

 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

General Ledger

Cut-off dates

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

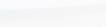
To set the GL Cut-off Date

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												
9												
Main Menu	GL Cut-Off	fDate X										
GL Cut-Off Date												
	1	8	Q	n .		2						
•		resh	Search	Reports	View Un-Posted	Set Cut Off Date Submission						
GL Cut-Off D	Date										Det	
									😭 Options	•		
		_		-					C options			
HI I GL Cut-Off Date 5 of 15 + HI 🔓 🔂												
GL Cut-Of	fDate											
Company I												
Company .	Id	Company			Current Period	From - To	Last Closed	Cut Off Date				
11		Company Multiview Deli	ivery Corp		Current Period	From - To 01/01/2019 TO 31/01/2019		Cut Off Date 30 04 18				
	1						Closed					
11		Multiview Deli Multiview Pac		iny	1901	01/01/2019 TO 31/01/2019	Closed 1812	30 04 18			Set	
11 12		Multiview Deli Multiview Pac Multiview Der	king Corp		1901 1901	01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019	Closed 1812 1812	30 04 18 30 04 18				
11 12 13		Multiview Deli Multiview Pac Multiview Den Multiview Dist	king Corp molition Compa	Corp	1901 1901 1901	01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019	Closed 1812 1812 1812 1812	30 04 18 30 04 18 30 04 18				
11 12 13 14		Multiview Deli Multiview Pac Multiview Den Multiview Dist	king Corp molition Compa tance Learning mmunication In	Corp	1901 1901 1901 1901	01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019	Closed 1812 1812 1812 1812 1812	30 04 18 30 04 18 30 04 18 30 04 18 31 03 18				
11 12 13 14 15		Multiview Deli Multiview Pac Multiview Der Multiview Dist Multiview Cor	king Corp molition Compa tance Learning mmunication In ining Corp	Corp	1901 1901 1901 1901 2101	01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019	Closed 1812 1812 1812 1812 1812 2012	30 04 18 30 04 18 30 04 18 31 03 18 31 01 21				
11 12 13 14 15 16		Multiview Deli Multiview Pac Multiview Den Multiview Dist Multiview Con Multiview Trai Multiview Med	king Corp molition Compa tance Learning mmunication In ining Corp	i Corp ic	1901 1901 1901 1901 2101 2101	01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2019 TO 31/01/2019 01/01/2021 TO 31/01/2021 01/07/2020 TO 31/07/2020	Closed 1812 1812 1812 1812 1812 2012 2012	30 04 18 30 04 18 30 04 18 31 03 18 31 01 21 30 09 17			Set	







 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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

Aain Menu GL Cut-Off Date Open Transactions X										
Open Transactions ¹ / ₂ Image: Comparison of the second secon										
pen Transactions					😭 Options 🔹					
4 1 of 1	🕨 🖌 🖬									
Company Id	Cut Off Date	Module	Transaction	Number of Transactions	View					
15	31 01 21	GL	Journal Entries		1 View					

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

						Jo	ournal Entry Inc	quiry - Mult	iview Financi	als					
Main I	Menu G	L Cut-Off Dat	e Open Transactions	Journal E	ntry Inquiry X										
Jour	nal Entry	Inquiry				-							-		
3	_ 💾	5	9	.	2 /	A		-	4	4		/	4		
View		e Refresh	Search			Post/Copy Action	GL Entry Di	ist Report S	how Source	Show Intercom	pan	y Entries Sho	ow Transac	tions	
													<		
															QuickAc
lourr	al Entry											etails			QUICKAC
Jouri	idi Litu y													1 -	
	Options Details Documents Privot Transactions Approval His														
144	-	1 of 1)	м 🔒 📑								G	Print Print			
Drag	a column h	eader here to	group by that column	_								H4 4	1 of 1	► ►	6
Fix	ed Left		Type						Audit			Entry			
Co	mpany				Accounting				Date	User		Company Id		15	and the second as the second
Id		Entry Id	Company		Date	Entry Status	Source System	Comments	Created	Created		Company			nmunication Inc
₽ 8 0	:	-	REC		-	-	=	REC	-	R C	⊩	Entry Id Type		1871	
> 15	+	1871	Multiview Communication	n Inc	010121	Open	General Ledger	test	15 03 23	MANAGER		Entry Type		Pre Audit	
<u> </u>												Source Syste	em	General Ledg	er
												Entry Status		Open	
												Accounting D		010121	
												Comments		test	





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

NALING CONTRACTOR

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 F	inancials		
<u> </u>								
Main Menu GL O	ut-Off Date 🗙							
GL Cut-Off Date								
Views Save	🐔 🚬 🥎 Refresh Sear	ch Reports	View Un-Posted	Set Cut Off Date Submission				
GL Cut-Off Date								Details
						🚖 Optior	ns 🔻	🚗 Print
• • GL Cut-	Off Date 8 of 15 🕨	ж 🚖 📑						144 4
GL Cut-Off Date								GL Cut-O
Company Id	Company		Current Period	From - To	Last Closed	Cut Off Date		Compa
15	Multiview Communi	cation Inc	2101	01/01/2021 TO 31/01/2021	2012	31 01 21	*	Curren
16	Multiview Training (Corp	2101	01/07/2020 TO 31/07/2020	2012	30 09 17		Curror
01	Multiview Medical In	nc	1701	01/07/2016 TO 31/07/2016	1612	01 01 18		Set Cut Of
05	Multiview Freight F	orwarding Company	1901	01/01/2019 TO 31/01/2019	1812		-	🚗 Print
06	Multiview Operation	ns Inc	1902	01/08/2018 TO 31/08/2018	1901		=	Set Cut O
07	Multiview Logistics	Inc	1901	01/01/2019 TO 31/01/2019	1812			Cut Of
02	Multiview Distribution	on Co	1901	01/01/2019 TO 31/01/2019	1812	30 04 18		Cut O
LH	Bridget St Home		1901	01/01/2019 TO 31/01/2019	1812			Execut

