Open Systems

General Ledger

Moving Unposted Entries from One Year to Another

This is For Purchase Modification run in Text Mode Only.

Go to General Ledger – doesn’t matter if it is the current GL year or last GL year.

Go to Periodic Processing or File Maintenance – it’s in one of these two menus.

Go to Move GL Entries

What is Last Year? – Enter the last GL year as either 2 or 4 digits (ie: 14 or 2014)

Period – Enter the period from/thru that you wish to move to another year.

Move from – Select Last or Current, whichever the entries are in and should not be.

Page down

Print.

To check and make sure the entries moved:

Go to the GL year that the entries were moved to.

Go to General Ledger

Go to Journal Transactions

Go to Edit Transactions

Hit the END key to go to the end of the file.

The last entries showing should be the entries that were moved.