



# Process Documentation

*Department:*

Customer Support

*Last Updated:*

4/2/2025 5:09 PM

## NAME OF PROCESS

## Creating a Monthly Summary Listing [Roleplay]

## Use Case / Objectives

This guide will walk you through how to run a Monthly Summary report, also known as a trial balance, which provides a listing of G/L accounts showing current, history and budget totals for the month/period and year to date.

## Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

Menu options to access:

General Ledger => Monthly Summary Listing

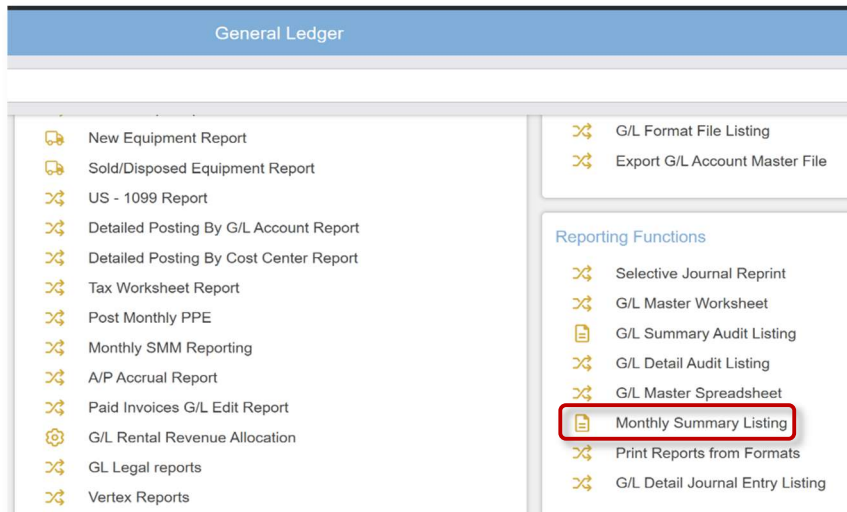
## Reporting

Monthly Summary Listing

## Creating a Monthly Summary Listing

### Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **General Ledger** screen is not displayed, click on the General Ledger option on the left toolbar menu.
3. In the **Reporting Functions** section, click on the Monthly Summary Listing option.



- a. The **G/L Summary Listing by Month/Period** screen opens.

3/07/25 10:22:43 G/L Summary Listing by Month/Period Sys: DEMO V12  
 Cmp: RM Loc: DMO

Currency : USD  
 Month/Period No. : 00  
 Include Temporary Postings: N  
 Budget Account Over-ride : 3

Department Summary : N  
 Sub No. Summary : N  
 Nat Class Summary : N  
 Dept No. Summary : N  
 From Account No. :   
 To Account No. :

Select 0n

Sub Number N From: 0000 To: 0000  
 Dept No. N From: 00 To: 00  
 Nat. Class N From: 0000 To: 0000  
 Analysis Code  From:  To:   
 Sequence group #:  From:  To:   
 Consolidate (Y/N) : N  
 Save report as file:  (.GL will be appended)  
 in library:

Enter Parameters for Report.

4. Enter the parameters for the report. In the example below, the *Month/Period No.* is 2 (2=February), the *Department Summary*, *Sub No Summary*, *Nat Class Summary* and *Dept No. Summary* were set to Y and the *From Account No.* and *To Account No.* fields were populated.

```

3/07/25 11:55:07      G/L Summary Listing by Month/Period      Sys: DEMO V12
                                                                Cmp: RM Loc: DMO

Currency                : USD
Month/Period No.        : 02
Include Temporary Postings: N
Budget Account Over-ride : 3

Department Summary      : Y
Sub No. Summary         : Y
Nat Class Summary       : Y
Dept No. Summary        : Y
From Account No.        : 1000-0000-0444-00
To Account No.          : 1085-0119-0000-00

Select On
Sub Number              N From: 0000 To: 0000
Dept No.                 N From: 00 To: 00
Nat. Class               N From: 0000 To: 0000
Analysis Code            : From: To:
Sequence group #:       : From: To:
Consolidate (Y/N)       : N
Save report as file:    : (.6L will be appended)
in library:             :
    
```

