



# Process

# Documentation

*Department:*

Customer Service

*Last Updated:*

2/18/2026 7:35 AM

**NAME OF PROCESS**

## General Ledger Journal Management

**Use Case / Objectives**

This document will show you how to [create a G/L journal entry](#) and then [post that entry](#). Please note that a journal entry must be created first before attempting to post.

**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:

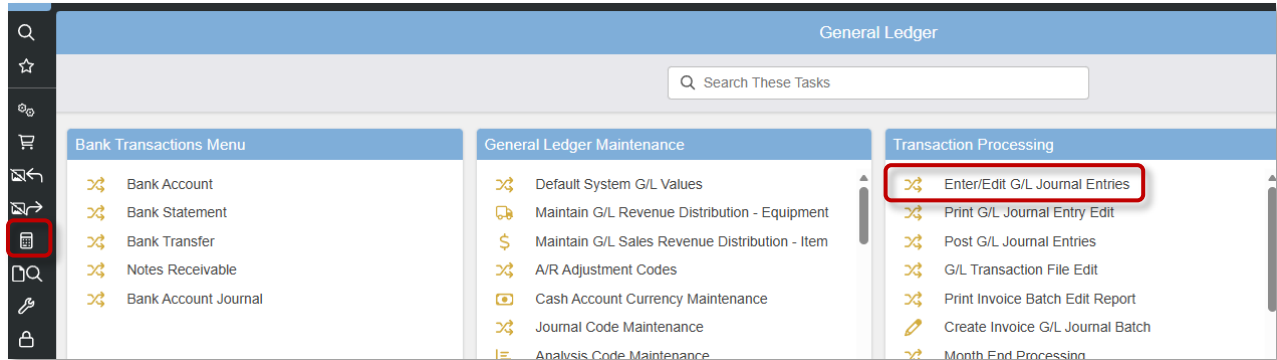
General Ledger => Transaction Processing => Enter/Edit GL Journal Entries

General Ledger => Transaction Processing => Post G/L Journal Entries

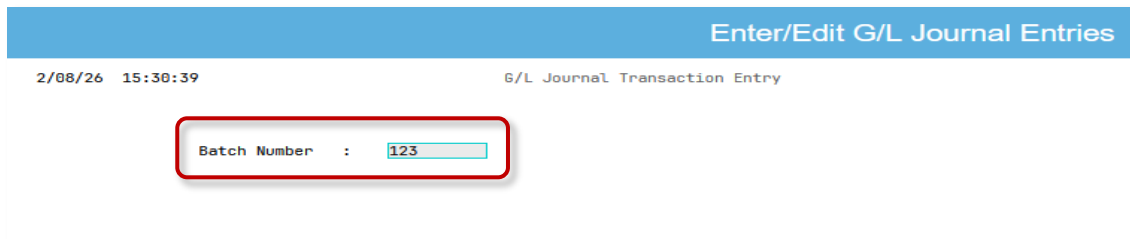
## Creating a General Ledger Journal Entry

### Process Steps

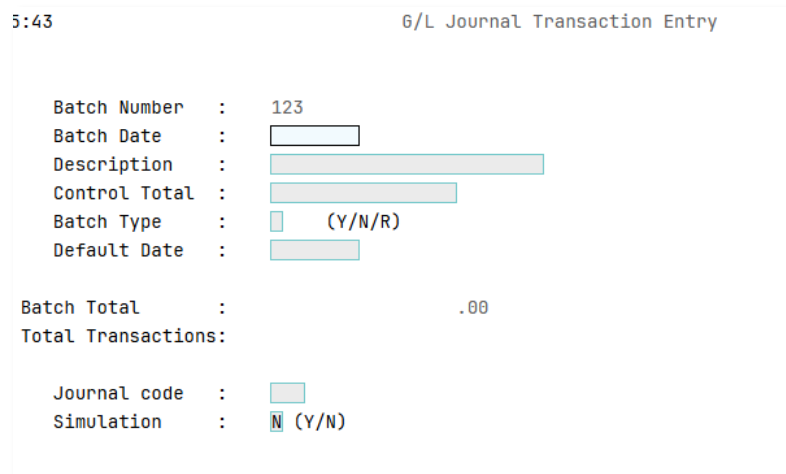
1. Log into the [Roleplay Environment](#) using your credentials
2. Click on the **General Ledger** menu option on the left-hand side of the screen.
3. In the **Transaction Processing** section, click on the **Enter/Edit G/L Journal Entries** option.



