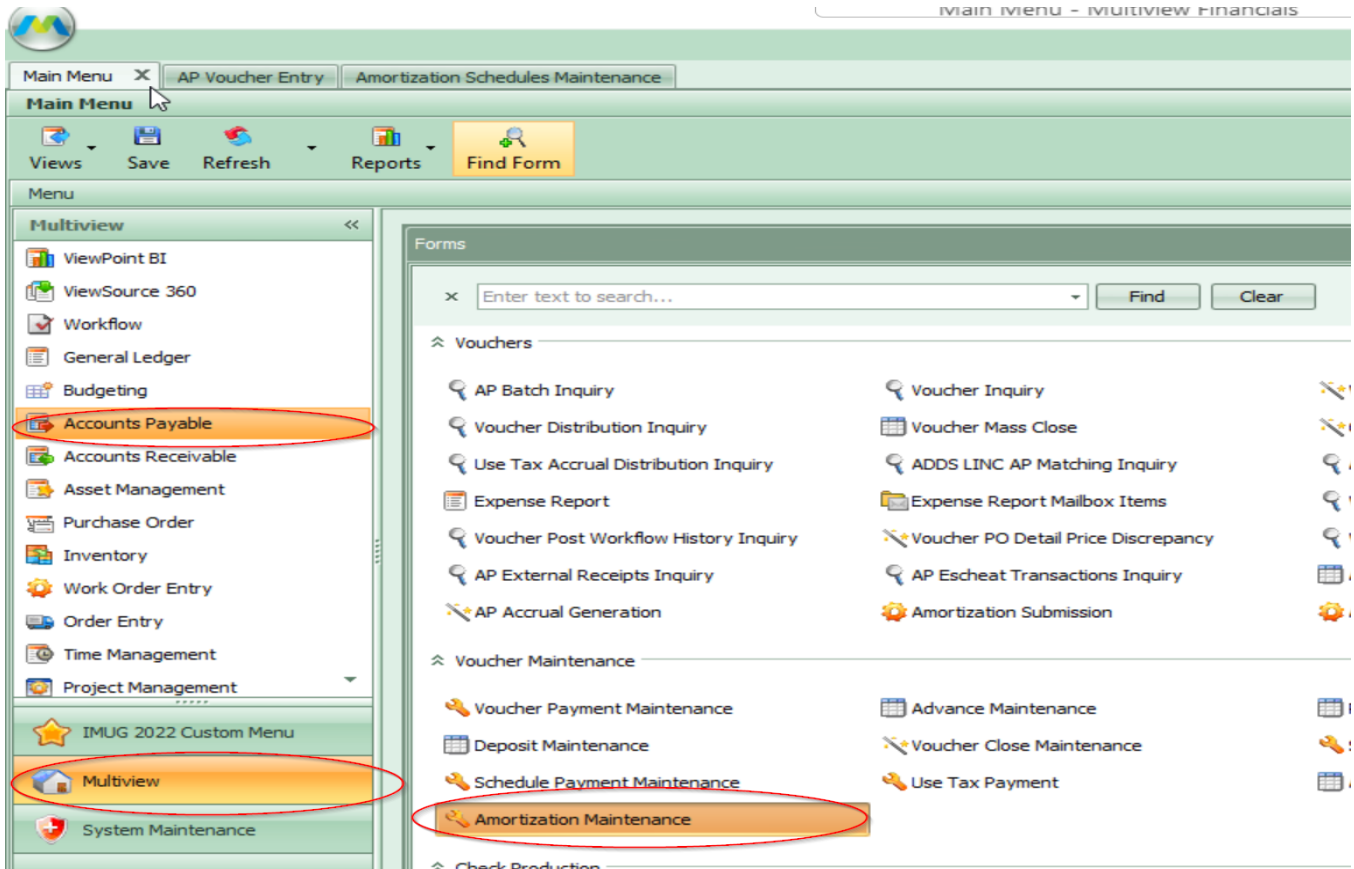
Add RAD
 Delete RAD
 Options

RAD 1 of 1

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

< Back Finish Cancel

Amortization Maintenance - To view processed and scheduled transactions.



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 | Errors

Correct Error | Check For Errors

Panel: Errors

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	Status
✓		06	555	17 07 23	06-486527	A LITTLE EXT...	600	Balance Sheet	01	521	15 09 23	325.00	✓ Processed
		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.

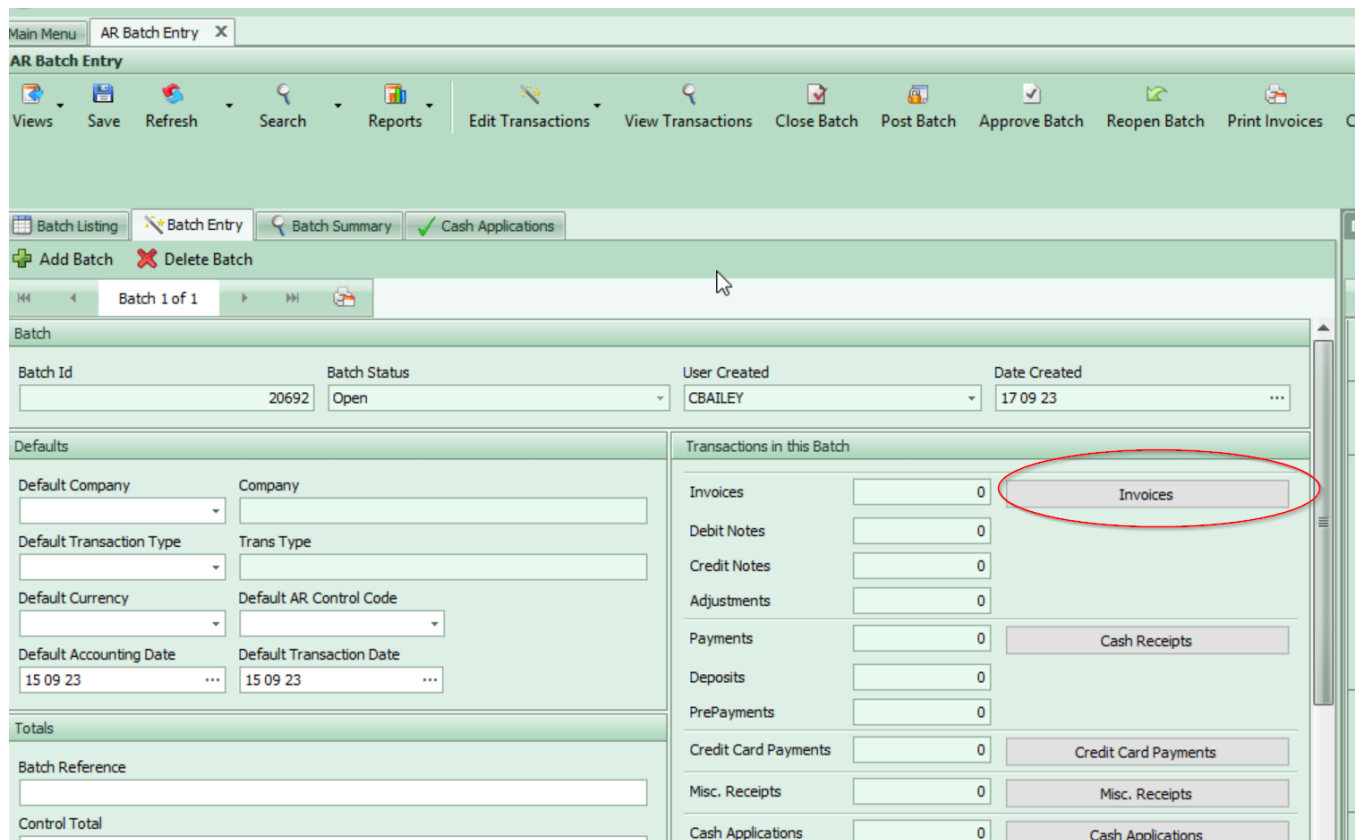
There are three deferred revenue recognition types that can be set:

