

eTurns

General Ledger Accounts

[Help documentation](#)

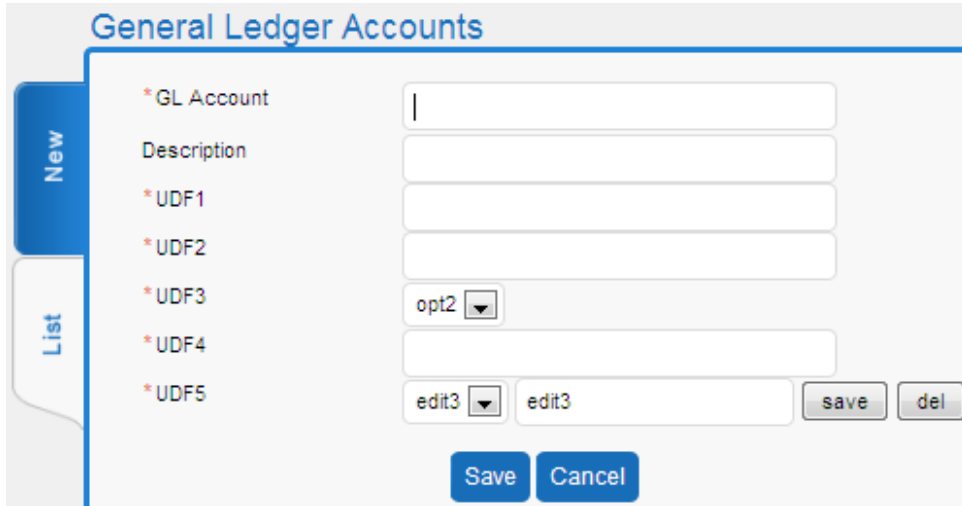
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1. Editing features

a. New

It enables the user to create a new field, depending on the authority level. The user can either click on vertical tab "New" on the screen or right click and select 'New' from the list. The following screen is displayed:



The screenshot shows the 'General Ledger Accounts' form with the 'New' tab selected. The form contains the following fields:

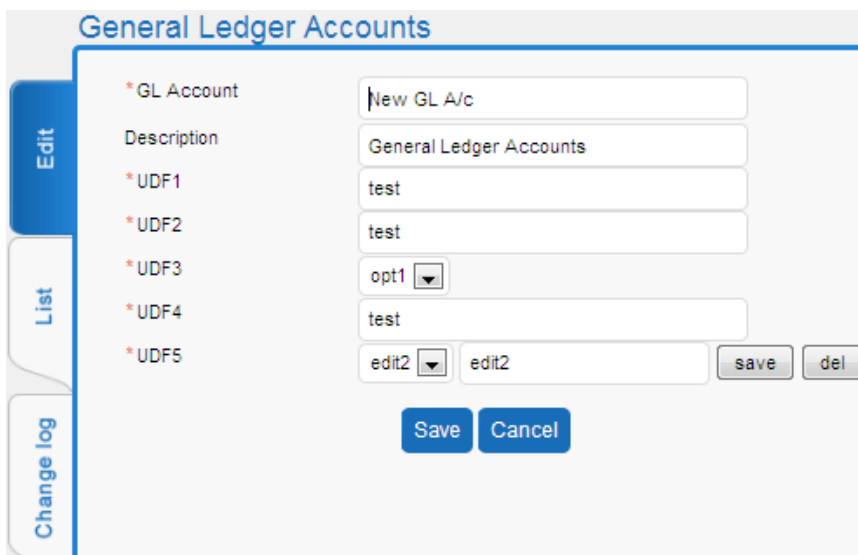
- *GL Account: A text input field.
- Description: A text input field.
- *UDF1: A text input field.
- *UDF2: A text input field.
- *UDF3: A dropdown menu with 'opt2' selected.
- *UDF4: A text input field.
- *UDF5: A dropdown menu with 'edit3' selected, followed by a text input field containing 'edit3'.