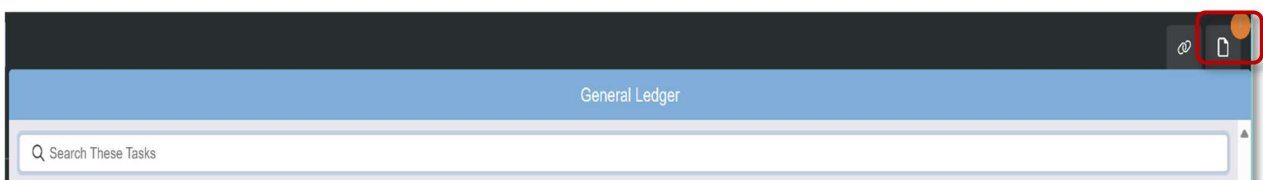
5. Press Enter.
  - a. The Submit Job pop-up window opens.

```

Printer/Outq: RM0001DA Copies: 1 Hold: N Save: N

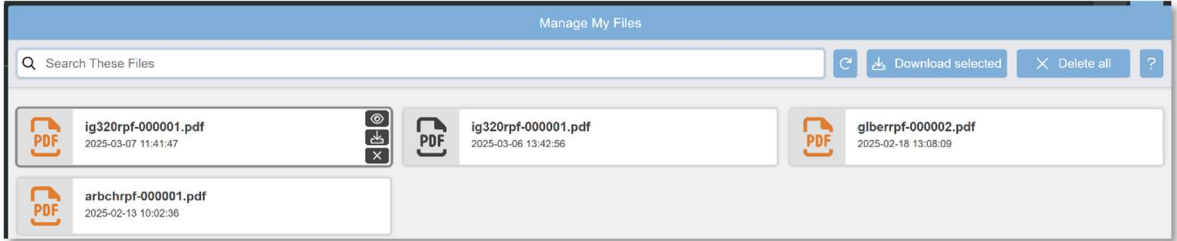
Submit job. . . : N
    
```

6. Press Enter.
  - a. You will be returned to the **General Ledger** screen and the report generates. **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.

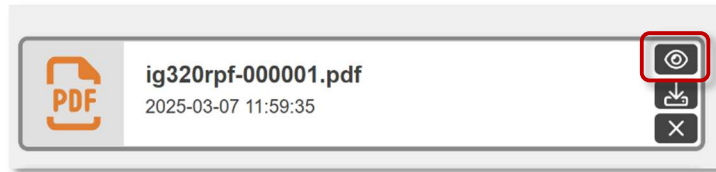


7. Click the **Manage My Files** icon.

- a. The **Manage My Files** screen opens, displaying your files. **NOTE:** The files will be named after the control record of the screen it pulled from.



8. Click the **Open** icon next to the desired file.



- a. The **G/L Account Summary Listing by Month/Period** report opens, displaying data for the criteria entered above.

**NOTE:** Page 1 displays the criteria entered and the *From Account No.*, page 4 shows the *To Account No.* field, the totals included.

SELECTED: MONTH/PERIOD NO.: 02 SUMMARY: ACCOUNTS: Y LOCATION: Y NAT CLASS: Y DEPT NO: Y FROM ACCT: 0010000000044400 TO ACCT: 0010850119000000  
 SUB: N FROM/TO: 0000-0000 NAT. CLS: N FROM/TO: 0000-0000 Seq group #: Group range: 0 - 0  
 DEPT NO: N FROM/TO: 00-00 Analysis CDF: Range: 0 - 0

