



# Journal Entries Guide

Longview

Version 26



# Document Information

## Notices

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### Disclaimer

This guide is designed to help you to use the Longview applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.



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# Introduction to Longview

Longview provides corporate performance management (CPM) software that leading companies use to drive performance with speed, visibility, and financial integrity. Since 1994, many of the world's most respected companies have been using our technology platform to create a single repository of financial truth from which statutory consolidation, management reporting, financial planning, modeling, analysis, budgeting, forecasting, and strategic tax can be performed quickly and accurately, enterprise wide.

Longview enables enterprise clients to collect, store, analyze, and report on data in real-time by automating, centralizing, and standardizing any one or combination of the following key financial processes: Planning, Budgeting, Forecasting, Consolidation, Financial Close Management, Profitability Analytics, Statutory, XBRL Financial Reporting and Tax Provisioning. With Longview customers can reduce overreliance on spreadsheets, improve transparency, and regain control of these key finance functions.

Longview Tax calculates your company's global tax charge, effective tax rate, and deferred taxes for tax provisioning purposes. Since Longview Tax uses the same technological platform as your corporate performance management solution, the tax reporting process is directly integrated into the corporate close process. As one solution, consolidated pre-tax income can be reported by legal entity to accurately calculate consolidated income tax charges and deferred taxes.

For more information on purchasing Longview Tax, contact your Longview Account Manager. Web services are a standardized way of integrating applications over the Internet or Internet protocol-based networks. Web services rely on certain software standards including Extensible Markup Language (XML), Simple Object Access Protocol (SOAP), Web Service Definition Language (WSDL) and Universal Description, Discovery & Integration (UDDI).

## About this guide

This guide includes basic information on how to install your Longview system. The following sections indicate conventions that are used in this guide.

## Warnings and notes

This guide uses the following conventions for warnings and notes:



**Caution:** Warnings provide cautionary information on the possible effect of certain actions, including the unintentional deletion of data. Be sure to read and understand all warnings before performing a related procedure.



**Note:** Notes provide additional information to help you understand your Longview system better. They also provide important information on exceptions to general guidelines.

## Procedures

There may be several ways to perform a procedure in your Longview system.

- You may be able to choose a menu command. For example, to open a file, you can choose **Open** from the File menu. In this documentation, we use: Choose **File > Open**.

- You may be able to use a keyboard equivalent. For example, to exit you can press the **Alt** key and then the letter **F** to open the File menu, and then press **X** for Exit.
- You may be able to click a button or icon. If a menu command has an equivalent button or icon, an illustration of the button or icon may appear in the margin.

In this documentation, we may not describe all methods to carry out a task. Use whichever method you prefer. Depending on the task you are performing, certain methods may not be available.

## Contacting Longview

Questions? We are ready to help. For contact information for Longview, visit our web site at [insightsoftware.com/Longview/](https://insightsoftware.com/Longview/).



# Longview Journal Entries Overview

Longview supports real-time journal entries with automated translation and elimination impact. General ledger numbers can be adjusted with an audit trail of all the changes. You can use Longview Journal Entries to create and adjust journal entries and calculated journal entries, and to run journal entry reports.

You can access Longview components from the Web.



# Adjusting Journal Entries

In many organizations, staff members at the divisional level take care of most routine financial data entry, which head office then organizes into a consolidated set of financial information.

To complete the consolidation process, you may need to make adjustments to deal with various situations:

Situation	Used to...
Reclassification	Present accounts in different ways.
Last minute adjustment	Deal with accounting issues that arise after divisions send their data to head office.
Elimination	Cancel the effect of intercompany transactions on Balance Sheet and Income Statement accounts.

To leave a clear audit trail, you should make such adjustments with journal entries.

## Preparing your system for journal entries

Before you can use Longview Journal Entries, your System Administrator must specify the appropriate type of access for each user group, and some other settings in Longview Application Administrator.

For more information, see the “Specifying Journal Entries settings” and the “Creating Users” sections in the *Longview Application Administrator Guide*.

## Retrieving journal entries

You may want to browse through descriptions of the journal entries in the Longview database. This can help you find journal entries you need to analyze in greater depth.

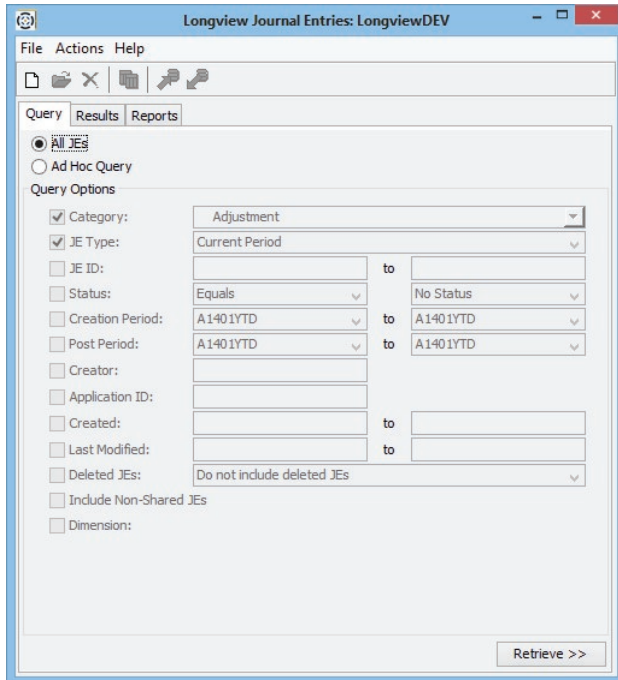
Depending on how your System Administrator has set up your Longview system, information on deleted journal entries may still be available for audit purposes. You may have the option of querying deleted journal entries only, non-deleted journal entries only, or a combination of the two. To learn which options are available in your Longview system, see your System Administrator.

## Retrieving all journal entries

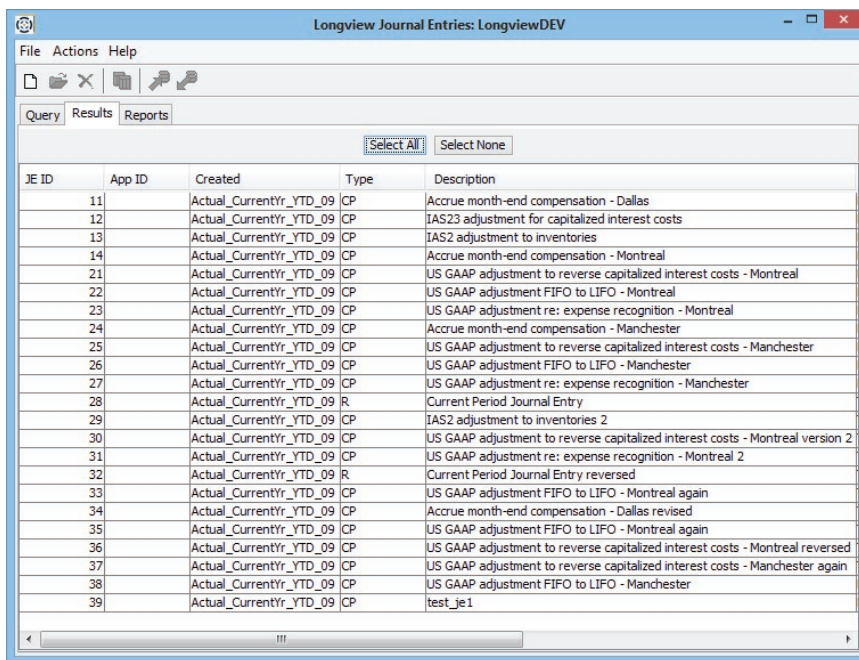
You may choose to retrieve all the journal entries to which you have access from the Longview database or only journal entries of a particular type or from a particular period.

To retrieve all journal entries, follow these steps.

1. In Longview Component Manager, click Longview Journal Entries. The Longview Journal Entries dialog opens with the **Query** tab in view.



2. Select **All JEs**.
3. Click Retrieve. The **Results** tab comes into view.



4. To view all the descriptive information in the fields, use the vertical and horizontal scroll bars, or resize the window.
5. To sort the journal entries, follow these steps.

- To rearrange the rows, click the appropriate column heading. For example, to sort by type of journal entry, single-click in the Type column.
- To rearrange the columns, click and drag the appropriate column heading to the desired location.

## Retrieving selected journal entries

You may want to view the descriptions of selected journal entries. For example, you may want to view journal entries created during a particular period by a particular individual.

To retrieve selected journal entries, follow these steps.

1. In Longview Component Manager, click Longview Journal Entries. The Longview Journal Entries dialog opens with the **Query** tab in view.
2. Select Ad Hoc Query.
3. In the Query Options area, select the criteria for the query:
  - a. **Category:** To retrieve journal entries of a specific category or subcategory. Use the drop-down list to select Standard, System, or any specific subcategory created by your company. Selecting a subcategory associated with a schedule retrieves schedule journal entries.
  - b. **JE Type:** To retrieve journal entries of a specific type. Choose from one of the following:
    - Current Period — To retrieve journal entries that were created as current period JEs.
    - Restatement — To retrieve all restatement journal entries.
    - PPA — To retrieve all PPA journal entries.
    - Future Period — To retrieve all journal entries that were created as future period JEs.
  - c. **JE ID:** To retrieve journal entries by the journal entry's ID number. Type the range of JE ID numbers for the journal entries you want to retrieve.
  - d. **Status (Equals):** To retrieve journal entries with a specific status, select one of the following the status types.
    - Posted — You cannot modify posted entries; however, you can offset a posted entry with a reversing entry. For more information on copying and reversing journal entry details, see [Opening a Journal Entry](#).
    - Validated — Validated journal entries can be modified at any time. Once modified, the status returns to No Status.
    - Errors — To find journal entries that did not validate.
    - Review — To find journal entries that must be unposted before the entry can be modified.
  - e. **Status (Not Equals):** To retrieve journal entries by status, except for one status type. Select the status type that you do not want to include in the query. For example, to view all journal entries except those that have been posted, select Not Equals and Posted.
  - f. **Creation Period:** To retrieve journal entries created between certain periods of time. Select the start and end time period symbols.

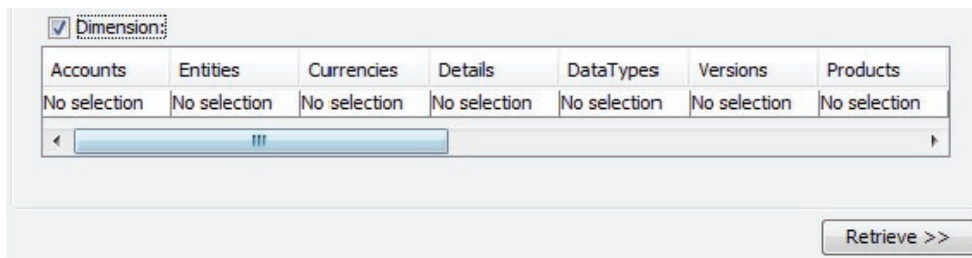
- g. **Post Period:** To retrieve journal entries posted between certain periods of time. Select the start and end time period symbols.
- h. **Creator:** To retrieve journal entries created by a specific user. Type the user ID.
- i. **Application ID:** To retrieve journal entries by Application ID. Type the Application ID. The Application ID is available for use by your company and can be an ID number or a name.
- j. **Created:** To retrieve journal entries created on a specific date or range or dates. Type the dates in the format mm/dd/yyyy.
- k. **Last Modified:** To retrieve journal entries last modified between certain dates. Select the start and end dates in the format mm/dd/yyyy.
- l. **Deleted JEs:** If your system is configured to save deleted journal entries, you may be able to select one of the following:
  - Do not include deleted JEs — To retrieve journal entries that have not been deleted.
  - Include deleted JEs — To retrieve all JEs that have been assigned a journal entry ID.
  - Show only deleted JEs — To retrieve only journal entries that have been deleted.
- m. **Include Non-Shared JEs:** To retrieve journal entries that have not been shared.

**Note:** Depending on your symbol access and whether the journal entry is shared or non-shared, some journal entries may be read-only, and some symbol names may not be visible.

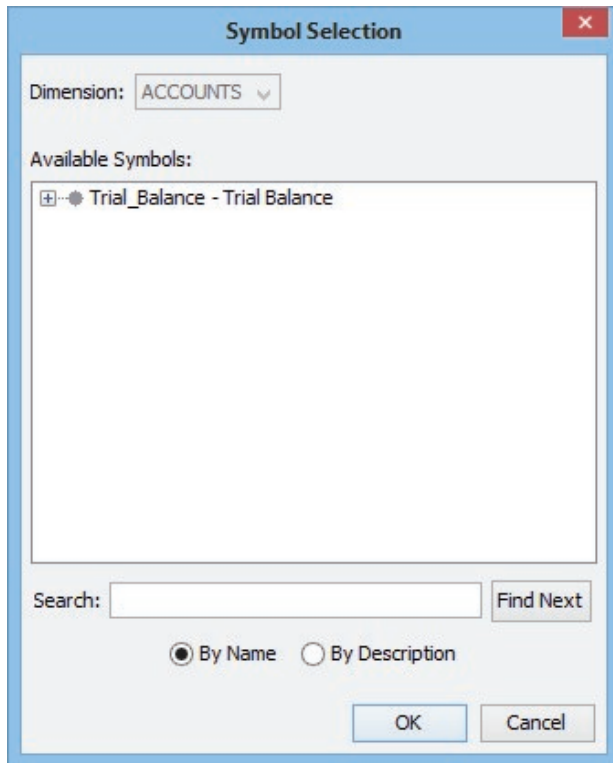
- n. **Dimension:** To retrieve journal entries containing specific symbols from certain dimensions. For more information, see step 4.

**Note:** At this time, you cannot query calculated journal entries; however, you can view calculated JEs in the list when you query all JEs. For more information, see [Retrieving All Journal Entries](#).

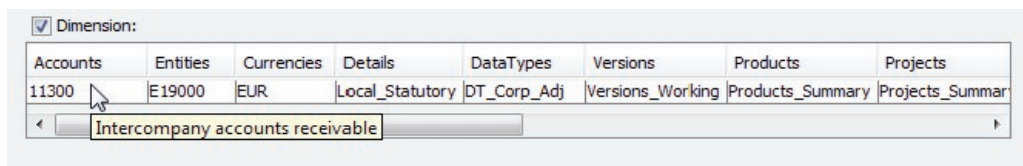
- 4. To select a symbol in a particular dimension, follow these steps.
  - a. Select the **Dimension** field. The dimension list appears.



- b. Click the cell under the dimension that contains the symbol. The Symbol Selection dialog opens.



- c. Find the symbol. You can search for symbols in several ways:
- Through the hierarchy: Click symbol names in the hierarchy to drill down to the appropriate symbol. Parent symbols that you can expand, and collapse are identified by a grey circle beside them.
  - By name: Start to type its name in the Search field. (You don't have to worry about case-sensitivity.) Longview finds the first symbol name that starts with the letters you typed. To find the next occurrence, click Find Next.
  - By description: Select By Description and start to type its description in the Search field. (You don't have to worry about case-sensitivity.) Longview finds the first symbol description that contains the letters you typed. To find the next occurrence, click Find Next.
- d. When you find the symbol, click OK. The selected symbol appears in the dimension list with the symbol name visible.