At the bottom right, there are 'save' and 'del' buttons. At the bottom center, there are 'Save' and 'Cancel' buttons.

User can save records hitting "Enter" key of the key board or clicking "Save" button. Clicking "Cancel" button will redirect user to "History" tab.

b. Edit

It enables the user to edit an existing field, depending on the authority level. Select the field to be edited and click on it. The following screen is displayed:



The screenshot shows the 'General Ledger Accounts' form with the 'Edit' tab selected. The form contains the following fields:

- *GL Account: A text input field containing 'New GL A/c'.
- Description: A text input field containing 'General Ledger Accounts'.
- *UDF1: A text input field containing 'test'.
- *UDF2: A text input field containing 'test'.
- *UDF3: A dropdown menu with 'opt1' selected.
- *UDF4: A text input field containing 'test'.
- *UDF5: A dropdown menu with 'edit2' selected, followed by a text input field containing 'edit2'.

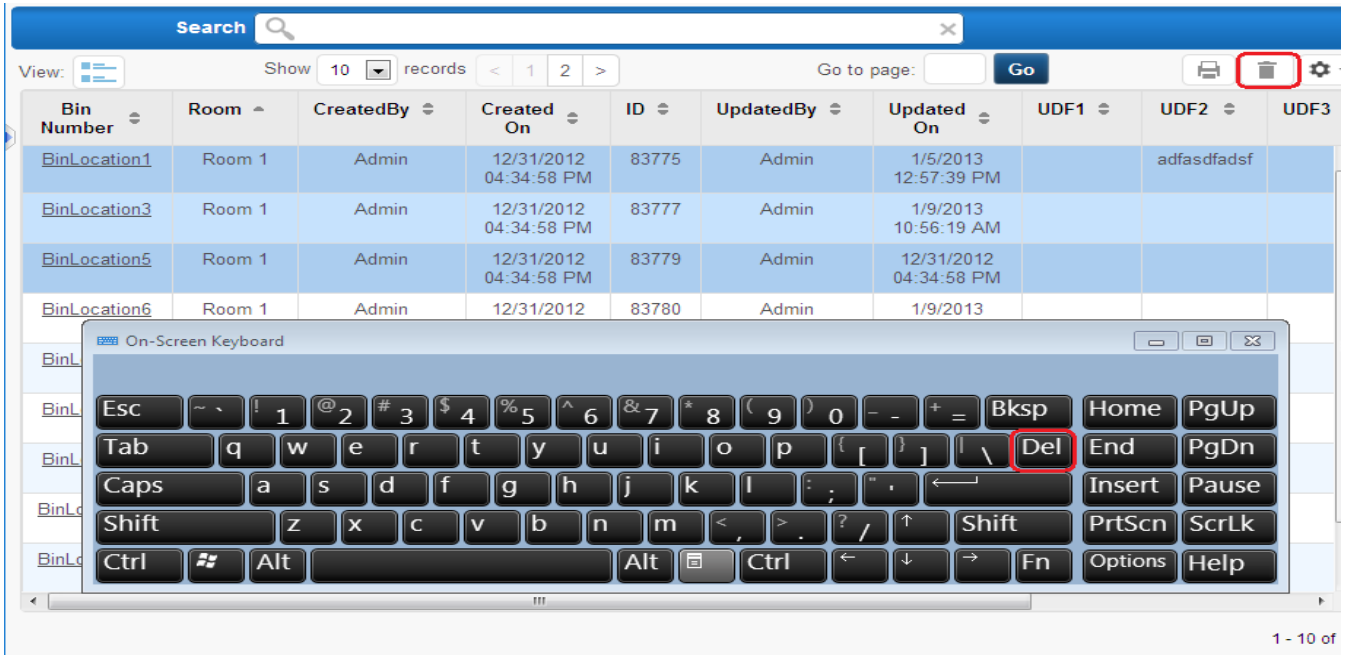
At the bottom right, there are 'save' and 'del' buttons. At the bottom center, there are 'Save' and 'Cancel' buttons.