	🖳 Set Cut Off Date Submission 🗙
2	Parameters Options
Main Menu X	Company Group Id Company Group
Main Menu	
💽 ् 💾 🤹 ् 🖬 ् 🥋	Company Id Company
Views Save Refresh Reports Find Form	Cut Off Date
Menu	
Multiview «	Set for GL Set for AP Set for AR
ViewPoint BI	
🕑 ViewSource 360 × Enter text to sea	arch
Workflow	
General Ledger	
Budgeting	erface
Accounts Payable	xcel Files
A Month Vear Close	
MUG 2022 Custom Menu	
Multiview	
Close Period	
System Maintenance	Submission





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

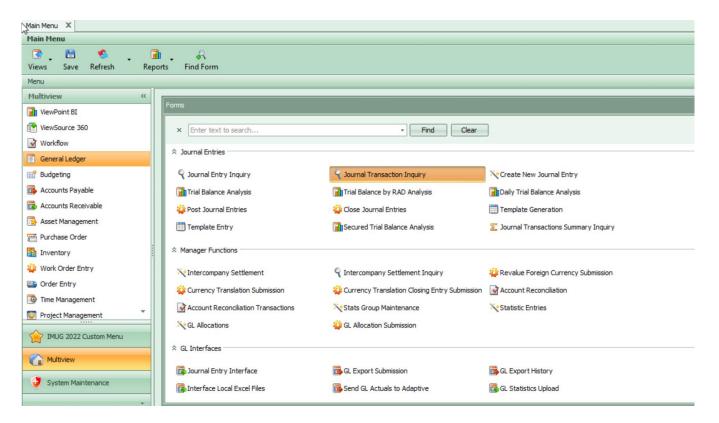
 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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







 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

Select Accounting Date range for the month in review.

	🖳 Search Criteria			х		_	đ	
9	Saved Queries *	💾 Save Query [Options	(Choose More Fields			
Main Menu Journal Transaction Inquiry X		Field	Operator	Value (From)	Value (To)			
Journal Transaction Inquiry		Company Id	Equals		,			
💽 💾 🤹 ् २ 🚬 🖬		Business Unit Id	Equals			•	÷ _	0
Views Save Refresh Search Reports		Chart Id	Equals			Panels	QuickAccess	Help
Transactions	1	Account No	Equals					
	1	Currency Id	Equals	-				
	k −	Entry Id	Equals	*				Option
144 4 0 of 0 🕨 🙌 🚰 ট	45	Base Curr Amount	Equals	•				0 option
Drag a column header here to group by that column		Amount	Equals					
Fixed Left Transaction		Remarks	Equals					
Company Entry Id Business Account No.	1	Comments	Equals					
Id Unit Id		Entry Status	Is					
		Data Type	Is			selected)		
		Entry Type	Is	-				
		Source System	Is		,			
		Accounting Date	In Between	-	*			
		Date Created	In Between	*	* •			
		User Created	Equals			g Selected)		
		Use Relative Dates						
	Clear Fields Default Fields	Save As Default		Que	ry Cancel			
	Derault Fields	Save As Default		Que	Cancel			

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

Main Menu X		Press Esc to exit full screen	
Main Menu			
Views Save Refresh Repor	· · · · ·		
Menu			
Multiview «	_		
ViewPoint BI	Forms		
ViewSource 0	× Enter text to search	- Find Clear	
Workflow General Ledger	☆ Journal Entries		
Budgeting	🗣 Journal Entry Inquiry	\mathbb{Q} Journal Transaction Inquiry	🎌 Create New Journal Entry
Accounts Payable	Trial Balance Analysis	Trial Balance by RAD Analysis	Daily Trial Balance Analysis
🔂 Accounts Receivable	🙀 Post Journal Entries	Close Journal Entries	Template Generation
📑 Asset Management	Template Entry	Secured Trial Balance Analysis	🔀 Journal Transactions Summary Inquiry
Purchase Order			
San Inventory	☆ Manager Functions		
Work Order Entry	X Intercompany Settlement		🙀 Revalue Foreign Currency Submission
Order Entry	🙀 Currency Translation Submission	🙀 Currency Translation Closing Entry Submission	Account Reconciliation
Time Management	Account Reconciliation Transactions	Stats Group Maintenance	Statistic Entries
Project Management	CL Allocations	GL Allocation Submission	
MUG 2022 Custom Menu	<u></u>		
	☆ GL Interfaces		
Multiview	📴 Journal Entry Interface	GL Export Submission	GL Export History
System Maintenance	Therface Local Excel Files	Send GL Actuals to Adaptive	🔂 GL Statistics Upload

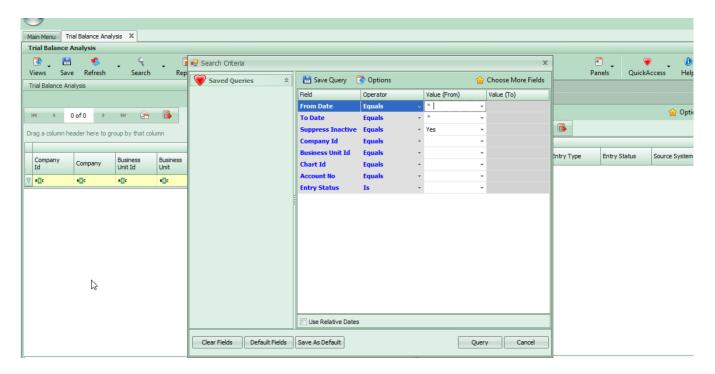




 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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.