**Note:** To view a symbol's description, hover the mouse pointer over the desired symbol. The symbol's description appears.

- e. To select symbols in other dimensions, repeat step a to step d.
5. When you have finished selecting the fields, click Retrieve. The **Results** tab comes into view. If you chose to include deleted JEs, a new column appears in the report tab. Deleted JEs are marked with a red “X”.

The screenshot shows a window titled "Longview Journal Entries: LongviewDEV" with a menu bar (File, Actions, Help) and a toolbar. Below the toolbar are tabs for "Query", "Results", and "Reports". The "Results" tab is active, displaying a table with columns for "JE ID", "App ID", "Created", "Type", and "Description". The table contains 29 rows of data, including entries for "Accrue month-end compensation", "IAS23 adjustment", "IAS2 adjustment", "US GAAP adjustment", and "Current Period Journal Entry".

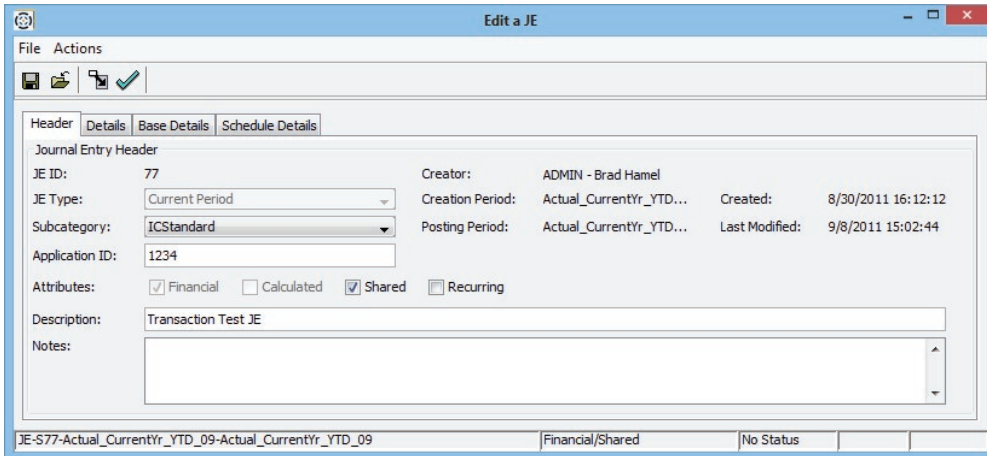
JE ID	App ID	Created	Type	Description
11	Actual_CurrentYr_YTD_09	CP	CP	Accrue month-end compensation - Dallas
12	Actual_CurrentYr_YTD_09	CP	CP	IAS23 adjustment for capitalized interest costs
13	Actual_CurrentYr_YTD_09	CP	CP	IAS2 adjustment to inventories
14	Actual_CurrentYr_YTD_09	CP	CP	Accrue month-end compensation - Montreal
21	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment to reverse capitalized interest costs - Montreal
22	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment FIFO to LIFO - Montreal
23	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment re: expense recognition - Montreal
24	Actual_CurrentYr_YTD_09	CP	CP	Accrue month-end compensation - Manchester
25	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment to reverse capitalized interest costs - Manchester
26	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment FIFO to LIFO - Manchester
27	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment re: expense recognition - Manchester
28	Actual_CurrentYr_YTD_09	R	CP	Current Period Journal Entry
29	Actual_CurrentYr_YTD_09	CP	CP	IAS2 adjustment to inventories 2
30	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment to reverse capitalized interest costs - Montreal version 2
31	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment re: expense recognition - Montreal 2
32	Actual_CurrentYr_YTD_09	R	CP	Current Period Journal Entry reversed
33	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment FIFO to LIFO - Montreal again
34	Actual_CurrentYr_YTD_09	CP	CP	Accrue month-end compensation - Dallas revised
35	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment FIFO to LIFO - Montreal again
36	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment to reverse capitalized interest costs - Montreal reversed
37	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment to reverse capitalized interest costs - Manchester again
38	Actual_CurrentYr_YTD_09	CP	CP	US GAAP adjustment FIFO to LIFO - Manchester
39	Actual_CurrentYr_YTD_09	CP	CP	test_je1

## Opening a journal entry

To perform most tasks in Longview Journal Entries, you need to open an existing journal entry.

To open a journal entry, follow these steps.

1. In Longview Component Manager, click Longview Journal Entries. The Longview Journal Entries dialog opens with the **Query** tab in view.
2. Retrieve the journal entry. The Longview Journal Entries dialog opens with the **Results** tab in view.  
For more information, see [Retrieving all journal entries](#), or [Retrieving selected journal entries](#)
3. Select the journal entry and choose File > Open. The Edit a JE dialog opens with the **Header** tab in view.



**Note:** Depending on the type of journal entry you are working with, the number of tabs varies. For a journal entry not associated with a schedule, the Header and Details tabs are the only tabs available.

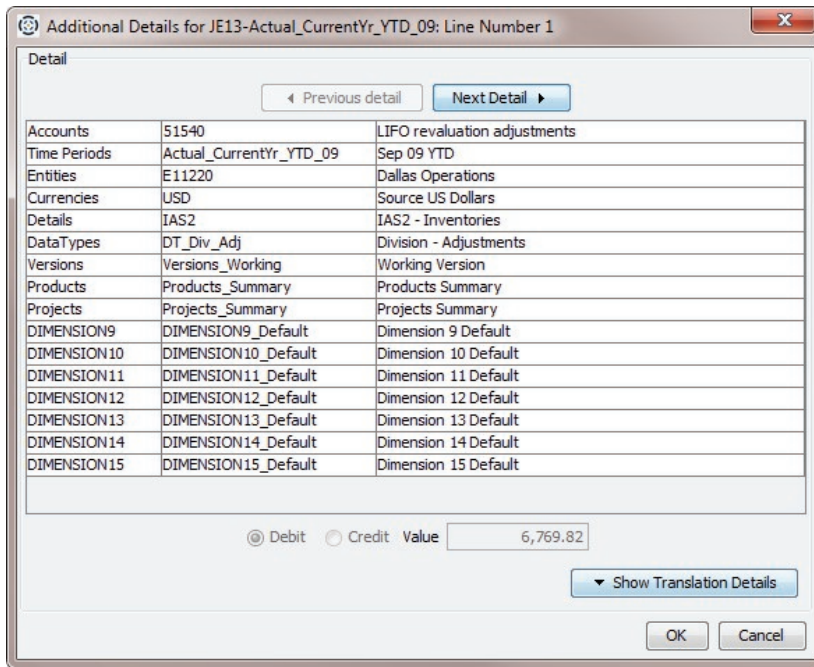
## Viewing translated details of a journal entry

When you create a journal entry in a source currency, you may want to view the value of the entry in its translated currency after data translation. You can do so only if your System Administrator has set up your Longview system to translate journal entry details.

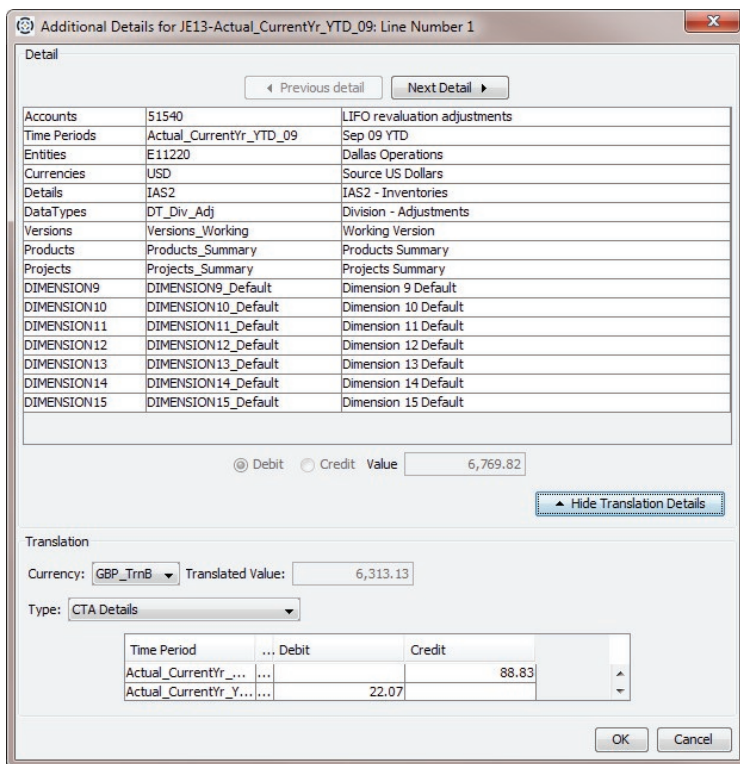
To view translated details, follow these steps.

1. Do one of the following:
  - If you have just created the journal entry, save it, and then click the Details tab in the Add New JE dialog.
  - If you want to view data for a journal entry you created in a previous session, open the journal entry, and then click the Details tab in the Edit a JE dialog. For more information on opening a journal entry, see [Opening a journal entry](#).

- Select a line of detail and click More. The Additional Details dialog opens.



- Click Show Translation Details. The Additional Details dialog expands to show the **Translation** area.



- Select a translated currency symbol from the drop-down list.

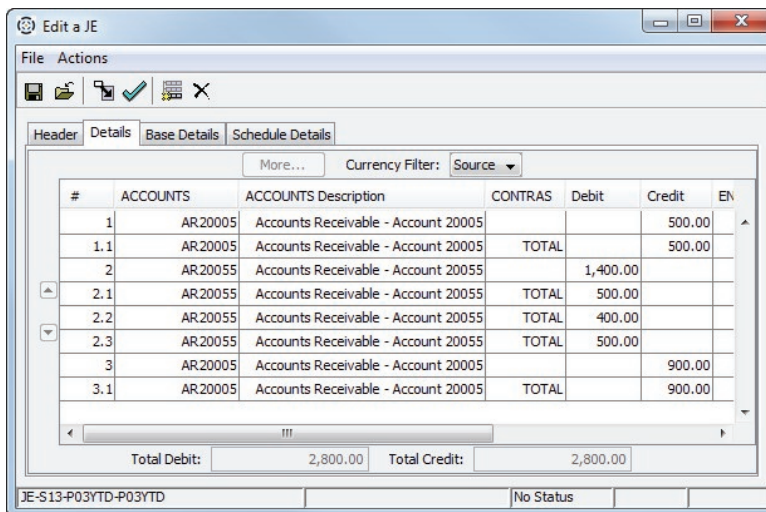
5. Review the read-only Translated Value.
6. To view another line of the journal entry, click Previous Detail or Next Detail.
7. When you're finished viewing additional details, click OK. The Add New JE or Edit a JE dialog comes into view.

## Viewing schedule journal entry detail types

You can change the types of details that are in view in a schedule journal entry using the details tabs. If you are working with a journal entry that is not associated with a schedule, the regular **Details** tab is the only details tab available.

To change the types of details viewed, follow these steps:

1. Do one of the following:
  - If you have just created the schedule journal entry, save it, and then click the Details tab in the Add New JE dialog.
  - If you want to view data for a schedule journal entry you created in a previous session, open the schedule journal entry, and then click the **Details** tab in the Edit a JE dialog. For more information on opening a journal entry, see [Opening a journal entry](#).
2. Click the **Details** tab, **Base Details** tab, or **Schedule Details** tab to display the desired type of details. The appropriate details display in the respective tab.



**Note:** The Total Debit and Total Credit fields display the total of the details viewed. For schedule journal entries, base details are listed with whole numbers (1, 2, 3), and schedule details are listed with decimals (1.1, 2.1, 2.2, 2.3, 3.1). The Details tab displays both base and schedule details.

3. You can now continue to perform tasks in Longview Journal Entries.

## Viewing journal entry status

You can view the status of a journal entry by following the steps for retrieving a journal entry.

To view the status of a journal entry:

1. In the main Longview Journal Entries dialog, click the Query tab.
2. Retrieve the journal entry. The Longview Journal Entries dialog opens with the **Results** tab in view.  
For more information, see [Retrieving all journal entries](#), or [Retrieving selected journal entries](#).
3. Scroll to the right until you see the **Status** column. There are several options that can appear in this column including the following:
  - a. No Status: The journal entry has been created, but it has not been validated, reviewed, or posted.
  - b. In Progress: Indicates that Longview Journal Entries is in the process of validating, reviewing, posting, or unposting the entry.
  - c. Validated: Indicates that the journal entry has passed the data integrity check that determines whether the data being imported into the database is valid from an accounting point of view.
  - d. Review: The journal entry is temporarily posted. You must unpost these entries before you can make any modifications to the journal entry.
  - e. Posted: The journal entry is permanently posted. The process involved a reviewed journal entry being posted a second time to change the posting from temporary to permanent. If modifications need to be made to this type of entry, an entry must first be created to reverse the posted entry. A second entry with the correct data is then created.
  - f. Errors: The entry has not been reviewed or posted because there are corrections that need to be made to the entry. Journal entry validity is automatically tested before the journal entry is posted.

## Creating journal entries

You can create journal entries that balance on the same symbol within a dimension; or, if necessary, you may be able to create journal entries that span multiple symbols within any one dimension. If your company needs to use cross-dimensional journal entries, your System Administrator must set up your Longview system to allow this feature. Cross-dimensional journal entries are available for all dimensions except ACCOUNTS, TIMEPER, and CURRENCY. For more information, see your System Administrator.

## Creating a journal entry

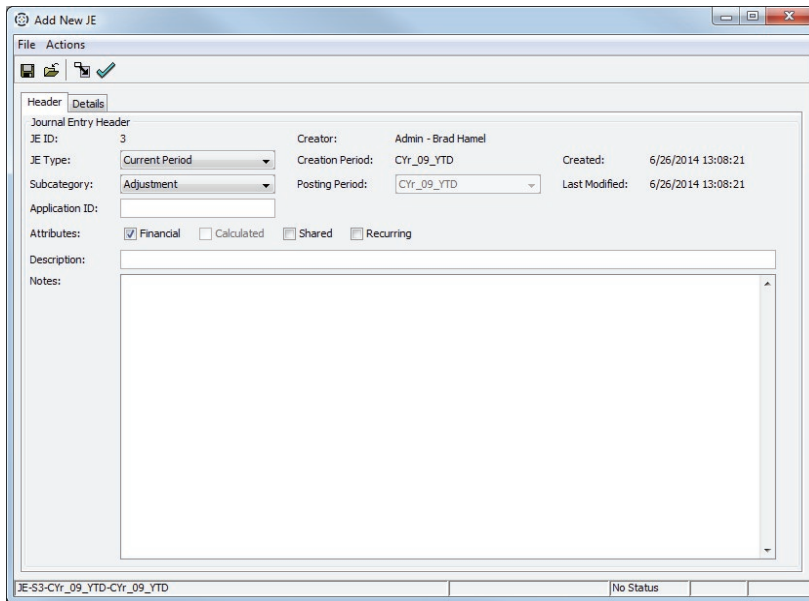
If you do not have a journal entry from which you can copy details, you can create a new journal entry.