3/07/25 11:59:34 WYNNK SYSTEMS, LLC IG320R PAGE : 1  
 RUN BY: RM0001DA G/L ACCOUNT SUMMARY LISTING BY MONTH/PERIOD CMFY#: RM  
 LOC #: DMO

		MONTH/PERIOD NO.: 02			YEAR-TO-DATE		
		CURRENT	LAST YEAR	BUDGET	CURRENT	LAST YEAR	BUDGET
0010000000044400	CASH	290,692.82	.00	.00	402,393,519.42-	407,532,409.72-	.00
	CLASS 0444 TOTALS:	290,692.82	.00	.00	402,393,519.42-	407,532,409.72-	.00
0010000000044500	CASH	1,000.00-	.00	.00	106,328,317.32	106,431,263.32	.00
	CLASS 0445 TOTALS:	1,000.00-	.00	.00	106,328,317.32	106,431,263.32	.00
0010000000044600	CASH ACCOUNT - CANDIAN	100.00-	.00	.00	309,282,418.53	309,282,518.53	.00
	CLASS 0446 TOTALS:	100.00-	.00	.00	309,282,418.53	309,282,518.53	.00
	LOC #0000 TOTALS :	289,592.82	.00	.00	13,217,216.43	8,181,392.13	.00
0010000001000500	RNI-QUASI A/P - DMO	312,083.00-	.00	.00	184,045.40	566,537.45	.00
	CLASS 0005 TOTALS:	312,083.00-	.00	.00	184,045.40	566,537.45	.00
0010000001044500	CASH	800.00	.00	.00	755.00	45.00-	.00
	CLASS 0445 TOTALS:	800.00	.00	.00	755.00	45.00-	.00
	LOC #0001 TOTALS :	311,283.00-	.00	.00	184,800.40	566,492.45	.00
0010000002000000	CASH ACCOUNT 2	.00	.00	.00	1,202.00-	1,202.00-	.00
	LOC #0002 TOTALS :	.00	.00	.00	1,202.00-	1,202.00-	.00
0010000003000000	CASH ACCOUNT 3	250.00	.00	.00	150.00	100.00-	.00
	CLASS 0000 TOTALS:	250.00	.00	.00	1,052.00-	1,302.00-	.00

3/07/25 11:59:34 WYNN SYSTEMS, LLC IG320R PAGE : 4  
 RUN BY :RM0001DA G/L ACCOUNT SUMMARY LISTING BY MONTH/PERIOD CMPY#: RM  
 LOC #: DMO

Page 4

	-----MONTH/PERIOD NO.: 02-----			-----YEAR-TO-DATE-----		
	CURRENT	LAST YEAR	BUDGET	CURRENT	LAST YEAR	BUDGET
0010850001000000 WARRANTY RECEIVABLE	59.58-	.00	.00	38,438.09-	1,980.00	.00
DEPT NO 00 TOTALS:	242,633.77-	.00	.00	33,351,804.63	33,634,796.91	.00
CLASS 0000 TOTALS:	59.58-	.00	.00	38,438.09-	1,980.00	.00
LOC #0001 TOTALS :	59.58-	.00	.00	38,438.09-	1,980.00	.00
ACT#01085 TOTALS :	59.58-	.00	.00	38,438.09-	1,980.00	.00
GRAND TOTALS :	264,173.95-	.00	.00	46,350,314.46	41,979,024.49	.00

9. In the example below, the *Month/Period No.* is set to 2 (2=February), the *Department Summary*, *Sub No Summary*, *Nat Class Summary* and *Dept No. Summary* were set to N and the *From Account No.* and *To Account No.* fields were left blank to include all accounts.

NOTE: Pressing Enter updates the fields to display all account numbers.