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



Batch Id	Batch Status	User Created	Date Created
20692	Open	CBAILEY	17 09 23

Default Company	Company

Default Transaction Type	Trans Type

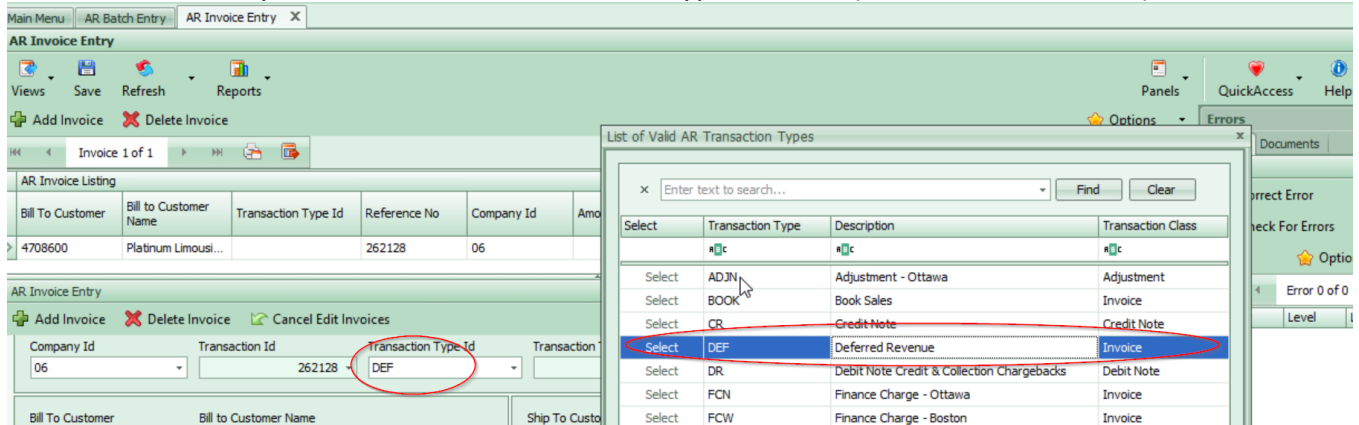
Default Currency	Default AR Control Code

Default Accounting Date	Default Transaction Date
15 09 23	15 09 23

Totals	
Batch Reference	
Control Total	

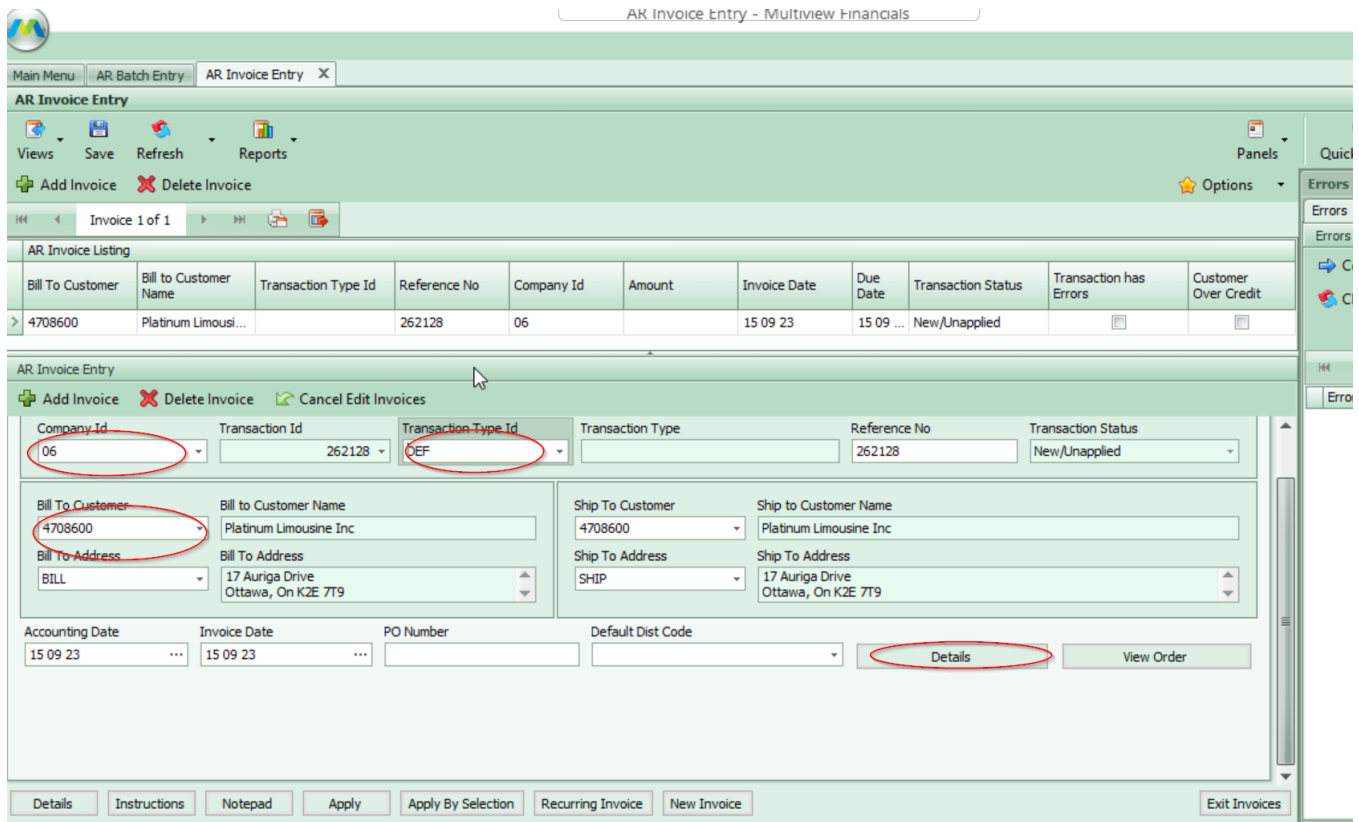
Transactions in this Batch	
Invoices	0
Debit Notes	0
Credit Notes	0
Adjustments	0
Payments	0
Deposits	0
PrePayments	0
Credit Card Payments	0
Misc. Receipts	0
Cash Applications	0

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



The screenshot shows the 'AR Invoice Entry' screen with the 'List of Valid AR Transaction Types' dialog box open. The 'DEF' transaction type is highlighted in the list, and its description 'Deferred Revenue' is visible. The 'Transaction Type Id' field in the main form is also highlighted with a red circle.