**Note:** Elimination journal entries are made to intercompany transactions to avoid duplication in aggregate amounts. You cannot manually create elimination journal entries (they are created automatically on the Longview server), but you can view them.

To create a new journal entry, follow these steps.

1. In Longview Component Manager, click Longview Journal Entries. The Longview Journal Entries dialog opens with the **Query** tab in view.

- On the file menu, select New. The Add New JE dialog opens with the **Header** tab in view.



- In the **JE Type** field, select the type of journal entry you are creating:
  - Current Period:** To adjust balances in the current period.
  - Restatement:** To restate balances in the current or a prior period. Use this option for changes in accounting rules.
  - PPA:** To adjust balances in a prior period.
  - Future Period:** To adjust balances in a future period.
- For **Posting Period**, if you select a journal entry type other than **Current Period**, select the date for the posting period.
- For **Subcategory**, select **Adjustment** or a subcategory created by your company. To create a schedule journal entry, select a subcategory that is associated with a schedule. For more information on creating subcategories, see the Longview Application Administrator Guide.
- For the **Attributes** field, select one or more of the following options:
  - Financial:** This is the default selection. You must enter a balanced JE. Non-financial journal entries do not need to balance; for example, a journal entry for head counts does not need to balance. Your Longview system may be set up to allow cross dimensional journal entries. For more information, see your System Administrator.
  - Calculated:** This attribute is read-only and applies only if a journal entry is calculated. For more information on calculated journal entries, see the Longview Developer's Guide.
  - Shared:** If you want others to be able to view the journal entry, select this field. Your System Administrator is responsible for specifying journal entry settings and user access to shared journal entries. For more information, see your System Administrator.

- d. Recurring: To cause this journal entry to be created automatically by the system at the start of a new time period, usually a month, select this field.
7. Optionally, specify an **Application ID**. This can be an ID number or a name. You can use this field to conform with an internal numbering scheme or to categorize or group journal entries for querying. The application ID can contain a maximum of 31 characters.
  8. Below the **Attributes** area, complete these fields:
    - a. Description: Type a brief description of the journal entry. The description appears on the Query tab and in reports. The description can contain a maximum of 100 characters.
    - b. Notes: Type any detailed notes for the journal entry. Notes can contain a maximum of 1280 characters.
  9. Continue to [Adding Details to a Journal Entry](#) or [Adding Schedule Details to a Journal Entry](#).

## Adding details to a journal entry

You can add journal entry details to an existing journal entry or to one you have just created. If the journal entry type is financial, the journal entry must have two or more journal entry details that balance to be considered valid.

1. Do one of the following:
  - If you have just created the journal entry, click the **Details** tab in the Add New JE dialog.
  - If you want to view data for a journal entry you created in a previous session, open the journal entry, and then click the **Details** tab in the Edit a JE dialog. For more information on opening a journal entry, see [Opening a Journal Entry](#).
2. On the Actions menu, select Add. The Add Detail dialog opens with the dimension defaults automatically populated except for the ACCOUNTS dimension, which is left blank.

Add Detail for JE 104-Actual\_CurrentYr\_YTD\_09: Line Number 2

Base Dimensions	
Accounts	<input type="text"/>
Entities	E 10000
Currencies	USD
Details	Local_Statutory
DataTypes	DT_Div_Adj
Versions	Versions_Working
Products	Products_Summary
Projects	Projects_Summary
DIMENSION9	DIMENSION9_Default
DIMENSION10	DIMENSION10_Default
DIMENSION11	DIMENSION11_Default
DIMENSION12	DIMENSION12_Default
DIMENSION13	DIMENSION13_Default
DIMENSION14	DIMENSION14_Default
DIMENSION15	DIMENSION15_Default

Copy from line number:

Debit  Credit Value:

Add Cancel

3. If you want to copy information from an existing detail, follow these steps.
  - Select the Copy from line number check box.
  - Specify the line number of the detail you want to copy from.
  - Click Copy. The symbols and other information populate automatically.
4. For each dimension in the Longview database, select a leaf symbol for the journal entry. If you do not select a symbol, the already-populated dimension default is used. To select a symbol in a particular dimension, begin typing the symbol name to use auto-complete, or click Browse beside the dimension to open the Symbol Selection dialog. For more information on selecting symbols, see [Retrieving Journal Entries](#).
5. Complete these fields:
  - a. Debit: To create a detail line in which the value is debited.
  - b. Credit: To create a detail line in which the value is credited.
  - c. Value: Type the adjustment amount.
6. When you're finished, click Add, and then close the Add Detail dialog. The Add New JE dialog opens with the new base detail.
7. Use the horizontal scroll bars to view all the descriptive fields.
8. Save the new journal entry.
9. When you're finished, choose File > Close.

## Adding schedule details to a journal entry

You can add journal entry schedule details to an existing journal entry or to one you have just created. To work with a schedule journal entry, select a subcategory that is associated with a schedule in [step 5](#). If the journal entry type is financial, the journal entry must have two or more journal entry details that balance to be considered valid.

1. Do one of the following:
  - If you have just created the journal entry, click the **Details** tab in the Add New JE dialog. You can also add details from the **Schedule Details** tab.
  - If you want to view data for a journal entry you created in a previous session, open the journal entry, and then click the **Details** tab in the Edit a JE dialog. For more information on opening a journal entry, see [Opening a journal entry](#).
2. On the Actions menu, select Add. The Add Detail dialog opens with the base dimension defaults automatically populated, except for the ACCOUNTS dimension, which is left blank.

3. If you want to copy information from an existing detail, follow these steps.
  - a. Select the **Copy from line number** check box.
  - b. Specify the line number of the detail you want to copy from. For schedule journal entries, this number can include a decimal.
  - c. Click Copy. The symbols and other information populate automatically.
4. For each dimension in the Longview database, select a leaf symbol for the journal entry. If you do not select a symbol, the already-populated dimension default is used. To select a symbol in a particular dimension, begin typing the symbol name to use auto-complete, or click Browse beside the dimension to open the Symbol Selection dialog. For more information on selecting symbols, see [Retrieving journal entries](#).
5. For each schedule dimension, select a leaf symbol for the journal entry.
6. Complete these fields:
  - a. Debit: To create a detail line in which the value is debited.
  - b. Credit: To create a detail line in which the value is credited.
  - c. Value: Type the adjustment amount.
7. When you're finished, click Add, and then close the Add Detail dialog. The Add New JE dialog opens with the new schedule detail.

8. Use the horizontal scroll bars to view all the descriptive fields. To change the details showing, use the **Details** tabs. For more information on using the **Details** tabs, see [Viewing schedule journal entry detail types](#).
9. Save the new journal entry.
10. When you're finished, choose File > Close.

## Copying an existing journal entry

When you create a new journal entry, you can simplify the process by copying the contents of an existing journal entry, and then making minor changes.

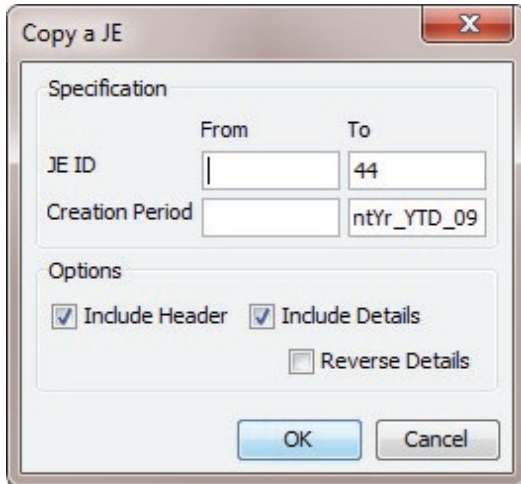
To copy an existing journal entry, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Query** tab.
2. Retrieve the journal entry. For more information, see [Retrieving all journal entries](#), or [Retrieving selected journal entries](#). The Longview Journal Entries dialog opens with the **Results** tab in view.

The screenshot shows a window titled "Longview Journal Entries: LongviewDEV" with a menu bar (File, Actions, Help) and a toolbar. Below the toolbar are tabs for "Query", "Results", and "Reports". The "Results" tab is active, displaying a table with columns: JE ID, App ID, Created, Type, and Description. The table contains 20 rows of journal entry data.

JE ID	App ID	Created	Type	Description
11		Actual_CurrentYr_YTD_09	CP	Accrue month-end compensation - Dallas
12		Actual_CurrentYr_YTD_09	CP	IAS23 adjustment for capitalized interest costs
13		Actual_CurrentYr_YTD_09	CP	IAS2 adjustment to inventories
14		Actual_CurrentYr_YTD_09	CP	Accrue month-end compensation - Montreal
21		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment to reverse capitalized interest costs - Montreal
22		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment FIFO to LIFO - Montreal
23		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment re: expense recognition - Montreal
24		Actual_CurrentYr_YTD_09	CP	Accrue month-end compensation - Manchester
25		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment to reverse capitalized interest costs - Manchester
26		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment FIFO to LIFO - Manchester
27		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment re: expense recognition - Manchester
28		Actual_CurrentYr_YTD_09	R	Current Period Journal Entry
29		Actual_CurrentYr_YTD_09	CP	IAS2 adjustment to inventories 2
30		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment to reverse capitalized interest costs - Montreal version 2
31		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment re: expense recognition - Montreal 2
32		Actual_CurrentYr_YTD_09	R	Current Period Journal Entry reversed
33		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment FIFO to LIFO - Montreal again
34		Actual_CurrentYr_YTD_09	CP	Accrue month-end compensation - Dallas revised
35		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment FIFO to LIFO - Montreal again
36		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment to reverse capitalized interest costs - Montreal reversed
37		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment to reverse capitalized interest costs - Manchester again
38		Actual_CurrentYr_YTD_09	CP	US GAAP adjustment FIFO to LIFO - Manchester
39		Actual_CurrentYr_YTD_09	CP	test_je1

3. Create a new blank journal entry, as described in [Creating a journal entry](#).
4. Close the new journal entry.
5. Select the journal entry you created in step 3 and choose Actions > Copy. The Copy a JE dialog opens.



6. In the **Specification** area, complete these fields:
  - a. JE ID From: Type the JE ID number of the journal entry from which you want to copy.
  - b. JE ID To: Type the JE ID of the journal entry that you want to copy information to. The JE ID of the selected journal entry appears by default.
  - c. Creation Period From: Type the creation period for the journal entry from which you want to copy. This information appears in the Created column on the Results tab.
  - d. Creation Period To: Type the creation period for the journal entry that you want to copy information to. The creation period of the selected journal entry appears by default.
  
7. In the **Options** area, complete these fields:
  - a. Include Header: To include the header information.
  - b. Include Details: To include the details information.
  - c. Reverse Details: To reverse the details of a single journal entry. This action reverses the debit or credit amounts of the journal entry from which you are copying.
  
8. Click OK. The Edit a JE dialog opens with the Header tab in view.
9. To make changes to this copied journal entry, see [Creating a journal entry](#).
10. Choose File > Save.
11. When you're finished, choose File > Close.

## Editing journal entries

You can edit journal entries to change the main header information, and to specify each **symbol** and corresponding debit and credit amounts that make up the journal entry transactions. You can also change the details of unposted journal entries with this process.

## Changing journal entry header information

Using the **Header** tab, you can change a journal entry's information. You can change the information of unposted journal entries but posted journal entries are read-only.

For more information on journal entry status, see [Viewing journal entry status](#). For more information on the fields on the **Header** tab, see [Creating a journal entry](#).

To change journal entry information on the Header tab, follow these steps.

1. Open the journal entry. For more information, see [Opening a journal entry](#). The Edit a JE dialog opens with the Header tab in view.
2. Make the necessary changes. Depending on the status of the journal entry, some fields may be read-only.



**Caution:** If you are working with a schedule journal entry, changing the subcategory deletes all schedule details.



**Note:** Depending on how your Longview system is configured, some fields, such as Application ID, may be read-only. Changing a journal entry's subcategory from one that is not associated with a schedule to one that is associated with a schedule displays the Base Details and Schedule Details tabs.

3. When you're finished making changes, choose File > Save in the Edit a JE dialog. The new information is saved.
4. Choose File > Close.

## Changing journal entry details

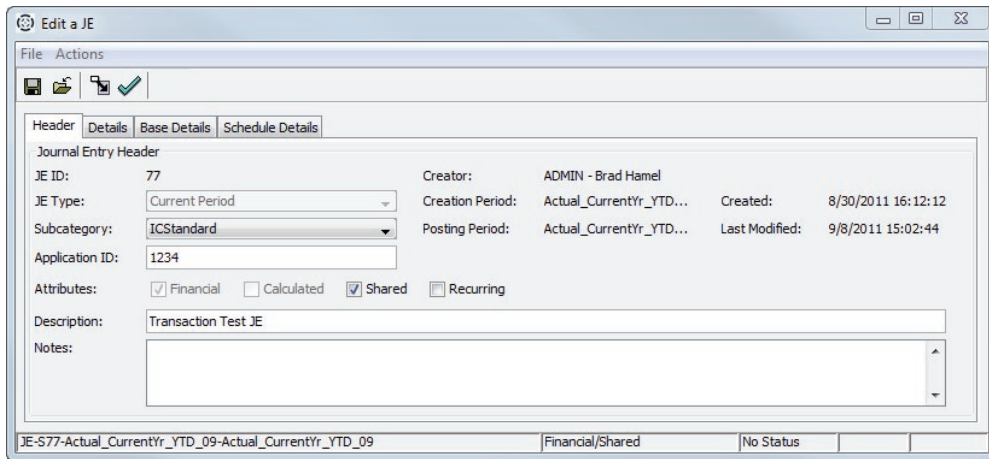
You can change the details of unposted journal entries but posted journal entries are read-only. For example, for unposted journal entries, you can specify the accounts and corresponding debit and credit amounts that make up the journal entry.

Depending on how your Longview system is configured, some fields, such as **Application ID**, may be read-only.

To change journal entry details, follow these steps.

1. Open the journal entry. For more information, see [Opening a journal entry](#). The Edit a JE dialog opens with the **Header** tab in view.

2. Click the **Details** tab.



3. To view specific lines of detail based on a currency symbol, in the **Currency Filter** drop-down list, select one of the following:

- a. Source: To view a journal entry based on the original currency.
- b. Translated currency symbol: To view a journal entry based on the target currency.
- c. All: To view a journal entry based on all currencies.

4. Follow these steps:

- a. Add a journal entry detail: Complete steps in [Adding Details to a Journal Entry](#).
- b. Add a schedule journal entry detail: Complete steps in [Adding Schedule Details to a Journal Entry](#).
- c. Delete a journal entry detail: Select the line and choose Actions > Delete. A confirmation dialog opens. Click Yes.

**Note:** To select multiple details, hold down the Ctrl key and select the row for each detail you want to delete.

- d. Move a line to a different position: Select the line. Click the up or down arrow on the left side of the tab to reposition the line. For more information see [Editing Journal Entries](#).
- e. Change debit/credit values: Double-click in the cell you want to change and edit the value. When you are finished, click in any other cell.