Journal Transaction Inquiry - Multiview Financials											
<	9										
M	lain Menu Jo	urnal Transaction	n Inquiry X								
J	ournal Trans	action Inquiry									
	۲ 🔁 🤇	٠.	۹	, 💼	•	t	⇒	۵.			
۱ ا	/iews Save	e Refresh	Search	Reports	Show Jo	urnal Show	Source Rev	erse/Copy	Show Reconcilation		
1	Transactions Pivot										
									🚖 Options	Details Pivot Follow-ups	
	44 4	L of 571 →	ж 😤		😁 Print Pivot 🛛 📉 Graph Wizard 🧯						
					_	B					
8	sag a column he	ader here to gro	oup by that colur	nn							
	Fixed Left		Transaction						Comments	Arr Business Unit	
	Company Id	Entry Id	Business (Unit Id	Account No	Amount	Currency Id	Accounting Date	Data Type	Remarks	Amount 👌 Currency Id 🔺 🖗	
7	RBC	=	RBC	REC	=	RBC	=	=	R B C	Company A US	
>	01 -	44483			100.00	US			Batch 30949	01 \$1,179.00	
	01	44483	01	115000	-100.00	us	13 01 22	Inter-Comp.	01-015552/TESTNEG/		
		11105			100.00		10 01 22	and comp.		06 (\$300.00)	
	06	85725	06	215000	100.00	US	13 01 22	Inter-Comp.	01-015552/TESTNEG/	30.00	
	06	85725	06	400014	-100.00	US	13 01 22	Inter-Comp.	01-015552/TESTNEG/	Grand Total \$879.00	







 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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

C	9														
Mi	ain M	enu Jou	Irnal Transaction	n Inquiry X											
J	ourn	al Transa	ction Inquiry												
	💽 iews	Save	S Refresh	•	• 🚮 Reports	Show Jo		Source Rev	arse/Cop	y Sł	low Reconcilation				Panel:
Т	ransa	actions											Pivot		
											🚖 Options	•	Details Pivot Fo	low-ups	
H	н	∢ 1	of 571 🔸	H 🔁									音 Print Pivot 👘	🔆 Graph Wizard	音 Print Grap
	-														
9	ccou	nt No 🔺	$\left \right\rangle$										Business Unit	Account No	1
	Fixe	d Left		Transaction							Comments	_			-
	Com Id	pany	Entry Id	Business Unit Id	Account _	Amount	Currency Id	Accounting Date	Data T	pe	Remarks		Amount	27 Currency Id ▲	
7	RBC		=	80C	REC	-	REC	=	=		RBC			US	
>	Ξ,	Account N	lo: 100009							*****			01	\$1,179.00 \$0.00	-
		01	44522	01	100009	-100.00	US	01 02 22	Inter-C	omp		-	06	(\$300.00)	
		01	44643	01	100009	-500.00	US	24 03 22	Inter-C	omp			16	\$0.00	
		01	44682	100	100009	-500.00	US	27 04 22	Inter-C	omp			Grand Total	\$879.00	
	-	Account N	lo: 100010				Add New	Summary	•						
		01	44564	01	100010	-1,149.26	∑ Sum		i	al	AP Check Run 16714 dated 01 02 22				
		06	85825	601	100010	100.00	Min			al					
		01	44523	01	100010	-500.00	, Max			omp					
		01	44542	01	100010	-500.00			-	omp					
		06	85888	601	100010	200.00	N Count			al	Platform Prepayment				
		06	85907	601	100010	239.4	∑/n Average			al					
		01	44602	01	100010	-500.00	None			omp					
		06	85930	601	100010	500.00	💼 Copy Tot	al To ClipBoard	1	al		-			
4		879.00 × ♀ [Currency Id] = 'US'													

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

Main							Journal Tra	insaction Ind	quiry - Multiview Finar	cials	
Main Menu Journal Transaction Inquiry X Journal Transaction Inquiry											
Jou	irnal Trar	nsaction Inquiry									
3) L	🗄 🧐	• 9	• 🖬	• 🔿	6	⇒	۵.			
View	ws Sa	ave Refresh	Search	Reports	Show Jo	urnal Show	Source Reve	erse/Copy S	how Reconcilation		
Trar	nsactions									Pivot	
									😭 Options 🔹	Details Pivot Follo	ow-ups
144	4	1 of 571 →	ж 🔒							Print Pivot	🗧 Graph Wizard 🔰 👍 Print
144											
Drag	g a column	header here to gro	up by that colu	mn							
Fi	ixed Left		Transaction						Comments	27 Business Unit	Account No
Co	ompany d	Entry Id	Business Unit Id	Account No	Amount	Currency Id	Accounting Date	Data Type	Remarks	Amount	Arr Currency Id ▲ 💡
9 P	BC	=	RBC	RBC	-	RBC	=	-	R 🛛 C 📥	🔄 Company 🔺	US
> 0:	1		01	210005	100.00	US	13 01 22	Financial	Batch 30949	01	\$1,179.00
-				445000			40.04.00		01-015552/TESTNEG/	05	\$0.00
0:	1	44483	01	115000	-100.00	US	13 01 22	Inter-Comp		06	(\$300.00)
06	6	85725	06	215000	100.00	US	13 01 22	Inter-Comp	01-015552/TESTNEG/	16	\$0.00
-	<i>c</i>	05705	00	400014	100.00		12.01.22	Tabas Carro	01-015552/TESTNEG/	Grand Total	\$879.00
06	0	85725	00	400014	-100.00	05	13 01 22	Inter-Comp			
4										× 🔽 [Currency Id] =	'US'





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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		
	in _ ports	
Batch Listing Batch Entry		
Batch Entry		
🐈 Add Batch 🛛 💢 Delete Batch		
Ref 🔹 Batch 0 of 0 🔸 🕬 😤		
Batch		
Entry Id Batch Statu	us Original Entry Id	
31831 - Open	*	
Company Id Company		
06 Multiview 0	Operations Inc	
Accounting Date	Batch Has Errors Vouchers	Prevent Additional Pre Vouchers
Defaults		
Deraults		
Default Bank Id Default Ban		count
CBT ~ 06	✓ AP06	*
Control Totals		
Control Total Total Entered		User Created Date Created
	0.00 ··· 0	· · · · · · · · · · · · · · · · · · ·
Vouchers		Post to GL Process GL Reopen





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

-Create a pre-payment voucher.