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 screenshot shows the 'AR Invoice Entry' screen with the 'Details' tab selected. The 'Transaction Type Id' field is highlighted with a red circle. The 'Company Id' field is also highlighted with a red circle. The 'Bill To Customer' field is highlighted with a red circle. The 'Ship To Customer' field is highlighted with a red circle. The 'Details' button is highlighted with a red circle.

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 Limousine Inc	DEF	262128	06		15 09 23	15 09 ...	New/Unapplied		

Select Details -> Select Deferral Type

Main Menu | AR Batch Entry | AR Invoice Entry X

AR Invoice Entry

Views | Save | Refresh | Reports

+ Add Line | X Delete Line | Calculate Taxes for all lines

Line 1 of 1

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

Line Details

Product

Product Type Id: Product Id: Product Information:

Line: Full Description:

PO Number:

Quantity and Price

Quantity: UOM: Sales Unit Price:

Price Discount Pct: Quality Pct:

AR Company Id: AR Control Code: AR Tax Group Id:

Dist Code Id: Project Id:

Deferral Type

- None
- Unconditional
- Conditional
- Conditional Upon Payment

None

Transaction Line User

Start Address:

User Defined 2: Not Used

User Defined 3: Not Used

User Defined 4: Not Used

User Defined 5: Not Used

Totals

Subtotal:

Tax Amount:

Total Amount:

Main Menu | AR Batch Entry | AR Invoice Entry X

AR Invoice Entry

Views | Save | Refresh | Reports

+ Add Line | X Delete Line | Calculate Taxes for all lines

Line 1 of 1

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

Product Type Id: Product Id: Product Information:

Line: Full Description:

PO Number:

Quantity and Price

Quantity: UOM: Sales Price UOM: Sales Unit Price:

Price Discount Pct: Quality Pct:

Deferral Type

- Unconditional

Line Id:

AR Company Id: AR Control Code: AR Tax Group Id:

Dist Code Id: Project Id:

GL Dist

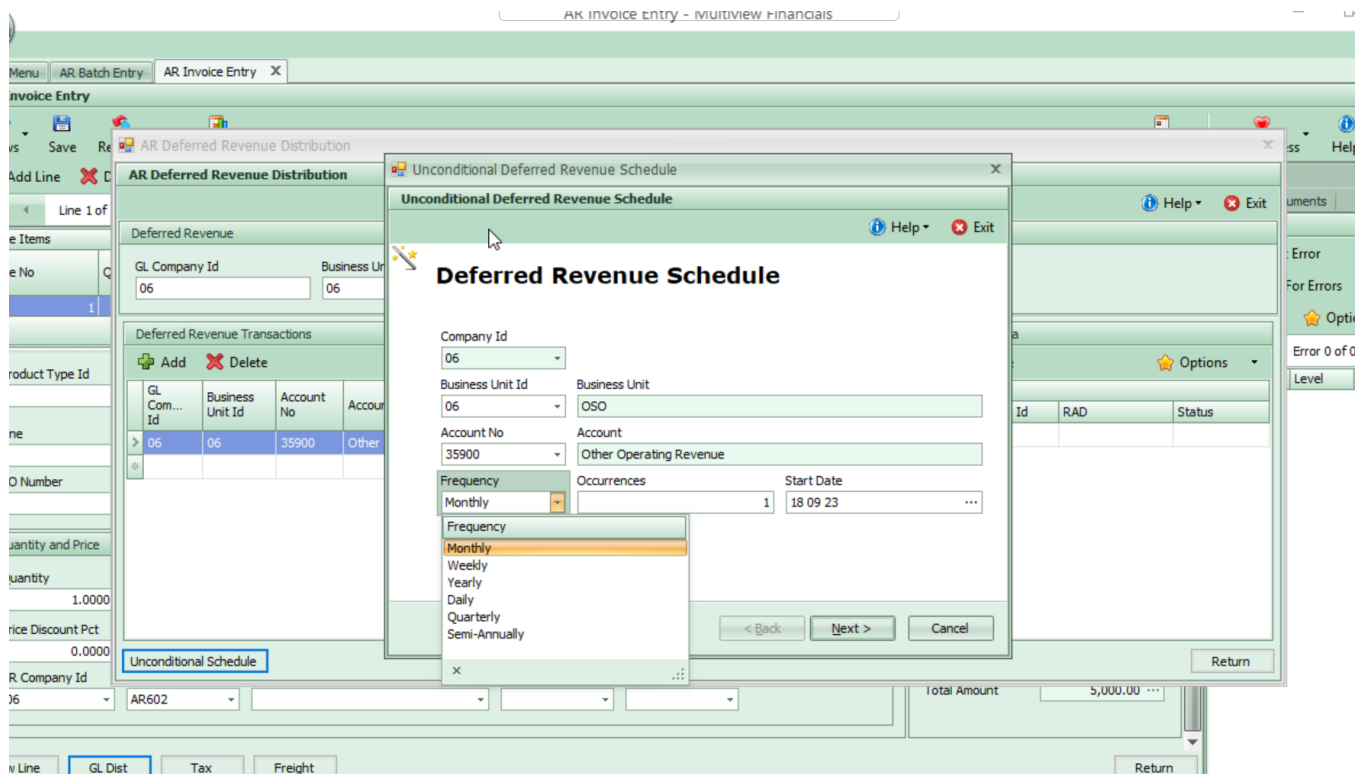
Totals

Subtotal:

Tax Amount:

Total Amount:

- 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 Invoice Entry - Multiview Financials