**Note:** For schedule journal entries, you can change debit and credit values only for schedule details if the Reclassified option is not selected for the subcategory you are working with. You can change debit/credit values for both base details and schedule details if the subcategory you are working with has the Reclassification option selected. For more information on subcategories see the Longview Application Administrator Guide.

- f. Change the contents of a line: See [Modifying Journal Entry Details](#), or [Modifying Journal Entry Schedule Details](#).

## Modifying journal entry details

From the **Details** tab, you can change the contents of a line in a journal entry.

1. To change the contents of a line in the journal entry or the contents of a base line in a schedule journal entry, click a symbol name in any of the base dimension fields. The Modify Details dialog opens.

**Caution:** For schedule journal entries, changing the intersection of the base detail impacts the related schedule details. For example, changing detail Line 1 impacts details 1.1, 1.2, 1.3 etc.

Modify Details for JE 77-Actual\_CurrentYr\_YTD\_09: Line Number 1

Base Dimensions		
Accounts	21200	Browse...
Entities	E11220	Browse...
Currencies	USD	Browse...
Details	Local_Statutory	Browse...
DataTypes	DT_Div_Adj	Browse...
Versions	Versions_Working	Browse...
Products	Products_Summary	Browse...
Projects	Projects_Summary	Browse...
DIMENSION9	DIMENSION9_Default	Browse...
DIMENSION10	DIMENSION10_Default	Browse...
DIMENSION11	DIMENSION11_Default	Browse...
DIMENSION12	DIMENSION12_Default	Browse...
DIMENSION13	DIMENSION13_Default	Browse...
DIMENSION14	DIMENSION14_Default	Browse...
DIMENSION15	DIMENSION15_Default	Browse...

Copy from line number:

Debit  Credit Value:

Modify Cancel

2. Make the appropriate changes. For more information, see [step 4](#) and [step 5](#) of [Adding details to a journal entry](#).

**Note:** If you make an adjustment to a Financial journal entry, and you alter the Value or Debit and Credit fields, don't forget to make the appropriate changes to the other lines of details to balance the journal entry.

3. If you want to copy information from an existing detail, follow these steps:
  - a. Select the **Copy from line number** check box.
  - b. Specify the line number of the detail you want to copy from.
  - c. Click Copy. The symbols and other information populate automatically.
4. Click Modify.
5. When you're finished making changes, choose File > Save in the Edit a JE dialog. The new information is saved.
6. Choose File > Close.

## Modifying journal entry schedule details

From the **Details** tab, you can change the contents of a schedule detail line in a schedule journal entry. You can also change the contents of a schedule detail from the **Schedule Details** tab.

1. To change the contents of a schedule detail in the schedule journal entry, click a symbol name in any of the schedule dimension fields. The Modify Details dialog opens.

2. Make the appropriate changes. For more information see [step 5](#) and [step 6](#) of [Adding schedule details to a journal entry](#).

**Note:** If you make an adjustment to a Financial journal entry, and you alter the Value or Debit and Credit fields, don't forget to make the appropriate changes to the other lines of details to balance the journal entry.

3. If you want to copy information from an existing detail, follow these steps.
  - a. Select the Copy from line number check box.
  - b. Specify the line number of the detail you want to copy from. For schedule journal entries, this number can include a decimal.
  - c. Click Copy. The symbols and other information populate automatically.
4. Click Modify.
5. When you're finished making changes, choose File > Save in the Edit a JE dialog. The new information is saved.
6. Choose File > Close.

## Re-ordering details

You can change the order in which the journal entry's details are displayed.

To change the order of details, follow these steps:

1. Do one of the following:
  - If you have just created the journal entry, save it, and then click the Details tab in the Add New JE dialog.
  - If you want to view data for a journal entry you created in a previous session, open the journal entry, and then click the Details tab in the Edit a JE dialog. For more information on opening a journal entry, see [Opening a journal entry](#).
  - If you are working with a schedule journal entry, proceed to step 4.
2. Select the detail you want to move by clicking in the detail line.
3. Click the appropriate up or down arrow to move the detail up or down the list of details.
4. If you are working with a schedule journal entry, the ability to re-order details depends on the type of details you are viewing. You can re-order different types of details as follows:
  - a. Details tab: None. Arrows appear dimmed.
  - b. Base Details tab: Base details.
  - c. Schedule Details tab: Schedule details among other relevant schedule details. For example, the detail listed as 2.1 can be moved down below 2.2, but not below 3.1.

**Note:** For more information on viewing detail types, see [Viewing schedule journal entry detail types](#).

5. When you are finished re-ordering details, choose File > Save. The journal entry details remain in the new order.

## Validating a journal entry

Before a journal entry can be posted, it must be validated. The Longview validation process checks for the following details:

- All symbols in all journal entry details must be in the valid postable symbol hierarchy, as configured by the SJEDNSymbols attributes, where N is a dimension number from 0 through 15.
- If the journal entry type is financial, accounts in all journal entry details must have a balance type of Debit or Credit.
- If the journal entry type is non-financial, accounts in all journal entry details must have a balance type of Neither.
- If the journal entry type is financial, the journal entry must have two or more journal entry details.
- The journal entry must be balanced for all dimensions except ACCOUNTS, TIMEPERIODS and those specified in the SJEUnbalancedDimensions attribute. In each dimension requiring balancing, the total of all details for a particular symbol must balance out in terms of debit and credit values.

To validate the journal entry, follow these steps.

1. Do one of the following:
  - If you have just created the journal entry, and you have the Add New JE dialog open with the Header tab in view, continue to step 2.
  - If you want to view data for a journal entry you created in a previous session, open the journal entry. For more information on opening a journal entry, see [Opening a journal entry](#).
2. Choose Actions > Validate.
3. If you have not saved the journal entry, a message opens prompting you to save the journal entry. To save the changes made to the journal entry, click Yes.
4. A message opens indicating that the journal entry was validated successfully.
5. Click OK.

## Posting a journal entry

When you have finished adjusting a journal entry, you may want to post the entry.

If your Longview system has been configured to implement a workflow approval process, an alert is sent to the appropriate approver when you have successfully posted a journal entry.



**Caution:** Permanently posted journal entries may not be unposted. You may want to temporarily post a journal entry so that you can unpost it later. Any type of temporarily posted journal entry may be unposted. Elimination journal entries are never temporarily posted.

To post a journal entry, follow these steps:

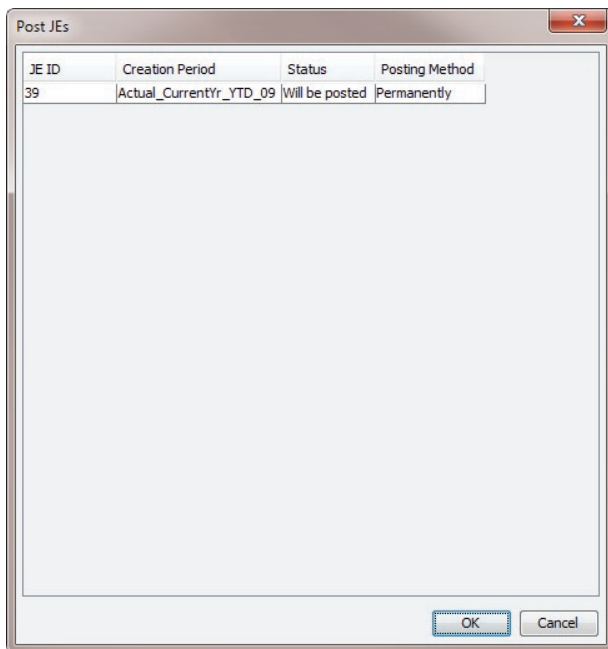
1. In the main Longview Journal Entries dialog, click the Query tab.
2. Retrieve the journal entry. For more information, see [Retrieving all journal entries](#), or [Retrieving selected journal entries](#). The Longview Journal Entries dialog opens with the Results tab in view.

**Note:** Select Status Equals Validated to retrieve only journal entries that can be review posted. Select Status Equals Review to retrieve only journal entries that can be permanently posted.

3. You may select several entries at one time. To select multiple entries, follow these steps:

To...	Do this...
Select a range of JEs	Hold down the Shift key and select the entries.
Select several noncontiguous JEs	Hold down the Ctrl key and select the entries.
Select all JEs	Click Select All.

4. Choose Actions > Post. The Post JEs dialog opens.



5. Click in the **PostingMethod** column to select a posting method. The default is Temporarily.
6. If the message Will be posted appears in the Status column of the Post JEs dialog, click OK. The Post JEs dialog reappears with the message In Progress in the **Status** column.

**Note:** Longview Journal Entries automatically tests to make sure journal entries are valid before posting. If the journal entry is not valid, the message Not eligible for posting appears in the Status column. (This message may also appear if a journal entry has been deleted, changed, or posted by another user in another session.)

7. If the message Not eligible for posting appears in the Status column, and you want to edit the journal entry, follow these steps.
  - a. Click OK. The Longview Journal Entries dialog opens with the **Results** tab in view.
  - b. Select the journal entry containing the error message in the Post JEs dialog and click Edit. The Edit a JE dialog opens.
  - c. Follow the procedure in [Changing journal entry details](#) or [Viewing journal entry status](#).
  - d. When you finish making the corrections, repeat step 5 and step 6.
8. Click OK. The Longview Journal Entries dialog opens with the Results tab in view.

**Note:** If you post multiple journal entries, clicking OK posts any eligible journal entries and skips any ineligible entries. If you click Cancel, no entries are posted.

9. Find the journal entry you just posted. The Status column contains the message In Progress to indicate the journal entry is in the process of being posted.

## Unposting a journal entry

You may want to unpost a journal entry if it is no longer valid or if the values must be corrected. You can unpost any journal entry with a status of Review.

**Note:** If your Longview system has been configured to implement a workflow approval process, you are able to unpost a journal entry only if you are recognized as an approver. An alert is sent to the journal entry's creator when you have successfully unposted a journal entry.

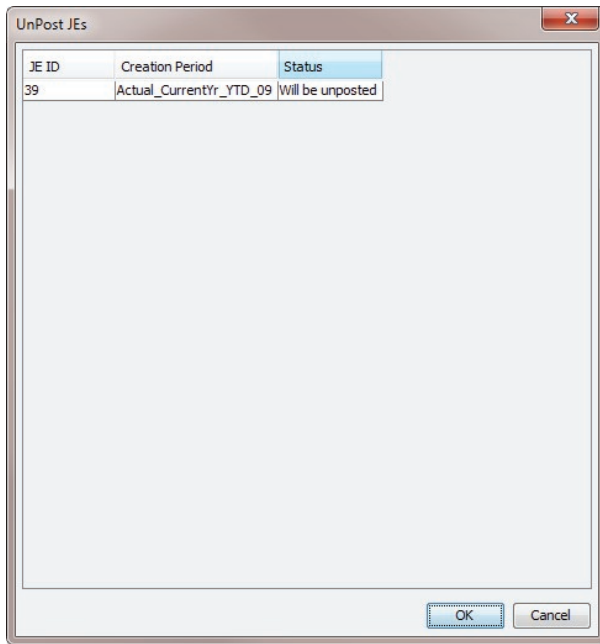
To unpost a journal entry, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Query** tab.
2. Retrieve the journal entry. For more information, see [Retrieving all journal entries](#), or [Retrieving selected journal entries](#). The Longview Journal Entries dialog opens with the **Results** tab in view.

**Note:** Select Status Equals Review to retrieve only journal entries that can be unposted.

3. You may select several entries at one time. To select multiple entries, follow these steps:
  - a. Select a range of JEs: Hold down the Shift key and select the entries.
  - b. Select several noncontiguous JEs: Hold down the Ctrl key and select the entries.
  - c. Select all JEs: Click Select All.

4. Choose Actions > Unpost. The UnPost JEs dialog opens.



5. Click OK. The UnPost JEs dialog reappears with the message In Progress in the **Status** column.
6. Click OK. The Longview Journal Entries dialog opens with the **Results** tab in view. The message In Progress appears in the **Status** column. Use the scroll bars to view all columns.

## Importing journal entries

Prior to using Longview, your company may have worked with journal entries created using a different application. If so, you may prefer to transfer details of a journal entry from that application to Longview instead of creating a new journal entry.

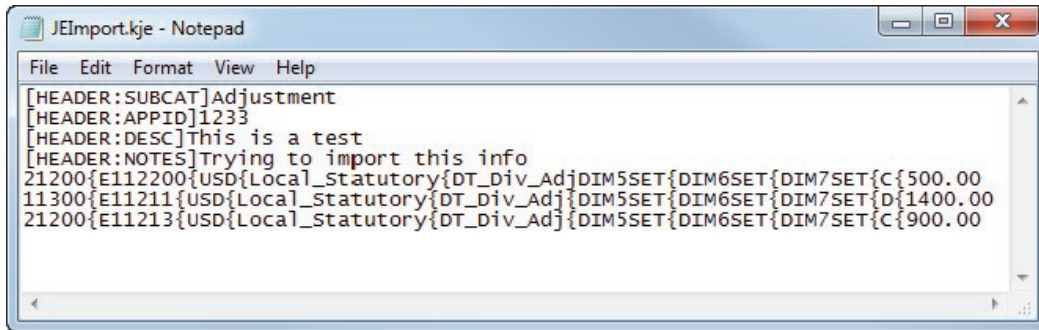
**Note:** The import process is intended only for the import of one journal entry at a time. Multiple journal entries cannot be loaded with a single import file.

## Creating an import file for journal entries

You can save parameters in an ASCII file and use Longview to read the file to find the parameters.

You can create files with a variety of text editors and other software. Windows Notepad works well, as do most spreadsheet packages. Or, if you want, you can create a list in Microsoft Excel, and then cut and paste the appropriate column into a text file.

The file is in ASCII format, but the file name extension can be .kje (Longview Journal Entry).



Depending on how your Longview system is configured, some fields, such as **Application ID**, may be read-only.

To create an import file for journal entries, follow these steps.

1. Create an ASCII file.
2. To add information to the journal entry's header, add the parameter HEADER: before the following parameters: (These lines of information are optional)
  - a. SUBCAT: Follow this parameter with the subcategory for the journal entry. For a schedule journal entry, use a subcategory that is associated with a schedule.
  - b. APPID: Follow this parameter with the Application ID used by your company. The Application ID can contain a maximum of 31 characters.
  - c. DESC: Follow this parameter with the description of the journal entry. Use a combination of uppercase and lowercase letters, for easier reading. The summary can contain a maximum of 100 characters.
  - d. NOTES: Follow this parameter with any notes for the journal entry. The description can contain a maximum of 1280 characters.
3. To add lines of detail to the journal entry, follow these steps.
  - a. Type a symbol for each dimension (except TIMEPERIODS) in your Longview system.
  - b. Use left braces ( { ) as delimiters. Do not use double quotation marks.
  - c. Add a D or C switch to specify whether the account is to be debited (D) or credited (C).
  - d. Type the debit or credit amount at the end of the line.
  - e. If you are creating an import file for a schedule journal entry, list schedule dimensions after all base dimensions in a line of detail.

A complete line of detail appears like the following:

```
21200{E11213{USD{Local_Statutory{DT_Div_Adj{DIM5SET{DIM6SET{DIM7SET{C{900.00
```

**Note:** For journal entries not associated with a schedule, dimensions may be left blank if the default symbol for that dimension is desired. For schedule journal entries, symbols must be present for all dimensions. If a line of detail includes schedule dimensions and is listed before a matching base detail line, a base detail is created.