3/07/25 13:05:36 G/L Summary Listing by Month/Period Sys: DEMO V12  
 Cmp: RM Loc: DMO

Currency : USD  
 Month/Period No. : 02  
 Include Temporary Postings: N  
 Budget Account Over-ride : 3

Department Summary : N  
 Sub No. Summary : N  
 Nat Class Summary : N  
 Dept No. Summary : N  
 From Account No. :  
 To Account No. : 999999-9999-9999-99

Select On

Sub Number N From: 0000 To: 0000  
 Dept No. N From: 00 To: 00  
 Nat. Class N From: 0000 To: 0000  
 Analysis Code From: To:  
 Sequence group #: From: To:  
 Consolidate (Y/N) : N  
 Save report as file: (.GL will be appended)  
 in library:

10. Press Enter twice to generate the report.

11. Click the Manage My Files icon once the orange indicator displays.

12. Click the **Open** icon to open the report.
  - a. The **G/L Account Summary Listing by Month/Period** report opens, displaying data for the criteria entered above.

3/07/25 13:10:15 WYNNE SYSTEMS, LLC IG320R PAGE : 1  
 RUN BY :RM0001DA G/L ACCOUNT SUMMARY LISTING BY MONTH/PERIOD CMPY#: RM  
 LOC #: DMO

SELECTED: MONTH/PERIOD NO.: 02 SUMMARY: ACCOUNT: N LOCATION: N NAT CLASS: N DEPT NO: N FROM ACCT: 0000000000000001 TO ACCT: 9999999999999999  
 SUB: N FROM/TO : 0000-0000 NAT. CLS: N FROM/TO: 0000-0000 Seq group #: Group range: 0 - 0  
 DEPT NO: N FROM/TO : 00-00 Analysis CD#: Range: 0 - 0

	MONTH/PERIOD NO. 02			YEAR-TO-DATE		
	CURRENT	LAST YEAR	BUDGET	CURRENT	LAST YEAR	BUDGET
0000100000000001 CASH	10,000.00	.00	.00	81,724.00	72,724.00	.00
0010000000000000 CASH ON HAND	295,674.71-	5,310.88	200.00	64,419.01	11,510.88	200.00
0010000000044400 CASH	290,692.82	.00	.00	402,393,519.42-	407,532,409.72-	.00
0010000000044500 CASH	1,000.00-	.00	.00	106,328,317.32	106,431,283.32	.00
0010000000044600 CASH ACCOUNT - CANDIAN	100.00-	.00	.00	309,282,418.53	309,282,518.53	.00
0010000001000050 FNI-QUASI A/P - DMO	312,083.00-	.00	.00	184,045.40	566,537.45	.00
0010000001044500 CASH	800.00	.00	.00	755.00	45.00-	.00
0010000002000000 CASH ACCOUNT 2	.00	.00	.00	1,202.00-	1,202.00-	.00
0010000003000000 CASH ACCOUNT 3	250.00	.00	.00	150.00	100.00-	.00
0010000003000050 A/R BAD DEBTS	100.00-	.00	.00	100.00-	.00	.00
0010000003044500 CASH	.00	.00	.00	100.12	100.12	.00
0010000004044500 CASH	.00	.00	.00	161.96	161.96	.00
0010000001000010 CASH ACCOUNT	.00	.00	.00	35,733.40	35,733.40	.00
00100000010044500 CASH	.00	.00	.00	100.00	100.00	.00
00100000024044500 CASH	.00	.00	.00	250.00	250.00	.00
0010000123000000 CASH - WASHINGTON MUTUA	.00	.00	.00	3,757.64	3,757.64	.00
0010000200000000 RENTAL TAXES	.00	.00	.00	13,561.61	13,561.61	.00
0010000205000050 QUASI AP	.00	.00	.00	126,166.49-	126,166.49-	.00
0010000205000051 AP CASH ACCOUNT	.00	.00	.00	329,853.24-	329,853.24-	.00
0010000555055500 NEW ASSET ACCOUNT	242,574.19-	.00	.00	33,334,480.82	33,577,055.01	.00

