

Enter/Edit Company/Div/Date

PROGRAM NAME: GLCOMPAN

MENU OPTION TITLE: Enter/Edit Company/Div/Date

MAIN MODULE: GENERAL LEDGER

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

PROGRAM OPERATION

Company:

Last Batch Number Used:

Last Recurring Batch Number Used: These fields are automatically filled in when the company is chosen.

IS THIS THE CORRECT COMPANY TO PROCESS? <Y>

Division:

Date: Today's date is automatically entered. If you need to change the date, do so now.

Number of periods:

Current Period: These fields are automatically filled in when the division and date have been entered.

DO YOU WISH TO EDIT THE PERIOD DATES? <N>: If you say <Y>es, you will be brought to a new screen. At this screen, you can change the start and end dates for each period.