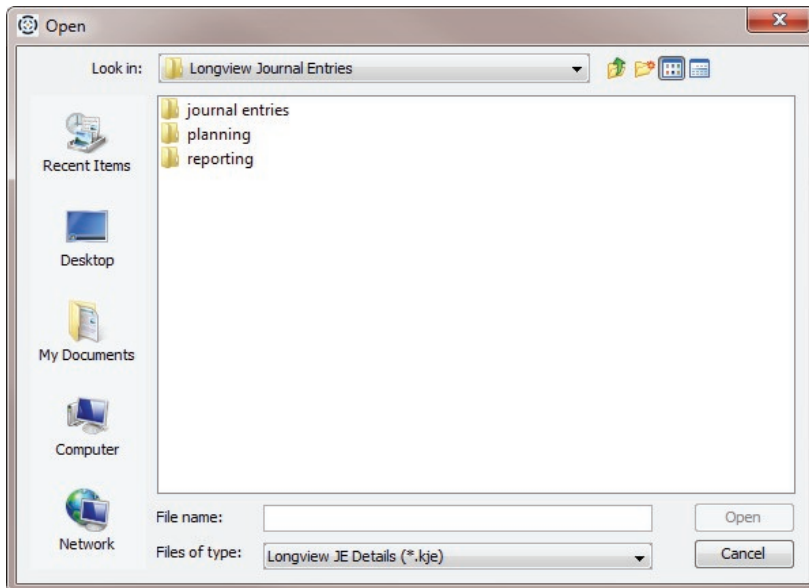
Make sure there are no blank lines in the ASCII file. Since Longview can't import files with blank lines, quotation marks, or most types of control characters, you must remove these characters before you import the file.

## Importing details into a new journal entry

If your company has journal entries created under a different application, you may transfer details of those journal entries instead of creating an entirely new set.

To import a journal entry into a new journal entry, follow these steps.

1. Create a journal entry, as described in [Creating a journal entry](#).
2. Choose File > Import. The Open dialog opens.



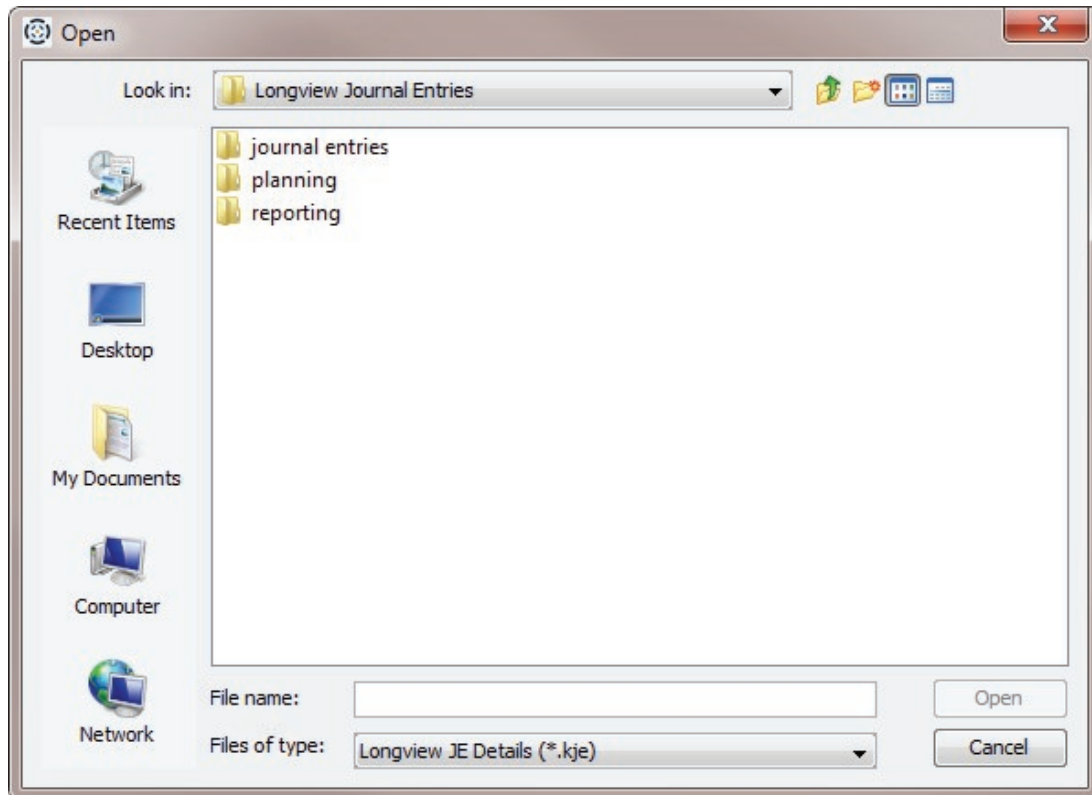
3. Select the file you want to import and click Open. The Add a JE dialog opens with the **Details** tab in view, showing the imported details.
4. Make any necessary changes and click Update. The journal entry is saved. For more information, see [Changing journal entry details](#) or [Viewing journal entry status](#).
5. To validate, see [Validating a journal entry](#).
6. Choose File > Close. The Longview Journal Entries dialog opens with the **Results** tab in view.

## Importing details into an existing journal entry

If your company has journal entries created under a different application, you may transfer details of those journal entries instead of creating an entirely new set in Longview Journal Entries.

To import a journal entry into an existing journal entry, follow these steps.

1. Open the journal entry, as described in [Opening a journal entry](#).
2. Choose File > Import. A confirmation dialog opens.
3. Do one of the following:
  - a. To delete the details from the existing journal entry and add the details from the imported file, click Yes. The Open dialog opens.
  - b. To keep the details from the existing journal entry and add the details from the imported file, click No. The Open dialog opens.



4. Select the file you want to import and click Open. The Edit a JE dialog opens with the **Details** tab in view, showing the imported details.
5. Make any necessary changes and click Update. The journal entry is saved. For more information, see [Changing journal entry details](#) or [Viewing journal entry status](#).
6. To validate, see [Validating a journal entry](#).
7. Choose File > Close. The Longview Journal Entries dialog opens with the **Results** tab in view.

## Deleting journal entries

If you no longer need a journal entry, you can delete it, if it has not yet been posted. You can't delete posted or review posted entries. To delete a review posted entry, you must unpost it first. For more information on unposting a journal entry, see [Unposting a journal entry](#). If you want to delete a non-

shared journal entry, you must either be the creator of the journal entry or have Delete Non-shared JEs authorization and the appropriate Write symbol access.



**Caution:** If you follow this procedure, you cannot reverse your decision. Use with caution.

Depending on how your System Administrator has set up your system, information on deleted journal entries may still be available for audit purposes. You may have the option of querying deleted journal entries only, non-deleted journal entries only, or a combination of the two. To learn which options are available in your system, see your System Administrator.

To delete a journal entry, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Query** tab.
2. Retrieve the journal entry. For more information, see [Retrieving all journal entries](#), or [Retrieving selected journal entries](#). The Longview Journal Entries dialog opens with the **Results** tab in view.
3. Select the journal entry or entries you want to delete. You may select several entries at one time. To select multiple entries, follow these steps:
  - a. Select a range of JEs: Hold down the Shift key and select the entries.
  - b. Select several noncontiguous JEs: Hold down the Ctrl key and select the entries.
  - c. Select all JEs: Click Select All.
4. Choose File > Delete. A warning dialog opens.
5. Click Yes. A confirmation dialog opens.
6. Click OK. The Longview Journal Entries dialog opens with the **Results** tab in view. If the application was unable to delete a journal entry, an error message appears.

# Running Reports On Journal Entries

Your responsibilities may include examining a list of all consolidating and adjustment journal entries to check General Ledger numbers against those in the corporate system. If many changes have been made to the General Ledger numbers, you may find it useful to examine printed reports on the journal entries.

## Types of journal entry reports

Journal entry reports fall into two categories and can provide differing levels of details:

JE report type	Description
Standard	Reports that are commonly used by most organizations in their journal entry reporting. These reports are predefined and allow for little modification.
Ad hoc	Reports based on your current selections in the Results tab. You must first run a query and select the journal entries for your ad hoc report. You select the appropriate columns and headings.

You can select from the following levels of detail for your journal entry reports:

Level of detail for reports	Description
Detailed	To retrieve more detailed journal entry information, such as the entities and accounts associated with the journal entry.
Detailed with Schedule Details	To retrieve more detailed journal entry information for journal entries associated with a schedule, such as schedule details, entities, and accounts associated with the journal entry.
Summary	To retrieve the summary journal entry information, such as the JE ID and debit and credit amounts.
Transaction	To retrieve all journal entry details involving specified accounts and entities.

## Running standard journal entry reports

Standard reports are preconfigured reports commonly used by most organizations in their journal entry reporting. These reports are predefined and allow for little modification.



## Running a standard detailed journal entry report

A standard detailed report is a report for a journal entry in which each page of the report contains all the accounts for the journal entry.

To run a standard detailed report, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Reports** tab. The fields visible in the Reports tab depend on the selections you make in the next step.
2. Complete these fields:
  - a. Report Type: Select **Standard**.
  - b. Level of Detail: Select **Detailed**.

The screenshot shows the 'Longview Journal Entries: Longview' dialog box with the 'Reports' tab selected. The 'Report Type' is set to 'Standard' and 'Level of Detail' is set to 'Detailed'. A 'Run Report' button is visible. The 'Header' section has 'Company Name' set to 'ABC Company Ltd.' and 'Title' set to 'Consolidation JE Detail Report'. The 'Settings' section includes 'Category' set to 'All', 'JE ID' set to 'All JEs by Time Period', 'Time Period' set to 'Creation Period: Actual\_CurrentYr\_YTD\_09', and 'Deleted JEs' set to 'Do not include deleted JEs'. The 'Options' section has 'Decimal Zero Padding' and 'Thousands Separators' checked, and 'Page Number' unchecked. A 'Footer' field is empty.

3. In the Header area, complete these fields:
  - a. Company Name: Depending on how your Longview system is configured, the name of your company may appear automatically. If not, type it here.
  - b. Title: The default title appears. You may change this information if you want.

4. In the Settings area, complete these fields:
  - a. Category: Select one of the following:
    - All — To run a report for all types of journal entries.
    - Standard — To run a report for Standard journal entries only.
    - Any Standard subcategory — To run a report for Standard journal entries belonging to a subcategory.
    - System — To run a report for system journal entries only.
    - Any System subcategory — To run a report for System journal entries belonging to a subcategory.
  - b. JE ID: Select one of the following:
    - All JEs by Time Period — To run a report on JEs in a specific time period symbol, select this field.
    - Specify JE ID — To run a report for a specific JE, type the JE ID in this field.
  - c. Time Period: Select one of the following:
    - Creation Period — To run the report on JEs created in a certain time period. Select the time period symbol for the report.
    - Post Period — To run the report on JEs posted in a certain time period. Select the time period symbol for the report.
  - d. Deleted JEs: This option is available only if your system is configured to retain deleted journal entries. Select one of the following:
    - Do not include deleted JEs — To omit deleted JEs from the report.
    - Include deleted JEs — To include deleted JEs in the report.
    - Show only deleted JEs — To show only deleted JEs in the report.
5. In the **Options** area, complete these fields:
  - a. Decimal Zero Padding: Aligns values with different decimal places.
  - b. Page Number: Includes page numbers in the report.
  - c. Thousands Separators: Includes thousands separators in the report.
  - d. Footer: Adds a footer to the report.

6. Click **Run Report**. The JE Detail Report - Print Preview dialog opens, from which you can view, print, and save the report.

Date: 6/13/2011 11:35:42

**ABC Company Ltd.**  
**Consolidation JE Detail Report**  
**Actual\_CurrentYr\_YTD\_09 - Sep 09 YTD**  
**JE-S12-IAS23 adjustment for capitalized interest costs**

Account Description	Entity	Account	Debit	Credit
Current income taxes	E11220	93120	3,610.00	
Income taxes payable	E11220	21120		3,610.00
Fixed assets - mfg equip't - additions	E11220	14122	10,312.00	
Other interest expense	E11220	91010		10,312.00
			13,922.00	13,922.00
			13,922.00	13,922.00

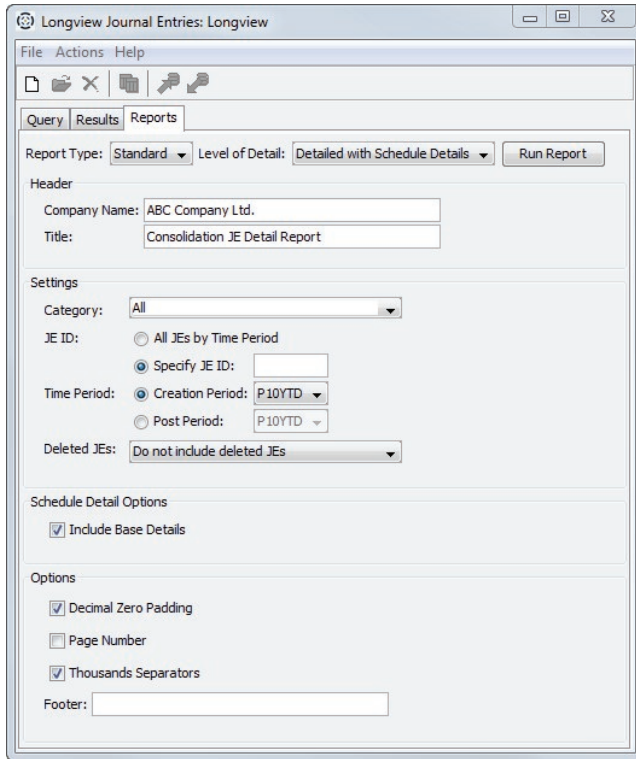
For viewing options, see [Viewing and saving journal entry reports](#).

## Running a standard detailed with schedule details journal entry report

A standard detailed with schedule details report is a report for a journal entry containing schedule details in which each page of the report contains all the accounts for the journal entry.

To run a standard summary report, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Reports** tab. The fields visible in the Reports tab depend on the selections you make in the next step.
2. Complete these fields:
  - a. Report Type: Select **Standard**.
  - b. Level of Detail: Select **Detailed with Schedule Details**.



3. In the Header area, complete these fields:
  - a. Company Name: Depending on how your Longview system is configured, the name of your company may appear automatically. If not, type it here.
  - b. Title: The default title appears. You may change this information, if you want.
  
4. In the Settings area, complete these fields:
  - a. Category: Select one of the following:
    - All — To run a report for all types of journal entries.
    - Standard — To run a report for Standard journal entries only.
    - Any Standard subcategory — To run a report for Standard journal entries belonging to a subcategory.
    - System — To run a report for system journal entries only.
    - Any System subcategory — To run a report for System journal entries belonging to a subcategory.
  - b. JE ID: Select one of the following:
    - All JEs by Time Period — To run a report on JEs in a specific time period symbol, select this field.