Main Menu AP Voucher Entry X					
AP Voucher Entry					
C E S C Entresh Search Reports					
Vouchers					
Add Vouchers 🔀 Delete Vouchers 🤤 Find Vouchers	ers 🔜 Move Voucher	🛃 Review Taxes			
H4 Vouchers 1 of 1 ► H4 ✓ × Vendor Id Purchase Order No.		Invoice No	Invoice Date	According Date	15
Vendor Id Purchase Order No.	Prepayment	555	17 07 23	Accounting Date	
	Transaction Type	355	170723	1/0/25	
Currency Id Invoice Amount US 650.00 ···	Employee Expense				
05 + 650.00	Advance			··· Details	
	Deposit				
Vendor User Defined Voucher Payment	Freight Invoice Prepayment				
Vendor Id Vendor Name	Adjustment				
06-486527 A LITTLE EXTRA	Scheduled	•			
Pay To Vendor Entity Name	×	.::			
06-486527					
Address Id 17 Auriga Drive Ottawa, On K2E 7T9					<u>^</u>
CR Ottawa, On K2E 719					- II
Pay To Address 17 Auriga Drive					
CR.					<u>^</u>
					-
Billing Account Number					
1099 Details Check F/X Details Match PO	Landing Costs				Return

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

Main Menu AP Voucher Entry X							
AP Voucher Entry							
💽 💾 🔹 ्	۹ . 🖬 .						
	Search Reports						
Vouchers							
🖶 Add Vouchers 🛛 💥 Delete Vo	uchers 9 Find Vouche	rs 🗈 Move Vouche	r 📝 Review Ta	ixes			
	××						
	rchase Order No.	Transaction Type	Invoice N	lo	Invoice Date		Accounting Date
06-486527 -	•	Prepayment	•		17 07 23		17 07 23
	voice Amount	Internal Remarks					
US -	650.00 ···	Public Remarks					Details
	\frown						
Vendor User Defined Voucher	Payment						
Payment	\smile						
Payment							
Bank Id	Bank Account	Account	lame	Check Type			
СВТ	· 06			System			
Payment Terms Id	Due Date	Check Gro	oup Id	Separate Ch	eck		
	· 17 07 23			-			
Discount Date	Discount Amount	Discounta	ble Amount	Amount Distr	ibuted	Total T	ax
					0.00 ···		
Prepayment/Deposit/Advance				Paid Invoice Informat	tion		
Control Acct	Expiry Date			Pending Check Series	2		
PP06 -		··· Create/Maintain	Amortization		-		
Remarks				Pending Check Numb	er		
Remarks							
				Pending Check Date			
1099 Details Che	ck F/X Details Match PO	Landing Costs					Ret





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

-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 Entry - Multiview Financials
Main Menu AP Voucher Entry Amortization Schedules Entry X	
💽 🚬 💾 🤹 😳 💼 📜	
Views Save Refresh Reports	
×	
Amortization Schedules	
•	
Terms	
Frequency Monthly	
No of Occurrences Frequency	
Accounting Start Date Bi-Yearly	
Weekly	
Post Immediately Monthly	
Bi-Monthly	
Quarterly	
×	
×	
	mortization Schedules Entry - Multiview Financials
<u> </u>	
Main Menu AP Voucher Entry Amortization Schedules Entry X	
C 😫 🤹 🔒 💼	
Views Save Refresh Reports	
Amortization Schedules	

Terms		
Frequency	Monthly	-
No of Occurrences		2
Accounting Start Date	15 09 23	
rose innediately		





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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

	Amortization Schedule	es Entry - Multiview Financials		
<u></u>				
Main Menu AP Voucher Entry Amortization Schedules Entry X				
			6	
Views Save Refresh Reports				nels Quic
			10	Care Care
Amortization Schedules				
				Vouche
				Co
Distributions/RADs To Use				Vo Ve
	0		A	En
Add Distribution 🔀 Delete Distribution	🚖 Options 🝷 🔮	Add RAD 🔀 Delete RAD	😭 Options 🔻	In
🙌 🖣 Distribution 1 of 1 🕨 🍽 🔁 📴	144	🔹 RAD 1 of 1 🕨 🙌 📑		In
Business Business Unit Chart Id Account Account	Distribution	AD Type Id RAD Type RAD Id	RAD Status	Ac
Unit Id Business Onit Chart Id No Account	Percentage > v		A LITTLE EXTRA 😔 Valid	In
> 06 OSO 01 600015 - Advertising	100 *			Cu
*				Cu
				Ex
				Pa
	:			Pa Tr
				Vouche
				Se
				De
				Or
				Qty
				Price
				Am. GL .
				Lin
	100.00			Dis.
				Line Dis
				Dis.
		< Bac	Finish Cancel	Bu

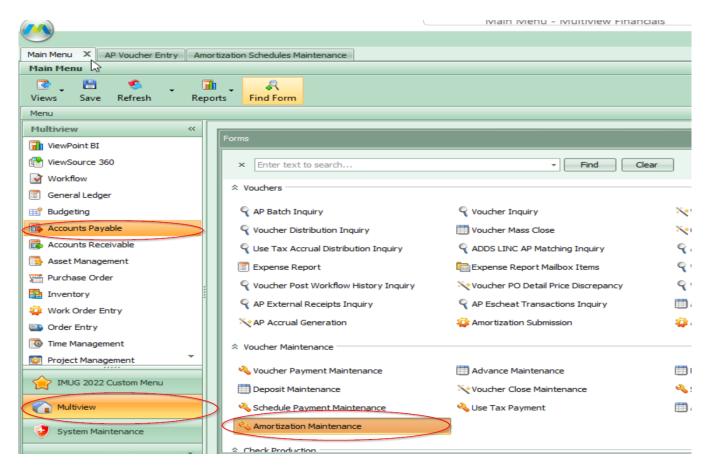




 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

Amortization Maintenance - To view processed and scheduled transactions.