Menu AR Batch Entry AR Invoice Entry X

Invoice Entry

AR Deferred Revenue Distribution

Unconditional Deferred Revenue Schedule

Deferred Revenue Schedule

Company Id: 06

Business Unit Id: 06 Business Unit: OSO

Account No: 35900 Account: Other Operating Revenue

Frequency: Monthly Occurrences: 1 Start Date: 18 09 23

Frequency options: Monthly, Weekly, Yearly, Daily, Quarterly, Semi-Annually

Buttons: < Back, Next >, Cancel, Return

Background window: AR Invoice Entry

Deferred Revenue Transactions

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

Buttons: Add, Delete

Unconditional Schedule

GL Dist: AR602

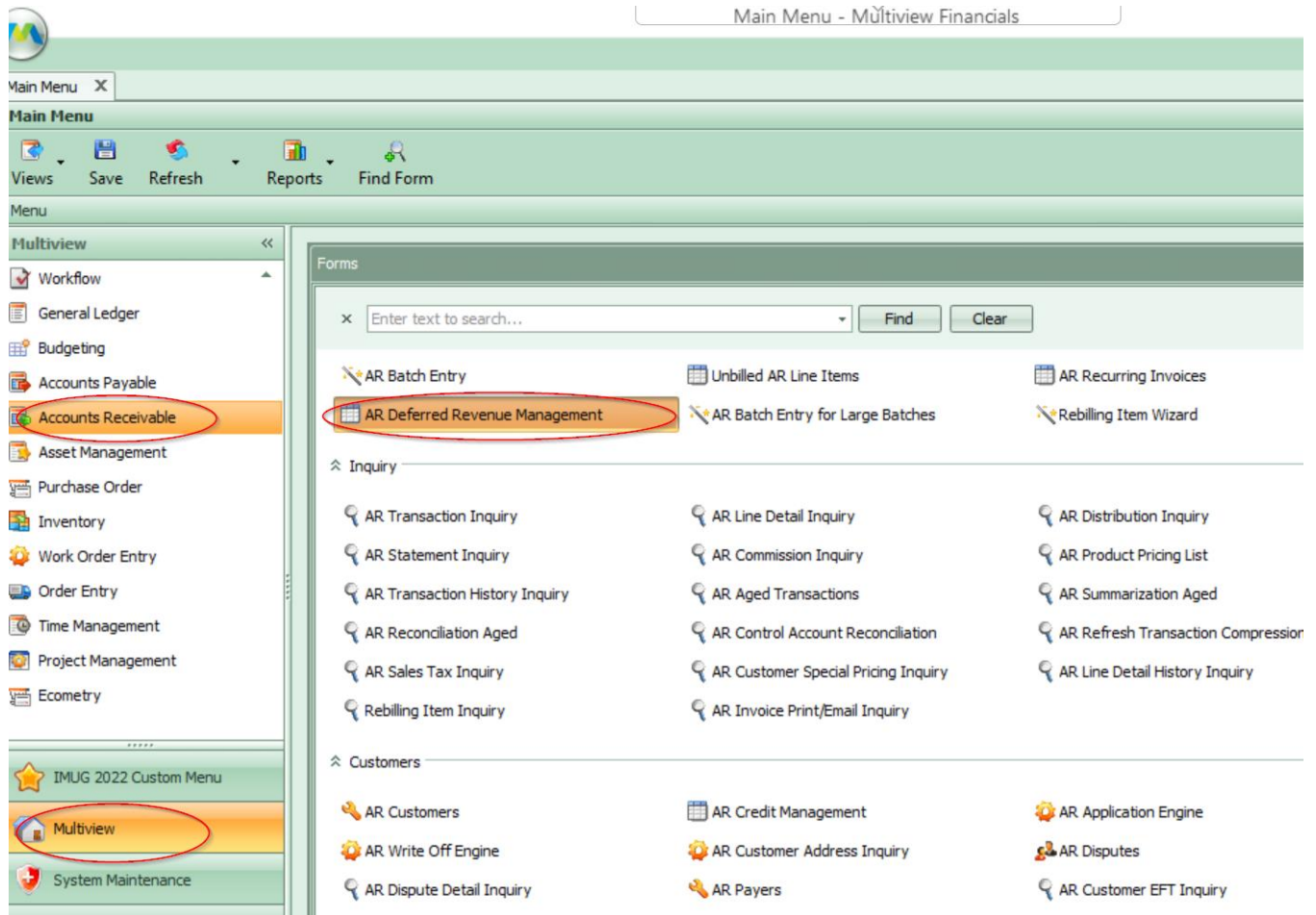
GL Dist Tax Freight

Total Amount: 5,000.00

AR Deferred revenue management

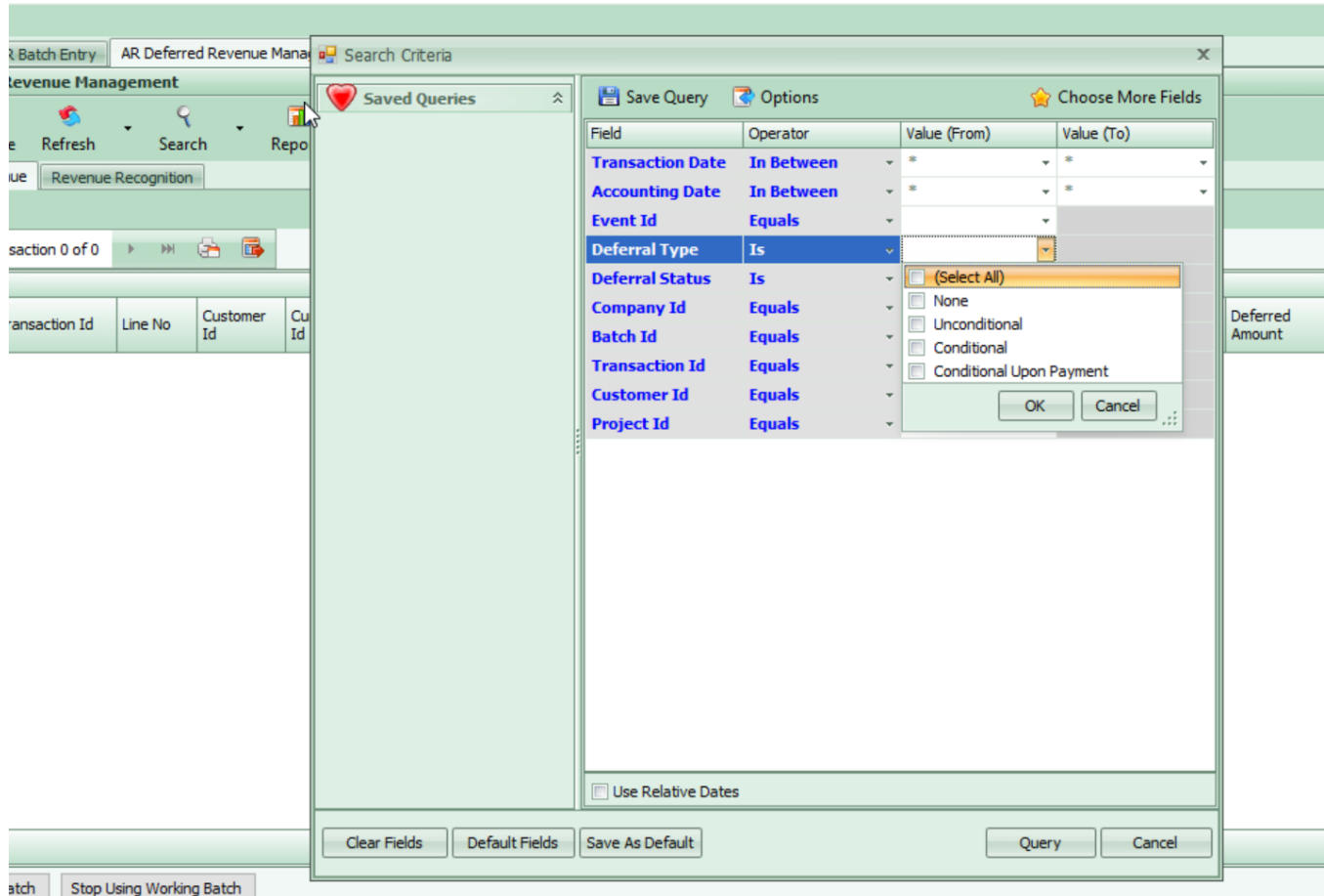
Here you can view the AR invoices that are associated with deferred revenue.