- Specify JE ID — To run a report for a specific JE, type the JE ID in this field.
- c. Time Period: Select one of the following:
- Creation Period — To run the report on JEs created in a certain time period. Select the time period symbol for the report.
  - Post Period — To run the report on JEs posted in a certain time period. Select the time period symbol for the report.
- d. Deleted JEs: This option is available only if your system is configured to retain deleted journal entries. Select one of the following:
- Do not include deleted JEs — To omit deleted JEs from the report.
  - Include deleted JEs — To include deleted JEs in the report.
  - Show only deleted JEs — To show only deleted JEs in the report.
5. In the Schedule Detail Options area, clear the **Include Base Details** check box if you do not want base details included in the report.
6. In the Options area, complete these fields:
- a. Decimal Zero Padding: Aligns values with different decimal places.
  - b. Page Number: Includes page numbers in the report.
  - c. Thousands Separators: Includes thousands separators in the report.
  - d. Footer: Adds a footer to the report.
7. Click **Run Report**. The JE Detail Report - Print Preview dialog opens, from which you can view, print, and save the report.

Date: 10/19/2011 10:00:20

**ABC Company Ltd.**  
**Consolidation JE Detail Report**  
**Actual\_CurrentYr\_YTD\_09 - Sep 09 YTD**  
**JE-S77-Transaction Test JE**

Accounts Description	Entities	Accounts	CONTR.AS	Debit	Credit
Intercompany accounts receivable	E11211	11300		1,400.00	
Intercompany accounts receivable	E11211	11300	E11220	500.00	
Intercompany accounts receivable	E11211	11300	E11213	400.00	
Intercompany accounts receivable	E11211	11300	E11212	500.00	
				2,800.00	0.00
Intercompany accts payable	E11213	21200			900.00
Intercompany accts payable	E11213	21200	E11211		900.00
				0.00	1,800.00
Intercompany accts payable	E11220	21200			500.00
Intercompany accts payable	E11220	21200	E11211		500.00
				0.00	1,000.00
				2,800.00	2,800.00

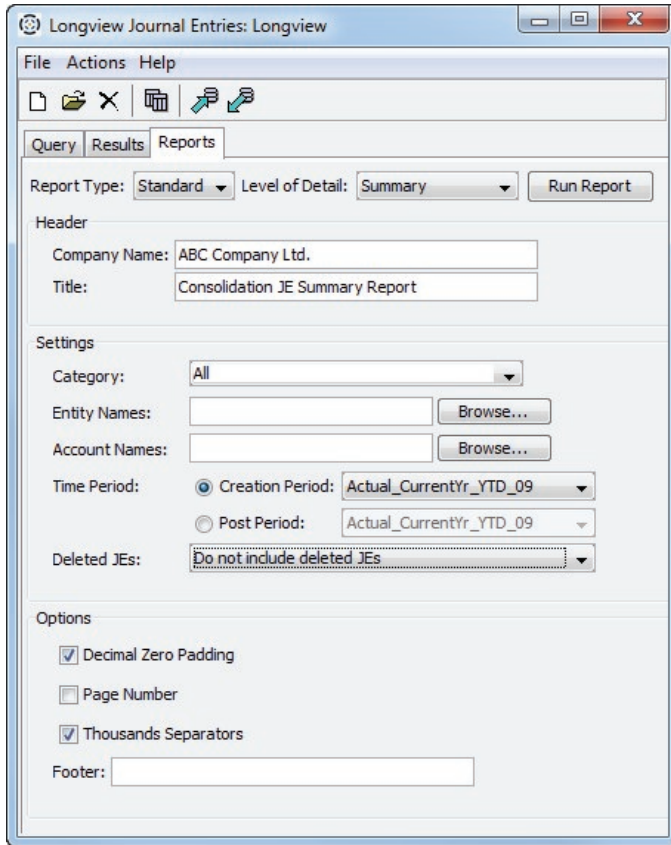
For viewing options, see [Viewing and saving journal entry reports.](#)

## Running a standard summary journal entry report

A standard summary report is a report for an account in which each page of the report contains a **leaf symbol** for the account in a particular entity.

To run a standard summary report, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Reports** tab. The fields visible in the Reports tab depend on the selections you make in the next step.
2. Complete these fields:
  - a. Report Type: Select **Standard**.
  - b. Level of Detail: Select **Summary**.



3. In the Header area, complete these fields:

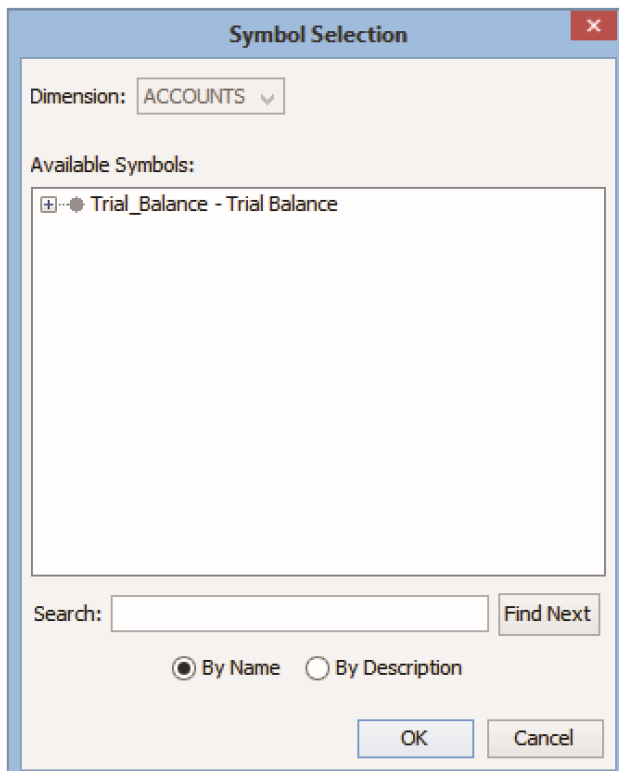
- a. Company Name: Depending on how your Longview system is configured, the name of your company may appear automatically. If not, type it here.
- b. Title: The default title appears. You may change this information, if you want.

4. In the Settings area, complete these fields:

- a. Category: Select one of the following:
  - All — To run a report for all types of journal entries.
  - Standard — To run a report for Standard journal entries only.
  - Any Standard subcategory — To run a report for Standard journal entries belonging to a subcategory.
  - System — To run a report for system journal entries only.
  - Any System subcategory — To run a report for System journal entries belonging to a subcategory.

- b. Entity Names: Select the entity symbol or symbols for the report. For more information, see step 5 and step 6.
- c. Account Names: Select the account symbol or symbols for the report. For more information, see step 7 and step 8.
- d. Time Period: Select one of the following:
  - Creation Period — To run the report on JEs created in a certain time period. Select the time period symbol for the report.
  - Post Period — To run the report on JEs posted in a certain time period. Select the time period symbol for the report.
- e. Deleted JEs: This option is available only if your system is configured to retain deleted journal entries. Select one of the following:
  - Do not include deleted JEs — To omit deleted JEs from the report.
  - Include deleted JEs — To include deleted JEs in the report.
  - Show only deleted JEs — To show only deleted JEs in the report.

5. To select an entity symbol, click **Browse**. The Symbol Selection dialog opens.



6. To select a symbol for the report, navigate through the hierarchy.
  - a. When you find the symbol or symbols for the report, double-click the **symbol** or use the arrow buttons to move the symbols to the Selected Symbols list.
  - b. When you are done, click **OK**. The Longview Journal Entries dialog opens with the Reports tab in view.
  - c. Click **OK**. The Longview Journal Entries dialog opens with the Reports tab in view.
7. To select a symbol in the ACCOUNTS dimension, click **Browse**. The Symbol Selection dialog opens.
8. Repeat step 6.
9. In the Options area, complete these fields:
  - a. Decimal Zero Padding: Aligns values with different decimal places.
  - b. Page Number: Includes page numbers in the report.
  - c. Thousands Separators: Includes thousands separators in the report.
  - d. Footer: Adds a footer to the report.
10. Click **Run Report**. The JE Summary Report - Print Preview dialog opens, from which you can view, print, and save the report.

Date: 6/14/2011 14:58:31

**ABC Company Ltd.**  
**Consolidation JE Summary Report**  
**Actual\_CurrentYr\_YTD\_09 - Sep 09 YTD**  
**Account - 11101 - Cash**

		Debit	Credit	Net
28	Current Period Journal Entry			
28	Current Period Journal Entry		50.00	(50.00)
32	Current Period Journal Entry reversed			
32	Current Period Journal Entry reversed	50.00		50.00
E12999	ABC Europe Elims	50.00	50.00	
39	test_je1			
39	test_je1			
Wayne1	This is Wayne1			
E10000	ABC Consol	50.00	50.00	

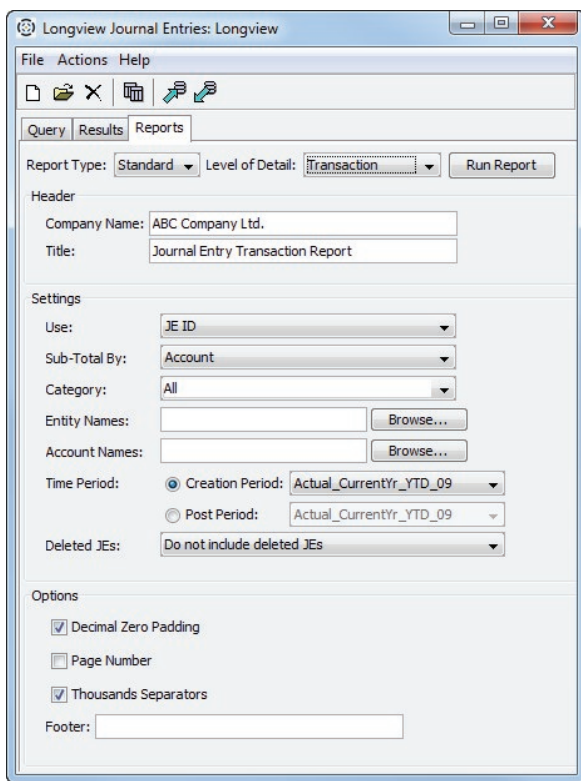
For viewing options, see [Viewing and saving journal entry reports](#).

## Running a standard transaction journal entry report

A standard transaction report is a report for an entity in which each page of the report contains each account symbol for an entity.

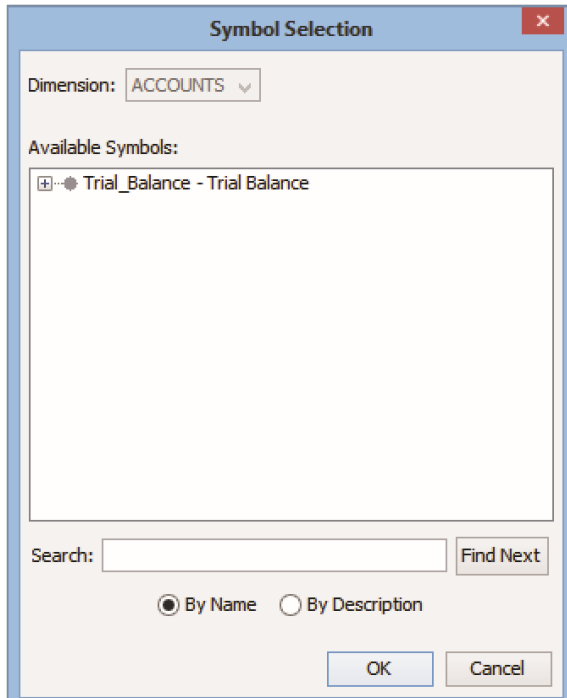
To run a standard transaction report, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Reports** tab. The fields visible in the Reports tab depend on the selections you make in the next step.
2. Complete these fields:
  - a. Report Type: Select **Standard**.
  - b. Level of Detail: **Select Transaction**.



3. In the Header area, complete these fields:
  - a. Company Name: Depending on how your Longview system is configured, the name of your company may appear automatically. If not, type it here.
  - b. Title: The default title appears. You may change this information, if you want.
4. In the Settings area, complete these fields:
  - a. Use: To display the journal entry ID in the report, select JE ID. To display the app ID in the report, select App ID.

- b. Sub-Total By: To run the report to make sub-totals by accounts, select Account. To run the report to make sub-totals by JE ID, select JE ID.
  - c. Category: Select one of the following:
    - d. All — To run a report for all types of journal entries.
    - e. Standard — To run a report for Standard journal entries only.
    - f. Any Standard subcategory — To run a report for Standard journal entries belonging to a subcategory.
    - g. System — To run a report for system journal entries only.
    - h. Any System subcategory — To run a report for System journal entries belonging to a subcategory.
  - i. Entity Names: Select the entity symbols for the report, delimited by a comma. The symbols may be parent symbols or leaf symbols. For more information, see step 5.
  - j. Account Names: Select the account symbols for the report, delimited by a comma. The symbols may be parent symbols or leaf symbols. For more information, see step 7.
  - k. Time Period: Select one of the following:
    - l. Creation Period — To run the report on journal entries created for a certain time period. Select the time period symbol for the report.
    - m. Post Period — To run the report on journal entries posted to a certain time period. Select the time period symbol for the report.
  - n. Deleted JEs: This option is available only if your system is configured to retain deleted journal entries. Select one of the following:
    - o. Do not include deleted JEs — To omit deleted JEs from the report.
    - p. Include deleted JEs — To include deleted JEs in the report.
    - q. Show only deleted JEs — To show only deleted JEs in the report.
5. To select an entity symbol, click **Browse**. The Symbol Selection dialog opens.



6. To select a symbol for the report, navigate through the hierarchy.
  - a. When you find the symbol or symbols for the report, double-click the **symbol** or use the arrow buttons to move the symbols to the Selected Symbols list.
  - b. When you are done, click **OK**. The Longview Journal Entries dialog opens with the Reports tab in view.
  - c. Click **OK**. The Longview Journal Entries dialog opens with the Reports tab in view.
7. To select a symbol in the ACCOUNTS dimension, click **Browse**. The Symbol Selection dialog opens.
8. Repeat step 6.
9. In the Options area, complete these fields:
  - a. Decimal Zero Padding: Aligns values with different decimal places.
  - b. Page Number: Includes page numbers in the report.
  - c. Thousands Separators: Includes thousands separators in the report.
  - d. Footer: Adds a footer to the report.
10. Click **Run Report**. The JE Transaction Report - Print Preview dialog opens, from which you can view, print, and save the report.

Date: 6/14/2011 15:07:03

**ABC Company Ltd.**  
**Journal Entry Transaction Report**  
**Actual\_CurrentYr\_YTD\_09 - Sep 09 YTD**  
**Entity - E11120 - Montreal Operations**

**ACCOUNT: 11440 - LIFO revaluation**

JE ID	JE Description	Account	Debit	Credit
22	US GAAP adjustment FIFO to LIFO - Montreal	11440	550.00	
33	US GAAP adjustment FIFO to LIFO - Montreal again	11440	550.00	
35	US GAAP adjustment FIFO to LIFO - Montreal again	11440	550.00	
			1,650.00	0.00

**ACCOUNT: 11450 - FIFO revaluation**

JE ID	JE Description	Account	Debit	Credit
22	US GAAP adjustment FIFO to LIFO - Montreal	11450		4,334.75
33	US GAAP adjustment FIFO to LIFO - Montreal again	11450		4,334.75
35	US GAAP adjustment FIFO to LIFO - Montreal again	11450		4,334.75
			0.00	13,004.25

For viewing options, see [Viewing and saving journal entry reports](#).