						Amortizati	on Schedules M	aintenan	ce - Multivi	ew Financial	s		
Main Menu	AP Voucher En	Amortiz	ration Schedu	ules Maintenance	×								
Image: Source of the search in the searc											Panels C		
44 4 So	chedule 0 of 2	► ₩	6 6	lionize selected sc							V Jelech	options	Correct
Selection	Voucher Info			1		Line Distribu	ition Details		Schedule		1		🔨 Check F
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	144 4
	ROC	= 555	=	ROC	RBC	ROC	R C	R II C	-	-	=	= 📀 Processed	
	06	555	17 07 23	06-486527	A LITTLE EXT	600	Balance Sheet	01	521	15 09 23	325.0	0 🥝 Processed	Error

3





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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

Main Menu AR Batch Entry X	
AR Batch Entry	
😨 💾 🧐 🤉 🖓 🚮 🔌 Views Save Refresh Search Reports Edit Transactions View	Q Image: I
views save keitesn search kepoits Eur transactions view	Transactions close batch Post batch Approve batch Reopen batch Print involces of
🛗 Batch Listing 🕅 Batch Entry 🤤 Batch Summary 🗸 Cash Applications	
👍 Add Batch 🛛 💢 Delete Batch	
He Heatch 1 of 1 > >> Heatch 1 of 1	8
Batch	
	n
Batch Id Batch Status	User Created Date Created
20692 Open •	CBAILEY • 17 09 23 ••••
Defaults	Transactions in this Batch
Default Company Company	
· · · · · · · · · · · · · · · · · · ·	
Default Transaction Type Trans Type	Debit Notes 0
· · · · · · · · · · · · · · · · · · ·	Credit Notes 0
Default Currency Default AR Control Code	Adjustments 0
• • •	Payments 0 Cash Receipts
Default Accounting Date Default Transaction Date	
15 09 23 15 09 23	Deposits 0
Totals	PrePayments 0
Batch Reference	Credit Card Payments 0 Credit Card Payments
	Misc. Receipts 0 Misc. Receipts
Control Total	Cash Applications 0 Cash Applications





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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

Main Menu AR Batch Entry AR Invoice Entry X

A	R Invoice Entry													
	/iews Save	•	ports								Panels	Quic	🤴 kAcc	ess Help
		X Delete Invoice							T	2		rrors	_	
H	Invoice	1 of 1 → →H	🚖 📑				ľ		Transaction Types			-	Do	ocuments
AR Invoice Listing														
	Bill To Customer	Bill to Customer Name	Transaction Type Id	Reference No	Company Id	Amo								ct Error
		Name					4	Select	Transaction Type	Description	Transaction Class		heck	k For Errors
>	4708600	Platinum Limousi		262128	06				REC	REC	RBC			🔶 Optio
						-		Select	ADJN	Adjustment - Ottawa	Adjustment			
F	AR Invoice Entry					_	4	Select	BOOK	Book Sales	Invoice		•	Error 0 of 0
C		💢 Delete Invoice	e 🛛 🖄 Cancel Edit Inv	/oices			L	Select	CR	- Credit Note	Credit Note			Level I
1	Company Id	Trans	action Id	Transaction Type	Id Transa	ction '		Select	DEF	Deferred Revenue	Invoice	>		
	06	-	262128 -	DEF) - L			Select	DR	Debit Note Credit & Collection Chargebacks	Debit Note			
ł						_		Select	FCN	Finance Charge - Ottawa	Invoice			
ļ	Bill To Customer	Bill to	Customer Name		Ship To	Custo		Select	FCW	Finance Charge - Boston	Invoice			

<u>~</u>		AR Invoice Entr	y - Multiview H	inancials	5					
Main Menu AR Batch Entry AR Invoice Entry X										
AR Invoice Entry										
💽 💾 🤹 🔒 🔒							-	- [
Views Save Refresh Reports							Panels	Quicl		
🖶 Add Invoice 🛛 💢 Delete Invoice							🚖 Options 🛛 🝷	Errors		
HI Invoice 1 of 1 >> >> Constraints Constr										
AR Invoice Listing										
Bill To Customer Bill to Customer Transaction Type Id Reference	e No Company Id	Amount	Invoice Date	Due Date	Transaction Status	Transaction has Errors	Customer Over Credit	- G - G - G		
> 4708600 Platinum Limousi 262128	06		15 09 23	15 09	New/Unapplied					
AR Invoice Entry		*						144		
Company Id Transaction Id Transact 06 V 262128 V DEF	ion Type Id Transa	action Type		Reference 262128		ransaction Status New/Unapplied	^	1		
				202120	[New/Unapplied				
Bill To Customer Bill to Customer Name	Shin To	Customer	Ship to Custome	r Name						
4708600 Platinum Limousine Inc	47086		Platinum Limous							
Bill To Address Bill To Address	Ship To	Address	Ship To Address							
BILL - 17 Auriga Drive	▲ SHIP		17 Auriga Drive	:			A			
Ottawa, On K2E 7T9	_		Ottawa, On K2	E 7T9						
Accounting Date Invoice Date PO Number	Defa	ult Dist Code								
15 09 23 ···· 15 09 23 ····			•	<	Details	View Orde	er			
Details Instructions Notepad Apply Apply B	y Selection Recurring Inv	voice New Invoice	e				Exit Invoices			