4. On the **G/L Journal Transaction Entry** screen, press F6 on your keyboard or click on *F06 Assign next batch number* in the **Display Functions** menu to auto-assign the next available batch number or type in the batch number if one is already assigned. **NOTE:** For this example, we will be using batch number 123.



5. Press Enter to continue.
  - a. The **G/L Journal Transaction Entry - Launch** screen opens.



6. Type in the following information:

- a. **Batch Date**: this will need to be the date of the batch creation NOT the date of the transactions within the batch nor the posting date.
- b. **Description**: This description will display in the GL Inquiry. You will want to make sure the description is brief but concise. **NOTE**: Only 25 characters, including spaces, can be entered in this field.
- c. **Control Type**: This will be the combined total of ALL transactions within this batch. This total is compared to the total that the program calculates as transactions are entered for the batch. **NOTE**: If the two totals do not match, the batch cannot be posted.
- d. **Batch Type**: Enter the code that represents the type of batch you are entering. The codes are:
  - i. **N - Non-recurring**: A one-time batch. **Used most often**
  - ii. **Y - Recurring**: After the batch is posted, the system creates a new batch each month that is just like the original but dated for that month. You can edit and post these monthly batches, or you can delete them.
  - iii. **R - Accrual/Reversal**: After the batch is posted, the system creates a new batch for the next month with the signs reversed. **You will need to post this new batch to the next month's GL date.** This type of batch does not continue into the next year. You must re-enter Accrual/Reversal batches as appropriate in the new year.
- e. **Default Date**: Optional Field. If used, enter a date to default on the batches detail transactions.
- f. **Total Transactions**: Displays the total number of detail transactions are entered for the batch.
- g. **Journal Code**: Enter the journal code associated with the entry or press F4 to search. **NOTE**: You will mainly use the code for General Journal Entries. The other codes are used in other areas of the system. (screen shot 2 below)
- h. **Simulation** - Leave default to **N** since this option is not currently used in the system.

The image shows two screenshots from a software application. The left screenshot is titled 'Enter' and shows the 'G/L Journal Transaction Entry' screen. It displays the following fields: Batch Number: 123; Batch Date: 020826; Description: REV RECLASS FOR JAN 2025; Control Total: 5000.00; Batch Type: N (Y/N/R); Default Date: (empty); Batch Total: .00; Total Transactions: (empty); Journal code: GJE; Simulation: N (Y/N). The right screenshot is titled 'G/L Journal Code Search' and shows a search interface with a '1=Select' button and a list of journal codes: CAD CUSTOMER ADJUSTMENTS, DEP DEPRECIATION, ENB EARNED NOT BILLED, FXA FIXED ASSETS, GJE GENERAL JOURNAL ENTRIES, PCC CASH, PCK CHECK, PCV CREDIT CARDS, PCW WIRE, and ROC CASH. A 'More...' link is visible at the bottom right of the list.

7. Press Enter to continue.
8. On the **G/L Journal Transaction Entry - Expanded Screen**, you will need to type in the following information:
  - a. **Date**: Enter the date of the journal transaction
  - b. **Type (T)**: enter **C** for credit journal entry or **D** for debit journal entry
  - c. **Account Number**: Enter the G/L account number for the credit or debit portion of the journal transaction. If you do not know the number, press F4 to access the G/L Account Number Look-up window where you can search for it
  - d. **Amount**: Enter the amount of the debit or credit for the journal transaction.  
**NOTE**: Enter credits with a positive number and **Type** of **C**.
  - e. **Description**: Enter a brief description of the journal transaction if different from the existing description.

**NOTE:** The **Analysis Code** fields are not used at this time and should be left BLANK.

9. Press Enter.
  - a. The screen will refresh and below the table, you will see **Control Total**, **Batch Total**, **Total Debits**, and **Total Credits**. All of these must match before you can write the batch.
  - b. If the message “Verify entries and press Enter to write or update batch,” displays press Enter and skip to the next step.