## Running ad hoc journal entry reports

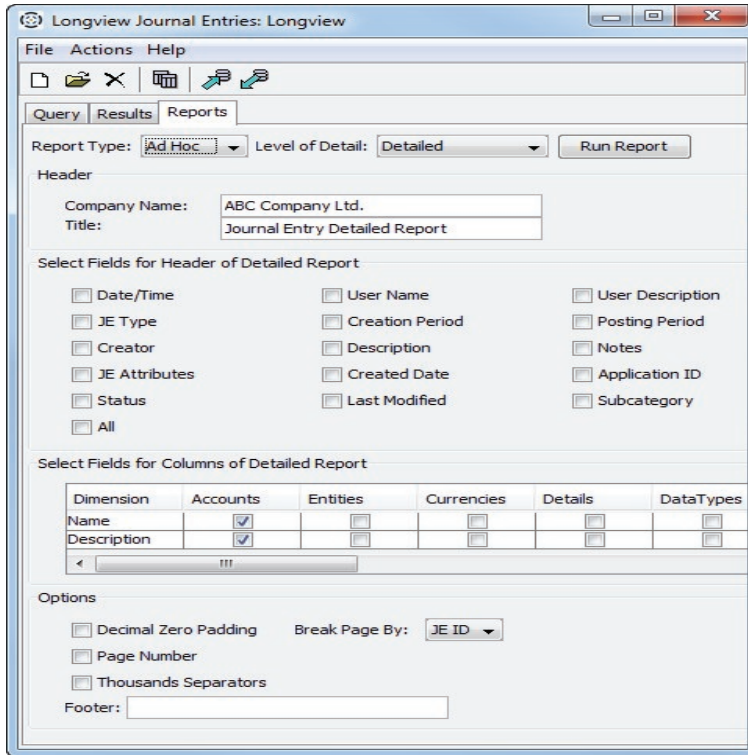
An ad hoc report is a report based on your current journal entry selections in the **Results** tab. You can select the appropriate columns and headings.

### Running an ad hoc detailed journal entry report

You may want to run a report for a particular set of journal entries based on your specific needs. To do so, run an ad hoc detailed report.


To run an ad hoc detailed report, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Query** tab.
2. Retrieve the journal entry. For more information, see [Retrieving all journal entries](#), or [Retrieving selected journal entries](#). The Longview Journal Entries dialog opens with the Results tab in view.
3. Select the **journal entries** to include in the report.
4. Click the **Reports** tab. The fields visible in the Reports tab depend on the selections you make in the next step.
5. Complete these fields:
  - a. Report Type: Select **Ad Hoc**.
  - b. Level of Detail: Select **Detailed**.



6. In the Header area, complete these fields:
  - a. Company Name: Depending on how your Longview system is configured, the name of your company may appear automatically. If not, type it here.
  - b. Title: The default title appears. You may change this information, if you want.
  
7. In the Select Fields for Header of Detailed Report area, complete these fields. This information is retrieved from the Header tab of the Edit a JE dialog.
  - a. Date/Time: Includes the date and time in the report.
  - b. JE Type: Includes the type of journal entry in the report.
  - c. Creator: Includes the name of the journal entry creator in the report.
  - d. JE Attributes: Includes journal entry attributes in the report.
  - e. Status: Includes the status of the journal entry in the report.
 

**Note:** Status also filters the selected journal entries to include only those that match the selected status.
  - f. User Name: Includes the username of the report creator in the report.
  - g. Creation Period: Includes the creation period in the report.

- h. Description: Includes the description for the journal entry in the report.
  - i. Created Date: Includes the created date for the journal entry in the report.
  - j. Last Modified: Includes the last modified date in the report.
  - k. User Description: Includes the user description for the username that created the journal entry in the report.
  - l. Posting Period: Includes the posting period in the report.
  - m. Notes: Includes notes in the report.
  - n. Application ID: Includes the Application ID in the report.
  - o. Subcategory: Includes the Subcategory in the report.
  - p. All: Includes all information in the report.
8. In the Select Fields for Columns of Detailed Report area, select the **symbol names** and **descriptions** for the dimensions in the report. **Account Name** and **Account Description** are selected by default, and at least one Account field must remain selected for the report to run.
9. In the Options area, complete these fields:
- a. Decimal Zero Padding: Aligns values with different decimal places.
  - b. Break Page By: Specifies page break rules for the report. Select one of the following:
    - c. JE ID — To break pages by JE ID.
    - d. Page — To use standard page breaks.
  - e. Page Number: Includes page numbers in the report.
  - f. Thousands Separators: Includes thousands separators in the report.
  - g. Footer: Adds a footer to the report.
-  **Note:** Your tab may look different. The available dimensions are dependent on your Longview database.
10. Click **Run Report**. The JE Detail Report - Print Preview dialog opens, from which you can view, print, and save the report.

Date: 6/14/2011 15:58:46  
 User Name: Power User (puser)

**ABC Company Ltd.**  
**Journal Entry Detailed Report**  
**JE-S25-Actual\_CurrentYr\_YTD\_09-Actual\_CurrentYr\_YTD\_09**

**Journal Entry Header Information**

JE Type	CP
Creation Period	Actual_CurrentYr_YTD_09
Posting Period	Actual_CurrentYr_YTD_09
Creator	MANCONT - Julie Scott
Description	US GAAP adjustment to reverse capitalized interest costs - Manchester
Notes	
JE Attributes	Financial
Created Date	9/2/2009 07:46:49
Application ID	
Status	Validated
Last Modified	9/2/2009 07:46:50

Accounts	Accounts Description	Debit	Credit
91010	Other interest expense	55440	
14122	Fixed assets - mfg equip't - additions		55440
14222	Acc. depreciation - mfg equip't - current	6790	
64040	Depreciation - additions		6790
91010	Other interest expense		12165
21120	Income taxes payable	12165	
		74395	74395

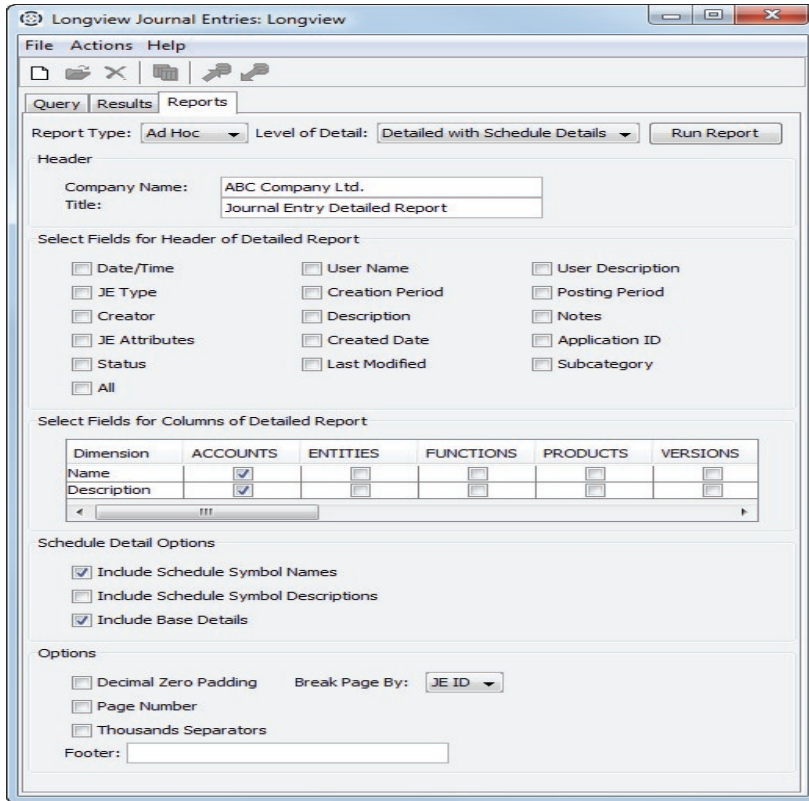
For viewing options, see [Viewing and saving journal entry reports](#).

## Running an ad hoc detailed with schedule details journal entry report

You may want to run a report for a particular set of journal entries containing schedule details based on your specific needs. To do so, run an ad hoc detailed with schedule details report.

To run an ad hoc detailed report, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Query** tab.
2. Retrieve the journal entry. For more information, see [Retrieving all journal entries](#), or [Retrieving journal entries](#). The Longview Journal Entries dialog opens with the **Results** tab in view.
3. Select the **journal entries** to include in the report.
4. Click the **Reports** tab. The fields visible in the Reports tab depend on the selections you make in the next step.
5. Complete these fields:
  - a. Report Type: Select **Ad Hoc**.
  - b. Level of Detail: Select **Detailed with Schedule Details**.



6. In the Header area, complete these fields:
  - a. Company Name: Depending on how your Longview system is configured, the name of your company may appear automatically. If not, type it here.
  - b. Title: The default title appears. You may change this information, if you want.
7. In the Select Fields for Header of Detailed Report area, complete these fields. This information is retrieved from the Header tab of the Edit a JE dialog.
  - a. Date/Time: Includes the date and time in the report.
  - b. JE Type: Includes the type of journal entry in the report.
  - c. Creator: Includes the name of the journal entry creator in the report.
  - d. JE Attributes: Includes journal entry attributes in the report.
  - e. Status: Includes the status of the journal entry in the report.

**Note:** Status also filters the selected journal entries to include only those that match the selected status.

- f. User Name: Includes the username of the report creator in the report.

- g. Creation Period: Includes the creation period in the report.
  - h. Description: Includes the description for the journal entry in the report.
  - i. Created Date: Includes the created date for the journal entry in the report.
  - j. Last Modified: Includes the last modified date in the report.
  - k. User Description: Includes the user description for the username that created the journal entry in the report.
  - l. Posting Period: Includes the posting period in the report.
  - m. Notes: Includes notes in the report.
  - n. Application ID: Includes the Application ID in the report.
  - o. Subcategory: Includes the Subcategory in the report.
  - p. All: Includes all information in the report.
8. In the Select Fields for Columns of Detailed Report area, select the **symbol names** and **descriptions** for the dimensions in the report. **Account Name** and **Account Description** are selected by default, and at least one Account field must remain selected for the report to run.
9. In the Schedule Detail Options area, complete these fields:
- a. Include Schedule Symbol Names: Includes symbol names for schedule details in the report.
  - b. Include Schedule Symbol Descriptions: Includes symbol descriptions for schedule details in the report.
  - c. Include Base Details: Includes base details in the report.
10. In the Options area, complete these fields:
- a. Decimal Zero Padding: Aligns values with different decimal places.
  - b. Break Page By: Specifies page break rules for the report. Select one of the following:
    - c. JE ID — To break pages by JE ID.
    - d. Page — To use standard page breaks.
  - e. Page Number: Includes page numbers in the report.
  - f. Thousands Separators: Includes thousands separators in the report.
  - g. Footer: Adds a footer to the report.

**Note:** Your tab may look different. The available dimensions are dependent on your Longview database.

11. Click **Run Report**. The JE Detail Report - Print Preview dialog opens, from which you can view, print, and save the report.

Date: 10/19/2011 11:43:22  
 User Name: Power User (puser)

**ABC Company Ltd.**  
**Journal Entry Detailed Report**  
**JE-S77-Actual\_CurrentYr\_YTD\_09-Actual\_CurrentYr\_YTD\_09**

**Journal Entry Header Information**

JE Type	CP
Creation Period	Actual_CurrentYr_YTD_09
Posting Period	Actual_CurrentYr_YTD_09
Creator	PUSER - Power User
Description	Transaction Test JE
Notes	
JE Attributes	Financial
Created Date	8/30/2011 16:12:12
Application ID	1234
Status	No Status
Last Modified	9/8/2011 15:02:44
Subcategory	IC Standard

Accounts	Accounts Description	CONTRAS	Debit	Credit
21200	Intercompany accts payable			500
21200	Intercompany accts payable	E11211		500
11300	Intercompany accounts receivable		1400	
11300	Intercompany accounts receivable	E11220	500	
11300	Intercompany accounts receivable	E11213	400	
11300	Intercompany accounts receivable	E11212	500	
21200	Intercompany accts payable			900
21200	Intercompany accts payable	E11211		900
			<u>2800</u>	<u>2800</u>

For viewing options, see [Viewing and saving journal entry reports](#).

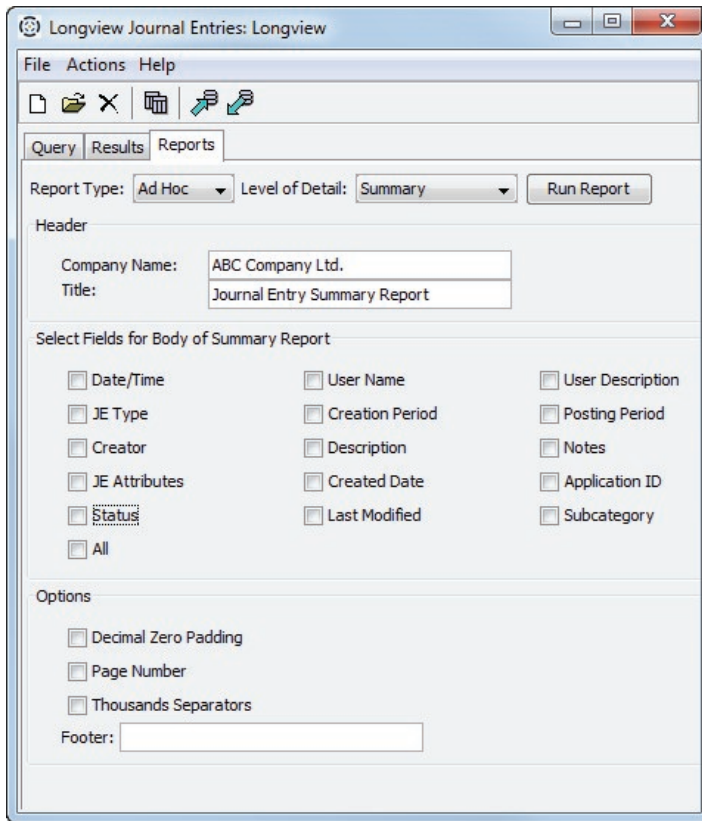
## Running an ad hoc summary journal entry report

An ad hoc summary report is a report for a particular journal entry in which each page of the report contains all the details of the journal entry.


To run an ad hoc summary report, follow these steps.

1. In the main Longview Journal Entries dialog, click the **Query** tab.
2. Retrieve the journal entry. For more information, see [Retrieving all journal entries](#), or [Retrieving journal entries](#). The Longview Journal Entries dialog opens with the Results tab in view.
3. Select the **journal entries** to include in the report.
4. Click the **Reports** tab. The fields visible in the Reports tab depend on the selections you make in the next step.
5. Complete these fields:


- a. Report Type: Select **Ad Hoc**.
- b. Level of Detail: Select **Summary**.