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

Select Details -> Select Deferral Type

\smile													
11	R Batch Entry	AR Invoice Ent	ух										
AR Invoice En													
💽 🚬 🖻		🖕 🖬 .											
Views Sav	e Refresh	Reports											
👍 Add Line	🔀 Delete Lir	ne 👯 Calo	ulate Taxes fo	r all lines									
HA A LI	ne 1 of 1	HH 🔁											
Line Items													
Line No	Quantity	NOU &	Sa	ales Unit Price	Product Type Id	Product Id	Line		Project I	d	Subtotal		Tax Amount
								_				_	
>	1	1.0000 EACH		5000.000000	1							0.00	1
												0.00	
Line Details												Transact	tion Line User
Product												Start Ad	Idress
Product Typ	e Id	Product Id			Product Infor	mation							
											^	User De	
											-	Not Use	
Line					Full Descriptio	<i></i>				18		User De Not Use	and the second
0011										·			
PO Number		1	-									User De	
		/	×									Not Use	
Quantity and	Price		Deferral Type			N .						User De	
		(None)						Not Use	ed
Quantity	1.0000 EACH		Unconditional Conditional		US	ency Id	Trans to Base F					Totals	
			Conditional U	pon Payment			1.00	0000	New	v Line			
Price Discour					Line I							Subtota	4 [
	0.0000	100	None			308418						Tax Am	ount
AR Company	y Id AR Co	ntrol Code	AR Tax Group	Id	Dist C	Code Id	Project Id					Tatal An	
New Line	GL Dist	Tax	Freight										
Main Menu AR Ba AR Invoice Entry C B Views Save	S Refresh R	leports	s for all lines									Pane Poptions	els Quick
Ki ine 1	of 1 b bbl	A .											Errors
Line Items													Errors
Line Items			1										
Line No	Quantity	UOM	Sales Unit Price	Product Type Id	Product Id	Line	Project Id	Subtota	1	Tax Amount	Tota	al Amount	🔨 Ch
> 1	1.0000	EACH	5000.0000	00					0.00		0.00		0.00
									0.00		0.00		0.00
Draduct Turner 1	P- 1	et Id		Dead and a	*						Not Used	1	► H4
Product Type Id	Produ	cc 10		Product Info	mation			<u> </u>	User Def	fined 2	User Defin		Error
	· .							-	Not Use	ed	Not Used	1	
Line				Full Descript	ion			_	User Def		User Defin		
								^	Not Use		Not Used		
									User Def		User Defin		
PO Number											Not Used	1	
PO Number									Not Use				
PO Number	e								User Def	fined 5	User Defin	ned 10	
Quantity and Price		Calas Print	LIOM Esta		ilincy Id T	os to Base Pate				fined 5		ned 10	
Quantity and Pric	UOM	Sales Price	UOM Sales	Unit Price Surr 5000.000000 US	jîncy Id Tra	ns to Base Rate 1.000000	NewLine		User Def	fined 5	User Defin	ned 10	=
Quantity and Pric Quantity 1.00	UOM EACH	▼ EACH	-	5000.000000 US	-	ns to Base Rate	New Line		User Def Not Use Totals	fined 5	User Defin	ned 10	=
Quantity and Pric	UOM EACH t Quality Pct	▼ EACH Deferral T	/pe				New Line		User Def Not Use Totals Subtotal	fined 5	User Defin	5000 ···	#
Quantity and Price	UOM EACH t Quality Pct	EACH Deferral T 100 Uncondition	/pe onal	5000.000000 US	Id 308418		New Line		User Def Not Use Totals Subtotal Tax Amo	fined 5 ed	User Defin	5000 ···	#
Quantity and Price Quantity 1.00 Price Discount Pc 0.00	UOM EACH tt Quality Pct	EACH Deferral T 100 Uncondition	/pe onal	5000.000000 US	Id 308418	1.000000	New Line		User Def Not Use Totals Subtotal	fined 5 ed	User Defin	5000 ···	#
Quantity and Price Quantity 1.00 Price Discount Pc 0.00 AR Company Id	UOM EACH tt Quality Pct AR Control Co	EACH Deferral T Uncondition AR Tax Gr	/pe onal	5000.000000 US	Id 308418 Code Id Pro	1.000000	New Line		User Def Not Use Totals Subtotal Tax Amo	fined 5 ed	User Defin	5000 ···	
Quantity and Price Quantity Price Discount Pc 0.00 AR Company Id 06	UOM EACH tt Quality Pct AR Control Co	EACH Deferral T Uncondit	ype pnal pup Id	5000.000000 US	Id 308418 Code Id Pro	1.000000	New Line		User Def Not Use Totals Subtotal Tax Amo	fined 5 ed	User Defin	5000 ···	





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

-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.