- c. If the numbers do not match, you will receive a message stating “Debit/Credit Totals not Equal.” and you cannot advance forward until this is corrected.

Last Transaction Entered			
Control Total :	5,000.00	Batch Total :	4,000.00
Total Debits :	4,000.00	Total Credits :	3,000.00

Debit/Credit Totals not Equal.

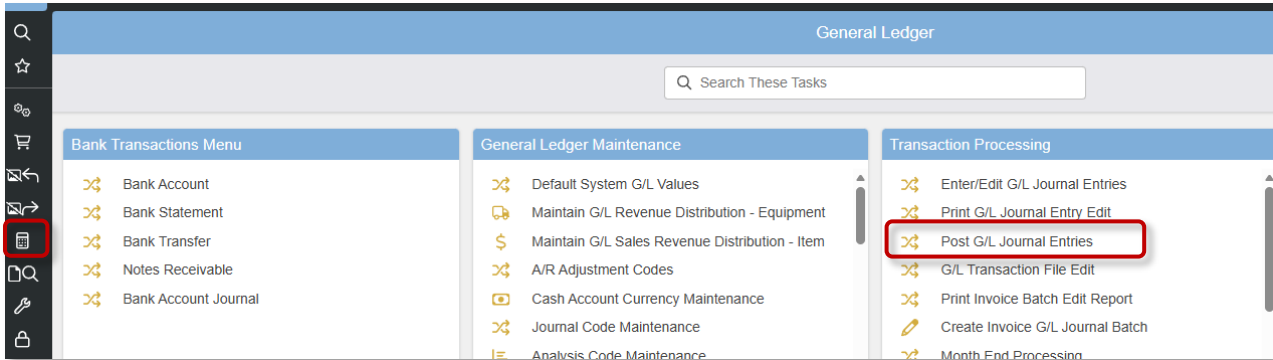
10. Once equal, press Enter to write the batch.  
11. You will be redirected back to the **G/L Journal Transaction Entry - Launch** screen and the batch has been written.

Enter/Edit G/L Journal Entries	
2/08/26 16:21:59	G/L Journal Transaction Entry
Batch Number :	<input type="text"/>

# Posting a General Ledger Journal Entry

## Process Steps

1. Click on the **General Ledger** menu option on the left-hand side of the screen.
2. In the **Transaction Processing** section, click on the **Post G/L Journal Entries** option.



3. On the **Post G/L Journal Entries** screen, you will see a complete list of batches that have been created previously.
4. You can either scroll through the list to find your batch OR you can type in your **RentalMan UserID** in the **Created By** field and press Enter to condense the list key to display only your entries.