Accounts Receivable -> AR deferred revenue management.



The screenshot displays the 'Main Menu - Multiview Financials' interface. On the left, the 'Main Menu' is visible with a search bar and icons for Views, Save, Refresh, Reports, and Find Form. Below this, the 'Menu' section lists various financial management options. The 'Accounts Receivable' option is highlighted, and within it, 'AR Deferred Revenue Management' is circled in red. The right pane shows a grid of forms, including 'AR Batch Entry', 'Unbilled AR Line Items', 'AR Recurring Invoices', and 'AR Batch Entry for Large Batches'. A search bar at the top of the forms section allows for text-based searching. The bottom of the interface shows the 'IMUG 2022 Custom Menu' with 'Multiview' highlighted.

On the search criteria screen, search by Deferral Type.



Batch Entry | AR Deferred Revenue Mana | Search Criteria

Revenue Management

Refresh Search Repo

Revenue Recognition

Section 0 of 0

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		

Use Relative Dates

Clear Fields Default Fields Save As Default Query Cancel

Deferred Amount

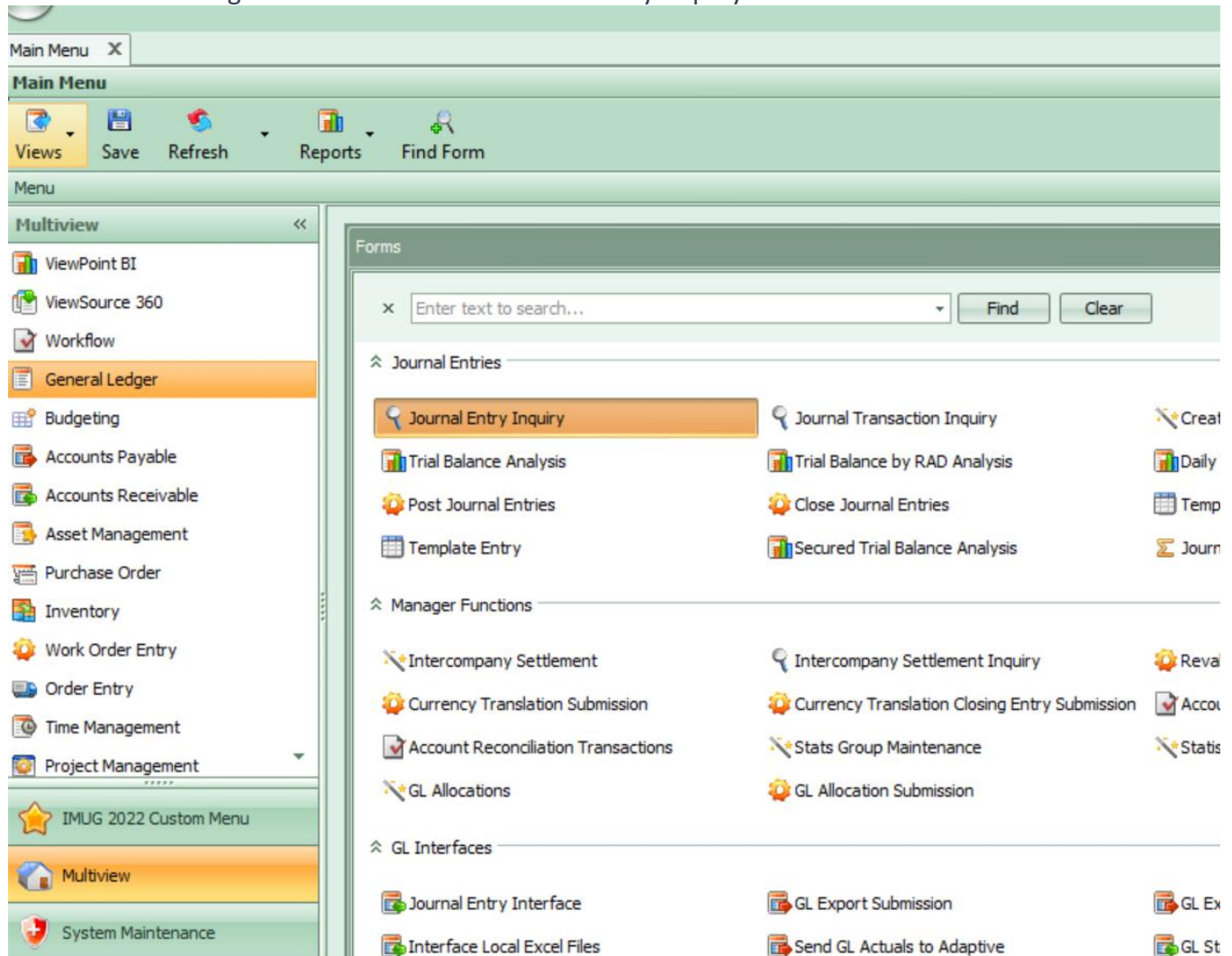
Alerts

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.