)				AK INVOICE ENTRY -	WUITIVIEW FIN	anciais					
/											
Menu AR Batch E	ntry AR Invoice Entry X										
nvoice Entry											
् 🗎 🤞	N									1 💮	()
vs Save Re	🚽 AR Deferred Revenue Distribution							-		X	ss Helj
Add Line 🔀 D	AR Deferred Revenue Distribution	🖳 Unc	conditional Deferred R	tevenue Schedule			Х				
		Uncor	onditional Deferred Re	evenue Schedule					(A)	Help 🔹 🙆 Exit	uments
Line 1 of	Defense 1 Deserver	-				🚺 Help 🗸	🙁 Exit	1			
e Items	Deferred Revenue	×	2			C	•	<u> </u>			Error
e No Q	GL Company Id Business U	<u>``</u>	Deferred R	evenue Sc	hedule						
	06 06		Derenteurit		neutro						For Errors
1										1	🔶 Optio
	Deferred Revenue Transactions		Company Id					a			Error 0 of 0
roduct Type Id	🚽 Add 🛛 🔀 Delete		06 -						<u></u>	Options 🔹	
oudeer ype id	GL Business Account	1	Business Unit Id	Business Unit							Level
	Id Com Unit Id No Account	r	06 -	OSO				Id	RAD	Status	
ne	> 06 06 35900 Other		Account No	Account							
	*	1.	35900 -	Other Operating Rev							
0 Number			Frequency	Occurrences		Start Date					
			Monthly		1	18 09 23					
Jantity and Price			Frequency								
aunaty and Frice			Monthly Weekly								
uantity			Yearly								
1.0000			Daily Quarterly	-							
rice Discount Pct			Semi-Annually		< <u>B</u> ack	Next >	Cancel				
0.0000	Unconditional Schedule		-							Return	
R Company Id			X	.::_			otal Amount		5 000 00	1	
)6 -	AR602 -				*		otal Amount		5,000.00 ···		
v Line GL Dis	t Tax Freight								Return	n	





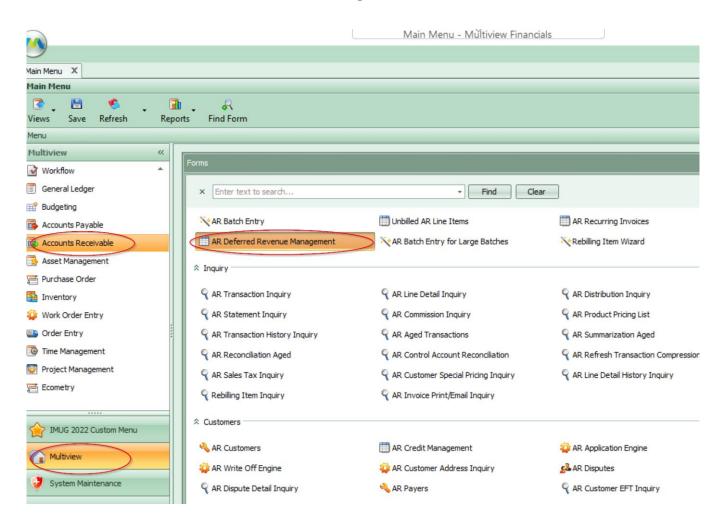
 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

AR Deferred revenue management

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

Accounts Receivable -> AR deferred revenue management.



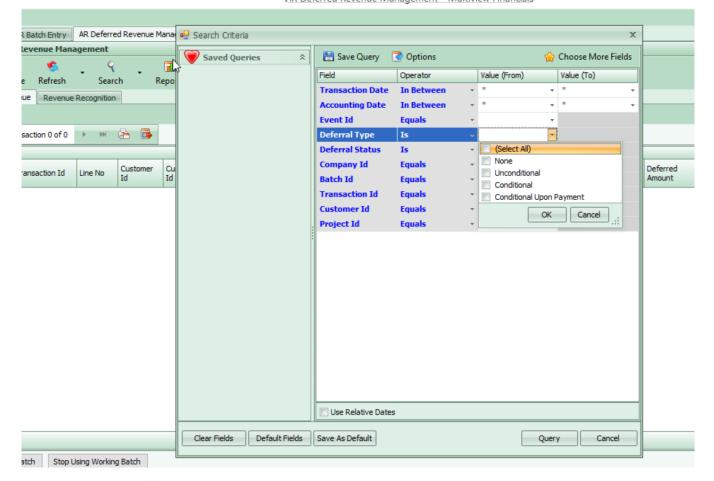




 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

On the search criteria screen, search by Deferral Type.







 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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

Main Menu X			
Main Menu			
Views Save Refresh Report	and the second		
Menu			
Multiview «	-		
ViewPoint BI	Forms		
ViewSource 360	× Enter text to search	- Find Clear	1
Workflow			-
General Ledger	☆ Journal Entries		
Budgeting	Sournal Entry Inquiry	💡 Journal Transaction Inquiry	Creat
Accounts Payable	Trial Balance Analysis	Trial Balance by RAD Analysis	Daily
🔂 Accounts Receivable	😳 Post Journal Entries	😳 Close Journal Entries	Temp
Asset Management	Template Entry	Secured Trial Balance Analysis	🖉 Journ
Purchase Order			
http://www.com/analysis.com/ana	☆ Manager Functions		
😜 Work Order Entry	X Intercompany Settlement	💡 Intercompany Settlement Inquiry	🔑 Reva
Order Entry	Currency Translation Submission	Currency Translation Closing Entry Submission	Accou
Time Management	Account Reconciliation Transactions	X Stats Group Maintenance	Statis
Project Management			0000
MUG 2022 Custom Menu	GL Allocations	QL Allocation Submission	
Multiview	☆ GL Interfaces		
🥑 System Maintenance	🔂 Journal Entry Interface	GL Export Submission	GL Ex





 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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