2/08/26 16:32:04

Post General Ledger Journals

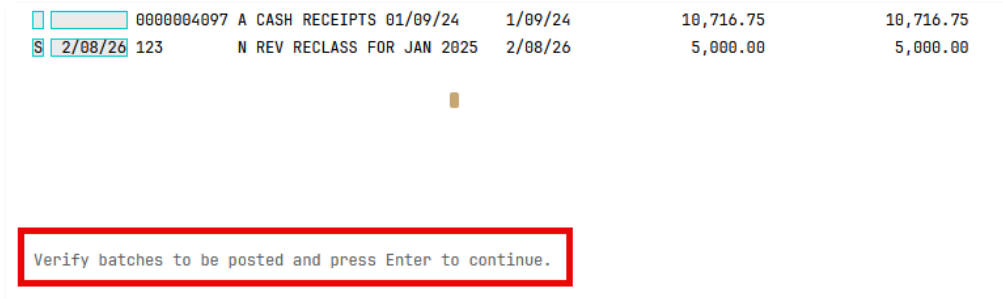
Created by **XX001XX**

Post. Dt	Batch#	Description	Date	Control Total	Batch Total
<input type="checkbox"/>	AR00000001	A AR adj entered by	5/29/19	17,739.19	17,739.19
<input type="checkbox"/>	AR00000002	A AR adj entered by	6/26/19	21,931.13	21,931.13
<input type="checkbox"/>	AR00000003	A AR adj entered by	10/14/19	5,700.00	5,700.00
<input type="checkbox"/>	AR00000009	A AR adj entered by	8/26/21	.00	.00
<input type="checkbox"/>	AR00000010	A AR adj entered by	8/26/21	.00	.00
<input type="checkbox"/>	0000000100	A CASH RECEIPTS 01/23/19	1/23/19	7,569.00	7,569.00
<input type="checkbox"/>	0000000101	A CASH RECEIPTS 01/23/19	1/23/19	210.00	210.00
<input type="checkbox"/>	0000000102	A CASH RECEIPTS 01/23/19	1/23/19	8,890.00	8,890.00
<input type="checkbox"/>	0000000103	A CASH RECEIPTS 01/23/19	1/23/19	7,830.00	7,830.00
<input type="checkbox"/>	0000000104	A CASH RECEIPTS 01/23/19	1/23/19	5,940.00	5,940.00
<input type="checkbox"/>	0000000105	A CASH RECEIPTS 01/28/19	1/28/19	8,295.00	8,295.00

5. Once you find the batch, type S in the far left field to print a journal edit for this batch. **NOTE:** This will also submit the batch.
6. Type in the batch posting date in the **Post Dt** field.
7. Press Enter to submit.

<input type="checkbox"/>		0000004096	A CASH RECEIPTS 01/09/24	1/09/24	11,130.00	11,130.00
<input type="checkbox"/>		0000004097	A CASH RECEIPTS 01/09/24	1/09/24	10,716.75	10,716.75
<input type="checkbox"/>	<b>S</b>	020826	123 N REV RECLASS FOR JAN 2025	2/08/26	5,000.00	5,000.00

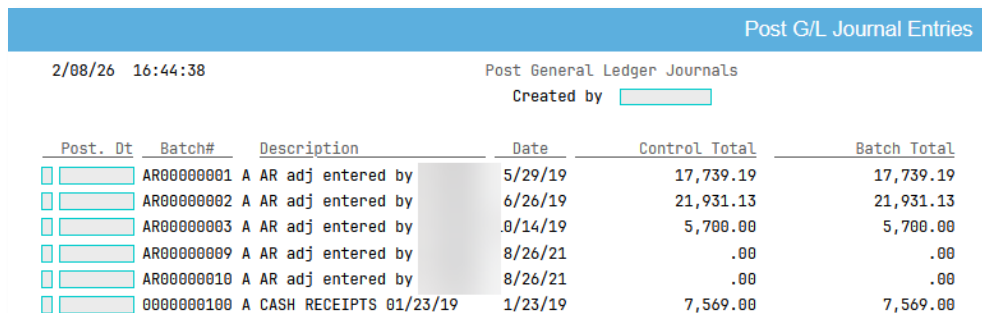
- a. if you receive the message “Verify batches to be posted and press Enter to continue,” the information has been accepted, and you need to press Enter once more to submit.



- b. If you entered an incorrect date, you will receive a message that the date is incorrect, and you need to correct the date.
8. Once correctly entered the **Submit Job** screen displays. If you want to print the batch, type in the printer you want to print to in the *Printer/Outq* field. If you want the batch sent to your **PUSH** file, type in your **USERID**.
  9. Press Enter to submit the batch.



10. The batch is submitted and you are returned to the **Post G/L Journal Entries** screen. The batch information will print to the selected printer or display in your **Manage My Files**.



## Reference Glossary

### Field Definitions for Tasks

#### Enter/Edit G/L Journal Entries - Launch

- **Batch Number** - Enter the number of the G/L journal entry batch that you want to enter or edit. If you do not know the number of the batch you want to edit, press F4 to advance to the G/L Batch Lookup screen to search for it. The lookup screen lists all manual journal batches entered in this program, and it also lists A/R Adjustment batches (Type A) that were entered in the Accounts Receivable application, and Sales Journal batches (Type S) that were automatically created when a sales invoice is entered in the Operations application.
- **Batch Date** - Enter or accept the date of the batch creation. This date is not the date of the transactions within the batch, nor the posting date.
- **Description** - Enter a brief description for the batch. For example, June 25, 2010 journal entries.
- **Control Total** - Enter the total of all transactions for the batch. This total is compared to the total that the program calculates as transactions are entered for the batch. If the two totals do not match, the batch cannot be posted.
- **Batch Type** - Enter the code that represents the type of batch you are entering. Valid codes are:
  - **Y - Recurring**: After the batch is posted, the system creates a new batch each month that is just like the original but dated for that month. You can edit and post these monthly batches, or you can delete them.
  - **N - Non-recurring**: A one-time batch.
  - **R - Accrual/Reversal**: After the batch is posted, the system creates a new batch for the next month with the signs reversed. This type of batch does not continue into the next year. You must re-enter Accrual/Reversal batches as appropriate in the new year.
- **Default Date** - Optionally, enter a date to default on the batch's detail transactions.
- **Batch Total** - Displays the batch total as calculated by the system. This total must match the control total you entered, or you cannot post the batch.
- **Total Transactions** - Displays the total number of detail transactions you entered for the batch.