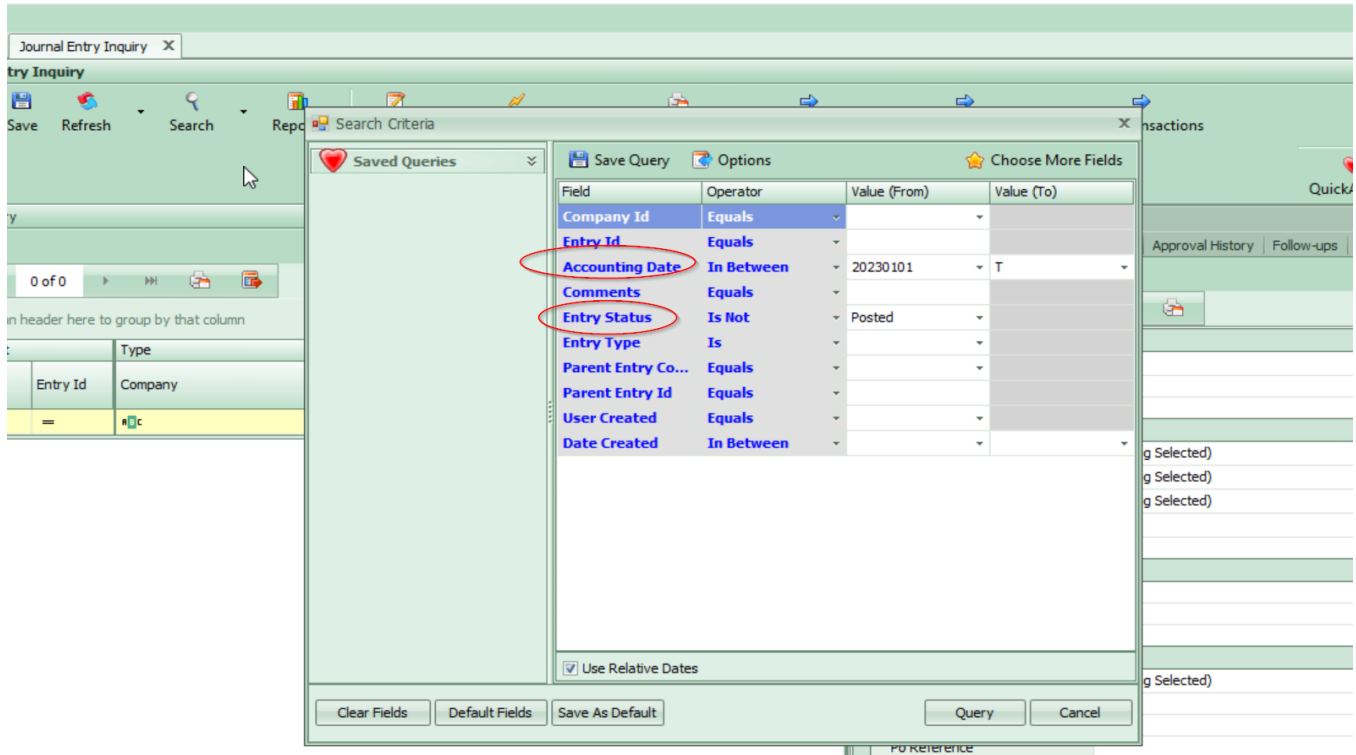
Alerts for Unposted GL entries.

Select General Ledger -> Journal Entries > Journal Entry Inquiry



The screenshot displays the Multiview Financial Software interface. On the left, the 'Main Menu' is visible with options like Views, Save, Refresh, Reports, and Find Form. Below this is a 'Menu' section with a 'Multiview' list containing various modules. The 'General Ledger' module is highlighted. On the right, the 'Forms' section shows a search bar and a list of forms. The 'Journal Entry Inquiry' form is selected and highlighted. Other forms listed include Journal Transaction Inquiry, Trial Balance Analysis, Post Journal Entries, Template Entry, Manager Functions, Intercompany Settlement, Currency Translation Submission, Account Reconciliation Transactions, GL Allocations, GL Interfaces, Journal Entry Interface, Interface Local Excel Files, Journal Transaction Inquiry, Trial Balance by RAD Analysis, Close Journal Entries, Secured Trial Balance Analysis, Intercompany Settlement Inquiry, Currency Translation Closing Entry Submission, Stats Group Maintenance, GL Allocation Submission, GL Export Submission, Send GL Actuals to Adaptive, and GL Ex.

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

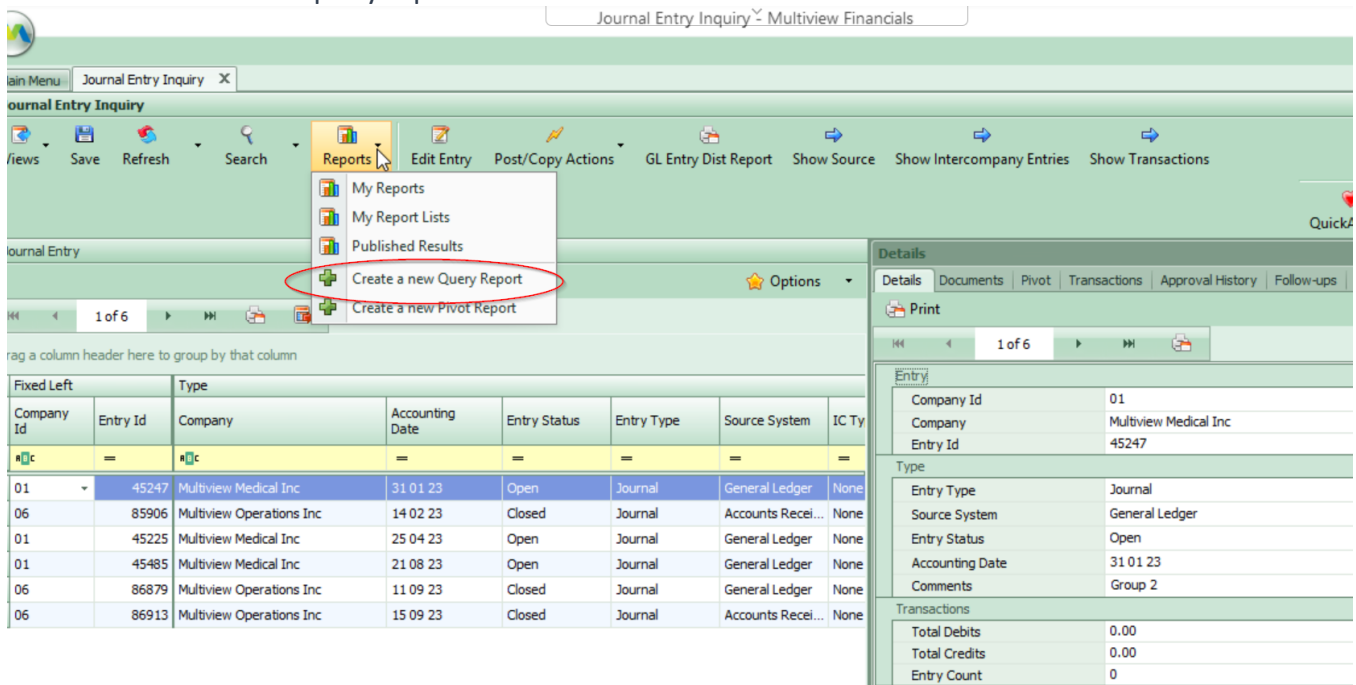


Field	Operator	Value (From)	Value (To)
Company Id	Equals		
Entry Id	Equals		
Accounting Date	In Between	20230101	T
Comments	Equals		
Entry Status	Is Not	Posted	
Entry Type	Is		
Parent Entry Co...	Equals		
Parent Entry Id	Equals		
User Created	Equals		
Date Created	In Between		