- 6. In the Header area, complete these fields:
  - a. Company Name: Depending on how your Longview system is configured, the name of your company may appear automatically. If not, type it here.
  - b. Title: The default title appears. You may change this information, if you want.
- 7. In the Select Fields for Header of Detailed Report area, complete these fields. This information is retrieved from the Header tab of the Edit a JE dialog.
  - a. Date/Time: Includes the date and time in the report.
  - b. JE Type: Includes the type of journal entry in the report.
  - c. Creator: Includes the name of the journal entry creator in the report.
  - d. JE Attributes: Includes journal entry attributes in the report.
  - e. Status: Includes the status of the journal entry in the report.

 **Note:** Status also filters the selected journal entries to include only those that match the selected status.

- f. User Name: Includes the username of the report creator in the report.
  - g. Creation Period: Includes the creation period in the report.
  - h. Description: Includes the description for the journal entry in the report.
  - i. Created Date: Includes the created date for the journal entry in the report.
  - j. Last Modified: Includes the last modified date in the report.
  - k. User Description: Includes the user description for the username that created the journal entry in the report.
  - l. Posting Period: Includes the posting period in the report.
  - m. Notes: Includes notes in the report.
  - n. Application ID: Includes the Application ID in the report.
  - o. Subcategory: Includes the Subcategory in the report.
  - p. All: Includes all information in the report.
8. In the Select Fields for Columns of Detailed Report area, select the symbol names and descriptions for the dimensions in the report. **Account Name** and **Account Description** are selected by default, and at least one Account field must remain selected for the report to run.
9. In the Options area, complete these fields:
- a. Decimal Zero Padding: Aligns values with different decimal places.
  - b. Break Page By: Specifies page break rules for the report. Select one of the following:
    - c. JE ID — To break pages by JE ID.
    - d. Page — To use standard page breaks.
  - e. Page Number: Includes page numbers in the report.
  - f. Thousands Separators: Includes thousands separators in the report.
  - g. Footer: Adds a footer to the report.

 **Note:** Your tab may look different. The available dimensions are dependent on your Longview database.

10. Click **Run Report**. The JE Summary Report - Print Preview dialog opens, from which you can view, print, and save the report.

Date: 6/14/2011 16:35:13  
 User Name: Power User (puser)

**ABC Company Ltd.**  
**Journal Entry Summary Report**

JE ID	Debit	Credit	JE Type	Creation Period
31			CP	Actual_CurrentYr_YTD_09
	26310	26310		
33			CP	Actual_CurrentYr_YTD_09
	5834.75	5834.75		
34			CP	Actual_CurrentYr_YTD_09
35			CP	Actual_CurrentYr_YTD_09
	5834.75	5834.75		
36			CP	Actual_CurrentYr_YTD_09
37	74397.32	74397.32	CP	Actual_CurrentYr_YTD_09
38	74395	74395	CP	Actual_CurrentYr_YTD_09
	35110	35110		
	<u>221881.82</u>	<u>221881.82</u>		

For viewing options, see [Viewing and saving journal entry reports](#).

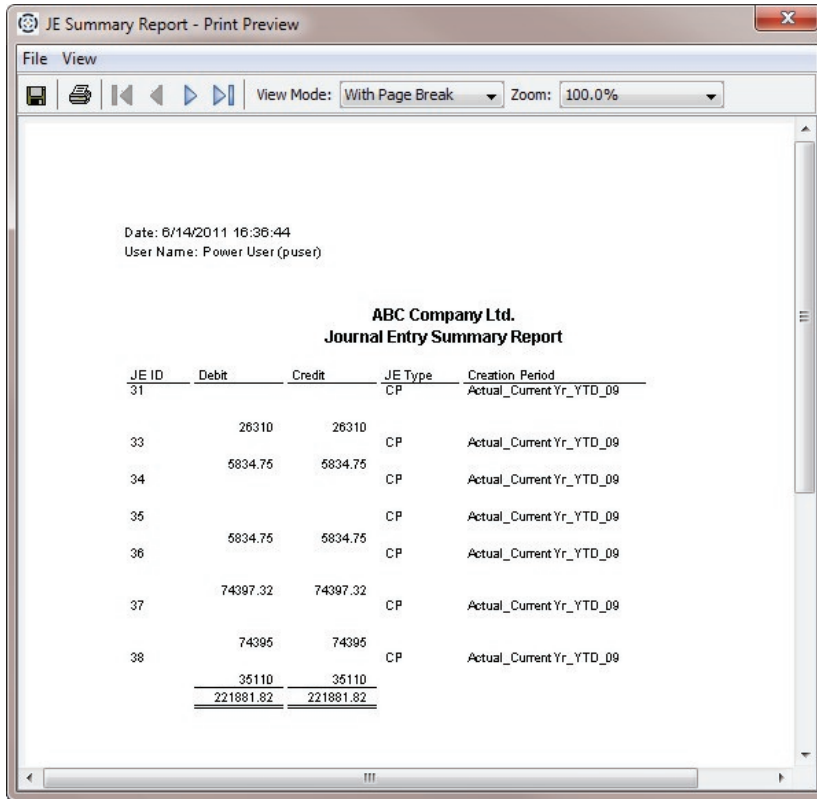
## Viewing and saving journal entry reports

Once you've run a journal entry report, you can view it and save it.

### Previewing a journal entry report

To preview a journal entry report, follow these steps.

1. In the main Journal Entries dialog, do one of the of the following:
  - If you are running a standard report, continue to step 2.
  - If you are running an ad hoc report, retrieve the journal entries. The Longview Journal Entries dialog opens with the Results tab in view. Select the journal entries to include in the report. For more information, see [Running ad hoc journal entry reports](#).
2. Click the **Reports** tab. The fields visible in the Reports tab depend on the selections you make in step 3.
3. Run the report, as described in [Running standard journal entry reports](#). The Print Preview dialog opens.



**Note:** In a report, deleted journal entries are identified with (Del) beside their JE ID.

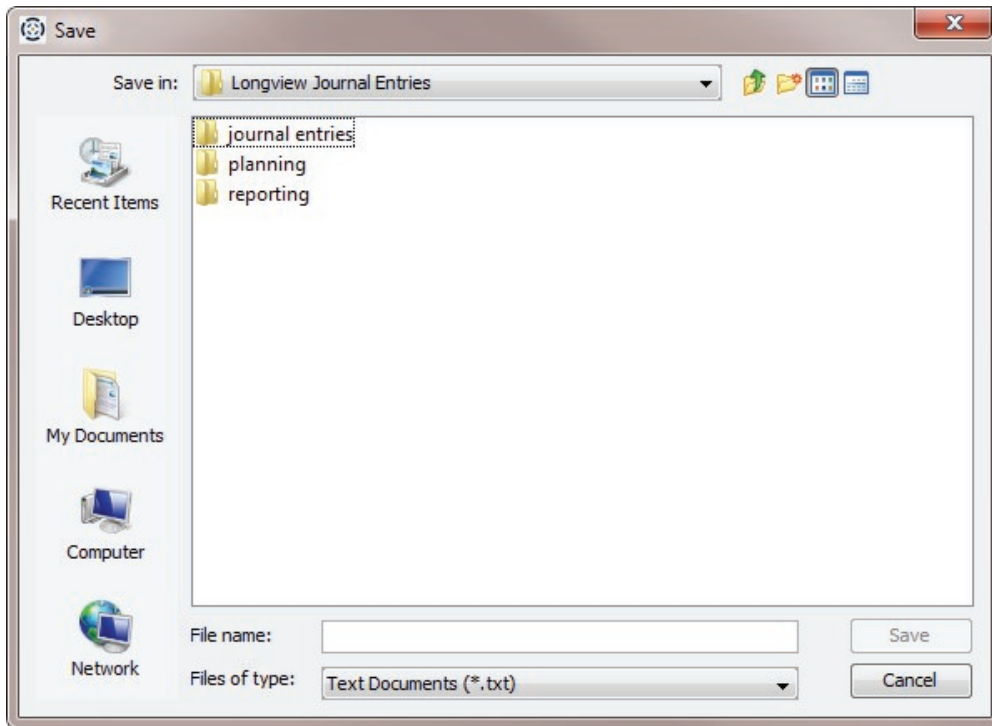
4. To make the report more legible, do any of the following:
  - Use the scroll bars to view the entire report.
  - Resize the dialog by clicking and dragging.
  - For View Mode, select **Without Page Break** to view the entire report on one screen, or select **With Page Break** to view the report on multiple pages.
5. If the report contains multiple pages, click the **arrow buttons** in the upper-left corner of the report screen to view other pages.
6. If you're happy with the report, proceed to saving and printing it.

## Saving a journal entry report

When you're happy with the appearance and contents of a report, you can save it as a .txt, .png, or .pdf file.

To save a journal entry report, follow these steps.

1. To save the report, choose **File > Save**. The Save dialog opens.



2. Select a **folder**. By default, journal entry reports are saved to the following location:  
`C:\ProgramData\Longview\SystemName\data\Longview Journal Entries`
3. Type a name for the report.
4. Click **Save**. The report print preview dialog reappears.
5. When you're finished, click **Close**. The Longview Journal Entries dialog opens with the Reports tab in view.

## Printing journal entry reports

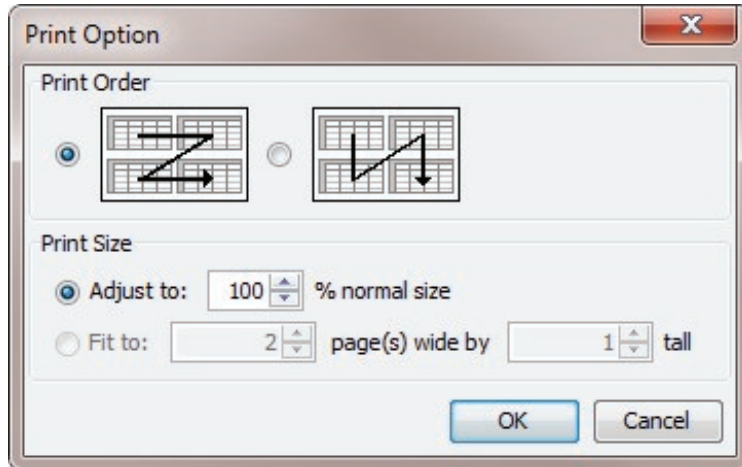
When you're happy with the appearance and contents of a report, you can print it.

### Specifying print order

You may want to specify the order in which the pages of a report are printed — either from left to right, or top to bottom. Also, you can specify whether the entire contents of the report fit onto one page or not.

To specify the order in which the pages of a report are printed, follow these steps.

1. Run the report, as described in [Running standard journal entry reports](#) or [Running ad hoc journal entry reports](#). The report opens in print preview format.
2. Choose **File > Print Option**. The Print Option dialog opens.



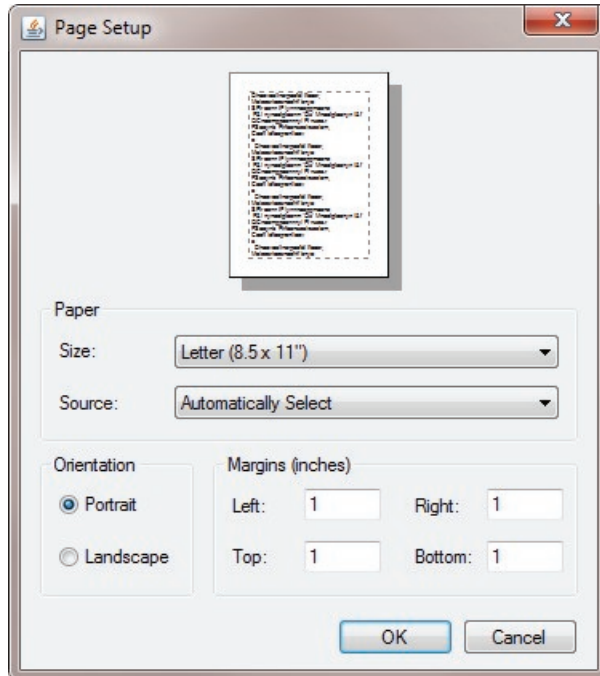
3. Complete these fields:
  - a. Print Order: Select the **direction** in which you want to print the report.
  - b. Adjust to: Select the **print size** in the report as a percentage of the normal size.
  - c. Fit to: Select this **field** to have the entire contents of the report fit into the number of pages you specify in the corresponding fields.
4. To see what the report looks like when it is printed, click **OK**. The report view appears showing your changes.

## Specifying printer options

You can specify printer settings for reports — page width, page orientation, printer tray to use, and so on. You specify printer options in the Page Setup dialog.

To specify your printer options, follow these steps.

1. Run the report, as described in [Running standard journal entry reports](#) or [Running ad hoc journal entry reports](#). The report opens in print preview format.
2. In the Print Preview dialog, choose **File > Page Setup**. The Page Setup dialog opens.



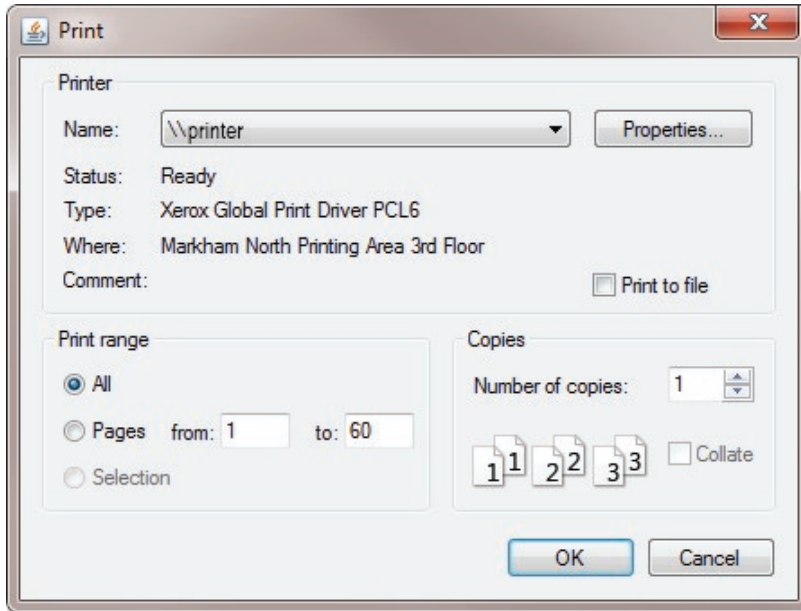
3. Complete these fields:
  - a. Size: Select the **paper size** for the report.
  - b. Source: Select the **printer paper tray** containing the correct paper for the report.
  - c. Orientation: Select an **orientation** for the report.
  - d. Margins (inches): Specify the top, bottom, left, and right margins for the report.
4. When you are satisfied with the printer settings, click **OK**. The report view appears. Proceed to [Printing a report](#).

## Printing a report

Once you have prepared your report, you can print it. Before you do, make sure you have specified your printer options. For more information, see [Specifying printer options](#).

To print a report, follow these steps.

1. In the Print Preview dialog, choose **File > Print**. The Print dialog opens.



2. Specify your printing options as required.
3. Click **OK**. Your report is printed, and the report view appears.