## Reference Glossary

### Field Definitions for Tasks

#### G/L Summary Listing by Month/Period

- **Currency** - Displays the code of the currency of the batch.
- **Month/Period Number** - Enter or accept the month or period of the transactions you want to review for the account number you entered.
- **Include Temporary Postings** - The default is *N*. This field is used when the previous year is still open and you have started to post to the current year. Entering *Y* tells the system to include transactions that have not been processed.
- **Budget Account Over-ride** - The default is *3*, however, you may override this and print the balances for any specified account code. Valid range for this field is 3-9.
- **Department Summary** - Enter *Y* to summarize accounts by department number (first four digits of the account number). The default is *N*.
- **Sub Number Summary** - Enter *Y* to summarize accounts by sub number (digits five, six and seven of the *Account Number*). The default is *N*. (This is usually the location.)
- **Natural Class Summary** - Enter *Y* to summarize accounts by natural class number. Otherwise, leave the default set to *N*.
- **Department Number Summary** - Enter *Y* to summarize accounts by department number (first four digits of the account number). Otherwise, leave the default *N*.
- **From Account Number** - Displays the number and description of the G/L account that is a bank account starting numbers to display on the report. **NOTE:** If you leave the *From Account Number* and *To Account Number* fields blank, the report will generate for all accounts in the system (default is 00000001). **NOTE 2:** If you do not know the account number, you can press F4 to search. This will open the **G/L Account Number Look-up** pop-up window.

G/L Account Number Look-Up

Opt: 1=Select Filter

Account description	Account #
<input type="checkbox"/> CASH ACCOUNT WHATEVER I WANT-	10-0000-0000-01
<input type="checkbox"/> CASH ON HAND	1000-0000-0000-00
<input type="checkbox"/> CASH ACCOUNT BOFA EXTRA STUFF	1000-0000-0444-00
<input type="checkbox"/> CASH ACCOUNT WELLS FARGO	1000-0000-0445-00
<input type="checkbox"/> CASH ACCOUNT - CANDIAN BANK	1000-0000-0446-00
<input type="checkbox"/> RNI-QUASI A/P - DMO	1000-0001-0005-00
<input type="checkbox"/> CASH ACCOUNT WELLS FARGO	1000-0001-0445-00
<input type="checkbox"/> CASH ACCOUNT 2	1000-0002-0000-00
<input type="checkbox"/> QUASI AP.	1000-0002-0005-00

More...

- **To Account Number** - Displays the number and description of the G/L account that is a bank account ending numbers to display on the report (default is 9999999).

- **Sub Number** - If, 'within' the account number range specified above, the user wishes to select to print ONLY those accounts within a certain SUB NUMBER range, key in the FROM / TO sub number and enter *Y* in the selection code field. **NOTE:** Sub # = pos 5,6, and 7 - usually the location.
- **Department Number** - If, 'within' the account number range specified above, the user wishes to select to print ONLY those accounts within a certain department number range, enter the FROM/TO department number in the fields. Enter *Y* in the selection codes when making a department number selection.
- **Natural Class** - If, 'within' the account number range specified above, the user wishes to select to print ONLY those accounts within a certain natural class range (last 3 digits in the account number), enter the FROM / TO natural class numbers in the fields. Enter *Y* in the selection code when making a natural class section. **NOTE:** On selection of either sub number or natural class, it is INVALID to enter selections while the selection code is *N*.
- **Analysis Code** - If applicable, enter the code range to include on the report.
- **Sequence group number** - If, 'within' the account number range specified above, the user wishes to select to print ONLY those accounts within a certain sequence group, enter the FROM/TO numbers in the fields. Enter *Y* in the selection code field when making a selection.
- **Consolidate (Y/N)** - If the reports are to run for a company set up under a consolidation, it is possible to run the report showing all companies. To show all companies, enter a *Y*, to designate a consolidation view. To show only the company currently on the screen, leave as *N*.
- **Save report as file** - Key in file name and library to save this information in a PC file.
- **In library** - Key in file name and library, to save this information in a PC file.