☒ Use Relative Dates

Buttons: Clear Fields, Default Fields, Save As Default, Query, Cancel

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



Journal Entry Inquiry - Multiview Financials

Menu: Journal Entry Inquiry X

Buttons: Views, Save, Refresh, Search, Reports, Edit Entry, Post/Copy Actions, GL Entry Dist Report, Show Source, Show Intercompany Entries, Show Transactions

Reports Menu:

- My Reports
- My Report Lists
- Published Results
- Create a new Query Report
- Create a new Pivot Report

Fixed Left	Type
Company Id	Entry Id
01	45247
06	85906
01	45225
01	45485
06	86879
06	86913

Details Pane:

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.

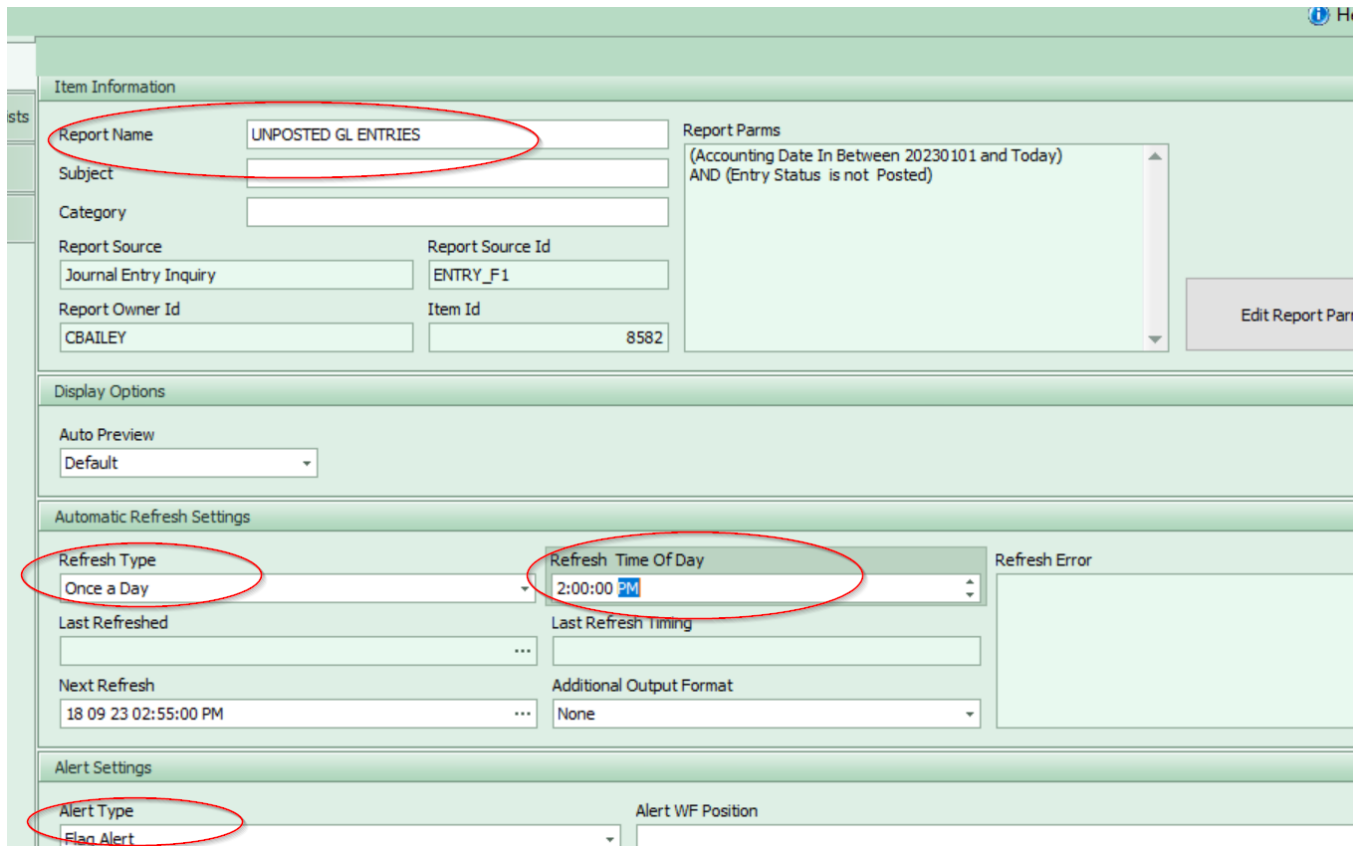
Enter name – Unposted GL entries

Refresh Type – Once a day

Refresh time – 3 pm

Select the alert type of FLAG ALERT

Select OK.