The following fields are only available when the Use expanded screen field is set to Y in control record **APGLFM**.

- **Journal Code** - If applicable, enter a journal code that applies to all of the journal entries in the batch.
- **Simulation** - Indicate whether you want to run a simulation for the batch so that transactions do not affect the G/L journal file (**GLJRNLF**) and the G/L master file (**IGMSTRFL**).

## G/L Journal Transaction Entry - Expanded Screen

- **Batch Date** - Displays the date of the batch that was entered on the batch header screen.
- **Batch Number** - Displays the number assigned to the batch.
- **Close Batch** - Entering a Y in this field will cause the batch to close, preventing any future editing to the batch. If control record **PSTGLT** is set to automatically post to the G/L, then entering a Y will cause the batch to post as soon as it is closed.
- **Description** - Displays the description of the batch as entered on the header screen.
- **Sequence** - Displays the sequence number for the detail of the journal transaction.
- **Date** - Enter or accept the date of the journal transaction.
- **Type (Credit/Debit)** - Enter **C** for a credit journal entry or enter **D** for a debit journal entry. Enter **X** to delete the transaction line. To delete an entire batch, use the **Print G/L Journal Entry Edit** program.
- **Account Number** - Enter the G/L account number for the credit or debit portion of the journal transaction. If you do not know the number, press F4 to access the G/L Account Number Look-up window where you can search for it. You cannot enter G/L accounts with a **Use code** of **S** for System.
- **Amount** - Enter the amount of the debit or credit for the journal transaction.
- **Description** - Enter a brief description of the journal transaction.
- **Analysis Codes (1-6)** - If applicable, enter up to six analysis codes for each side of the journal transaction.
- **Equipment Number** - For those journal transactions that require an equipment number, enter a valid equipment number that is related to the transaction. If you do not know the number, press F4 to access Equipment Search and search for it.
- **Customer/Vendor Number** - If applicable, enter the number of the customer or vendor associated with this manual journal transaction.
- **Control Total** - Displays the total you entered on the batch header screen for all transactions in the batch. This total is compared to the total that the program calculates as transactions are entered for the batch. If the two totals do not match, the batch cannot be posted.
- **Batch Total** - Displays the batch total as calculated by the system. This total must match the control total you entered, or you cannot post the batch.
- **Total Debits** - Displays the total of all debits entered in the journal transactions.
- **Total Credits** - Displays the total of all credits entered in the journal transactions.

## Post G/L Journal Entries

- **Created by** - Enter a valid user ID to list only G/L journal batches created by that person.
- **Post Date** - Enter the date used to determine the month or period of the posting. If you process G/L transactions by calendar months, the program uses the first two positions of the date to determine which month to post to. If you process G/L

transactions by period, the program uses the entire date and compares it to the last date for the period information in the **PERDXX** control records to determine which period to post to.

- **Batch Number** - Displays the number assigned to the journal batch.
- **Type** - Displays the code that represents the type of journal batch. Valid codes are:
  - Y - Recurring
  - N - Non-recurring
  - R - Accrual/Reversal
  - A - A/R Adjustments
  - S - Sales Journals
- **Description** - Displays the description given to the batch by the person who entered it or by the program that generated it.
- **Date** - Displays the date of the batch.
- **Control Total** - Displays the total that was entered on the batch header screen for all transactions in the batch. This total is compared to the total that the program calculates as transactions are entered for the batch. If the two totals do not match, the batch cannot be posted.
- **Batch Total** - Displays the batch total as calculated by the system. This total must match the control total you entered, or you cannot post the batch.