Journal Entry Inquiry X						
try Inquiry						
💾 🧐 🧣 💡	Repc 💀 Search Criteria	<u>A</u>				
L3	Saved Queries ×	💾 Save Query [Coptions		🚖 Choose More Fields	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Field	Operator	Value (From)	Value (To)	Quick/
У		Company Id	Equals 🔹	-	*	
		Entry Id	Equals -	•		Approval History   Follow-ups
0 of 0 → → → 🚖 🛅		Accounting Date	In Between	20230101	* T	-
		Comments	Equals •	•		
in header here to group by that column		Entry Status	Is Not	Posted	*	<u>e</u>
Type		Entry Type	Is ·	•	*	
Entry Id Company		Parent Entry Co	Equals •	•	*	
Entry Id Company		Parent Entry Id	Equals •	•		
= # <u>0</u> c		User Created	Equals •	•	•	
		Date Created	In Between	•	•	g Selected)
						g Selected)
						g Selected)
						-
		Use Relative Dates				g Selected)
	Clear Fields Default Fields	Save As Default			Query Cancel	
				POREIErer	nce	

### Query – Select reports at the top

#### Select -> Create a new query report Journal Entry Inquiry - Multiview Financials 1 ain Menu Journal Entry Inquiry X ournal Entry Inquiry 2 1 **a** ⇔ 9 $\mathbb{Z}$ ÷ ÷ Reports 🔓 Edit Entry Save Refresh Search Post/Copy Actions GL Entry Dist Report Show Source Show Intercompany Entries Show Transactions liews My Reports My Report Lists Quick/ Published Results ournal Entry Create a new Query Report 0 Details Documents Pivot Transactions Approval History Follow-ups 🚖 Options 🛛 🝷 Create a new Pivot Report 🚔 Print R 1 of 6 🕨 🙌 🚰 144 144 4 🕨 н 📥 1 of 6 rag a column header here to group by that column Entry Fixed Left Type 01 Company Id Accounting Date Company Id Entry Status Entry Id Company Entry Type Source System IC TV Multiview Medical Inc Company Entry Id 45247 880 R 🛛 C = = = = = _ Type 01 Entry Type Journal 85906 Multiview Operations Inc 06 14 02 23 Closed Journal Accounts Recei... None Source System General Ledger Multiview Medical Inc Open 01 45225 25 04 23 Open Journal General Ledger None Entry Status 01 45485 Multiview Medical Inc 21 08 23 Open Journal General Ledger None Accounting Date 31 01 23 Comments Group 2 86879 Multiview Operations Inc 06 11 09 23 Closed General Ledger Journal None 06 86913 Multiview Operations Inc Accounts Recei... None actions 15 09 23 Closed Journal Trans 0.00 Total Debits 0.00 Total Credits 0 Entry Count



IMUG2023



 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

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										
ists	Report Name UNPOSTED GL ENTR	IES	Report Parms								
			(Accounting Date In Between 20230101 a	nd Today) 🔺							
	Subject		AND (Entry Status is not Posted)								
	Category										
	Report Source	Report Source Id									
	Journal Entry Inquiry	ENTRY_F1									
	Report Owner Id	Item Id			Edit Report Pari						
	CBAILEY	8582									
	Display Options										
	Auto Preview										
	Default 👻										
ľ	Automatic Refresh Settings										
		Diant True Of		Refresh Error							
	Refresh Type Once a Day	Refresh Time Of 2:00:00 PM	· · · · · · · · · · · · · · · · · · ·	Refresh Error							
	Last Refreshed	Last Refresh Tim	•								
	Last Refreshed		ing								
	Next Refresh	Additional Outpu	tEormat								
	18 09 23 02:55:00 PM	··· None	+ Internat								
	10 07 25 02155100111										
[	Alert Settings										
	Alert Type Alert WF Position										
	Flag Alert										
	Hag Alert	<b>*</b>									



H (B)



 Time: 03:00 - 04:00
 Date: Monday, October 16, 2023

 Time: 09:00 - 10:00
 Date: Tuesday, October 17, 2023

#### View reports under My report list.

ournal Entry Ir	nquiry X												
Inquiry													
) 🌖 🍕	Search		s Edit Entry	Post/Cop		•	📩 Dist Rej		Source	e Show Inter	🖙 company En	tries S	Show T
			ublished Results						_				
y Case								Details					
			reate a new Query R										
1 of 6	· • • 🔁 🖬	Cr	reate a new Pivot Re	eport						Print 🔁			
eader here to	group by that column									H41 - 4	1 of 6	Þ	<b>P</b>
	Туре									Entry			
			Accounting	Accounting Entry Sta						Company		01	
Entry Id	Company		Date	Entry St	atus	Entry Type	Sou	rce System	IC Ty	Company Eatry Id			Multi 4524
-	REC		-	=		-	=		-	Entry Id Type			4324
45247	Multiview Medical Inc		31 01 23	Open		Journal	Gen	ieral Ledger	None	Entry Typ	e		Jourr
85906	Multiview Operations	Inc	14 02 23	Closed		Journal	Acco	ounts Recei	None	Source S			Gene
45225	Multiview Medical Inc		25 04 23	Open		Journal	Gen	eral Ledger	None	Entry Sta	tus		Oper
45485	Multiview Medical Inc		21 08 23	Open	J	Journal	General Ledger	None				310	
86879	Multiview Operations		11 09 23	Closed		Journal		General Ledger	None	Comments			Grou
86913	Multiview Operations	Inc	15 09 23	Closed		Journal	Acco	ounts Recei		Transactions Total Debits			0.00
										Total Cre			0.00
										Entry Co	unt		0
										Source			
										Source T Source R			View
										Source R			7
ts	try Inquiry My Rep resh Reports Report Design	orts X	•	Results (	Run/Ref	resh Report	Publi	<mark>چک</mark> sh Results	Edit F	्र्यू Report Setting:	Z Edit Rep	ort	
s		t Name				Rep Type		Report Sour	ce			Туре	ed Res
	= R <u>B</u> C					=		RBC				=	
ort Type: Qu													
lo Alerts	8582 UNPO					Query		Journal Entr					Unshar
lo Alerts	8563 Unpos	ted GL En	tries TEST			Query		Journal Entr	y Inquir	У		-	Unshare