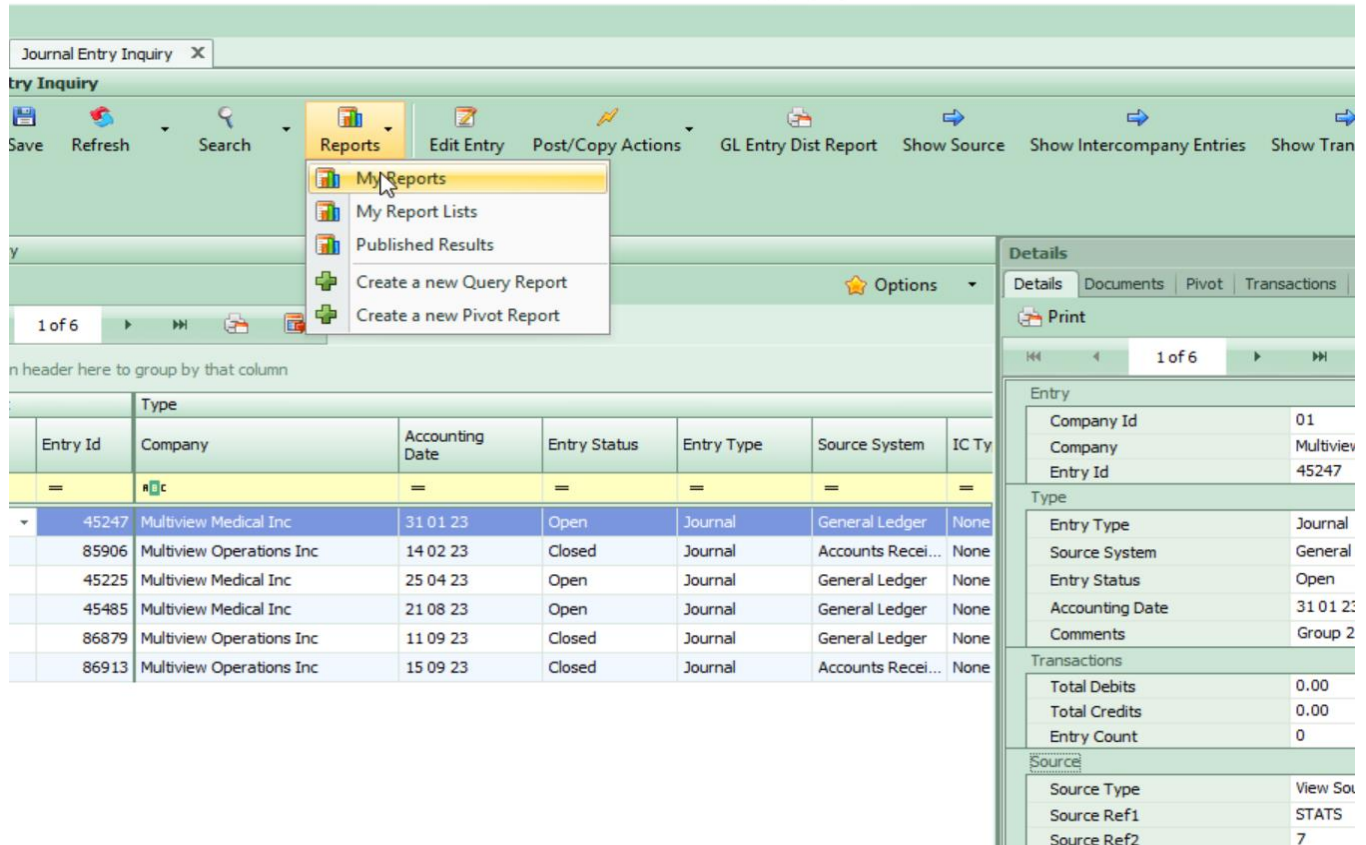
The screenshot shows the 'Item Information' and 'Automatic Refresh Settings' sections of the EME Report Parameters window. The following fields are circled in red:

- Report Name:** UNPOSTED GL ENTRIES
- Refresh Type:** Once a Day
- Refresh Time Of Day:** 2:00:00 PM
- Alert Type:** Flag Alert

Other visible fields include:

- Subject:** (empty)
- Category:** (empty)
- 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:** Last Refreshed: ..., Next Refresh: 18 09 23 02:55:00 PM, Last Refresh Timing: ..., Additional Output Format: None
- Alert Settings:** Alert WF Position: (empty)

View reports under My report list.

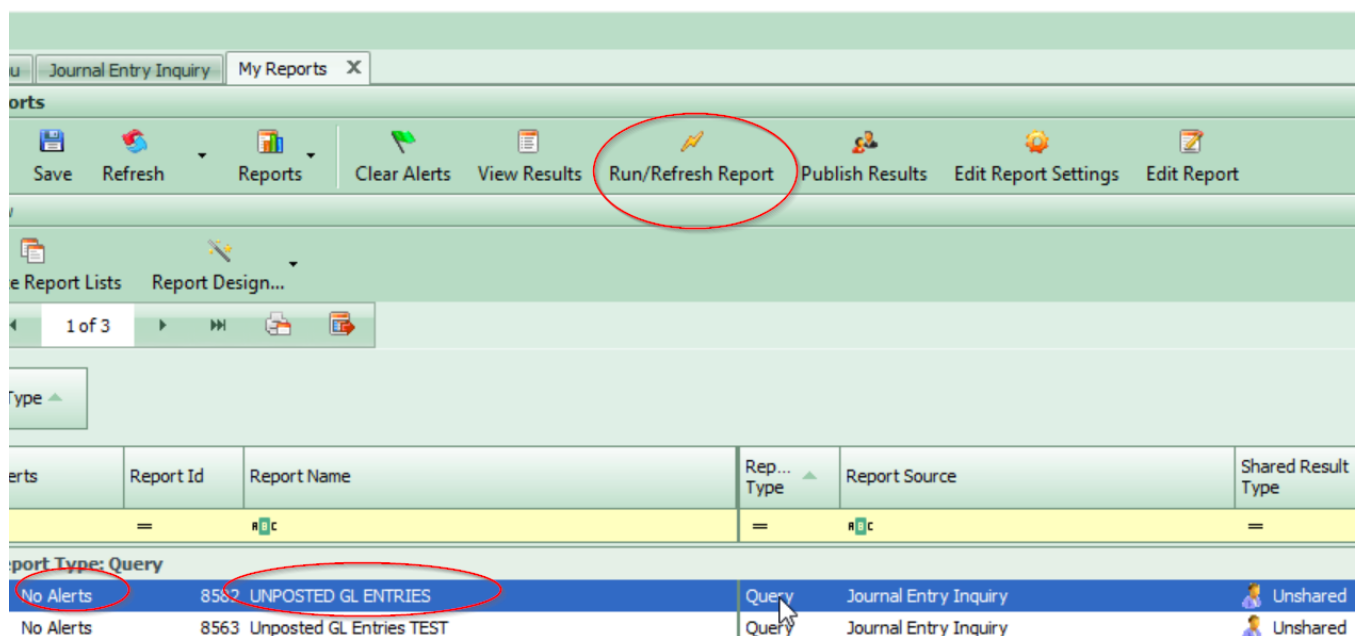


The screenshot shows the 'Journal Entry Inquiry' window. The 'Reports' menu is open, displaying options: 'My Reports', 'My Report Lists', 'Published Results', 'Create a new Query Report', and 'Create a new Pivot Report'. The 'My Reports' option is highlighted. Below the menu, a table of journal entries is visible.

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

On the right, the 'Details' pane shows information for the selected entry (45247):

- Company Id: 01
- Company: Multiview
- Entry Id: 45247
- Entry Type: Journal
- Source System: General
- Entry Status: Open
- Accounting Date: 31 01 23
- Comments: Group 2
- Total Debits: 0.00
- Total Credits: 0.00
- Entry Count: 0
- Source Type: View So
- Source Ref1: STATS
- Source Ref2: 7



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

Report Id	Report Name	Rep... Type	Report Source	Shared Result Type
8552	UNPOSTED GL ENTRIES	Query	Journal Entry Inquiry	Unshared
8563	Unposted GL Entries TEST	Query	Journal Entry Inquiry	Unshared

The 'Report Type: Query' is indicated at the bottom left. The 'No Alerts' button is also circled in red.