User can save records hitting "Enter" key of the key board or clicking "Save" button. Clicking "Cancel" button will redirect user to "History" tab.

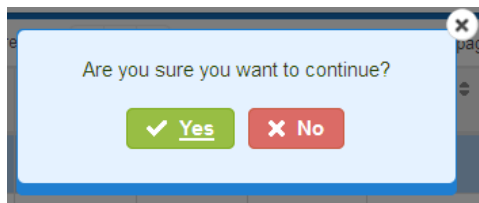
Note: The fields marked star are compulsory to enter.

c. Delete

- It enables user to delete the selected or multiple fields. Select the field by clicking on it and then click on Delete icon or press Delete key on your keyboard.



- The following pop-up appears:



- Select  to delete and  to return back to previous screen.

d. Change log

It enables the user to check the update history of particular field, i.e, when the field was created and the number of times it was updated. The user must select the field, and then click on vertical tab "Change log". The following screen is displayed:

General Ledger Accounts

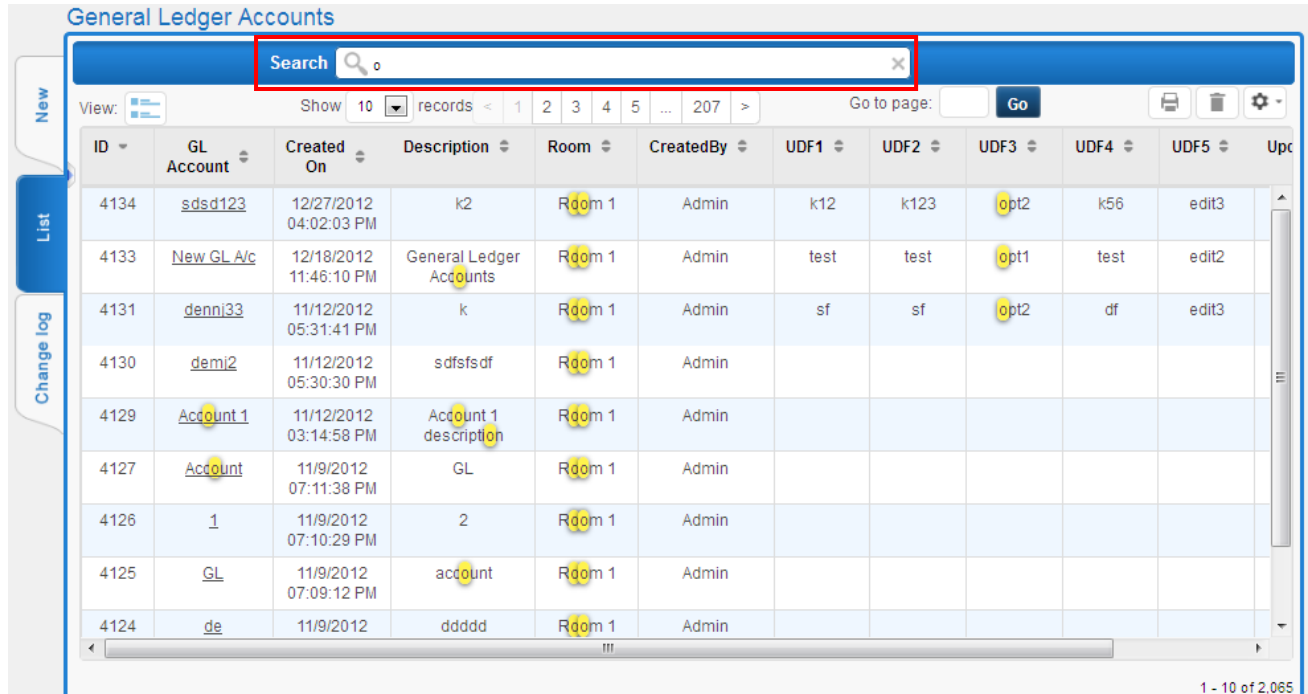
ID	HistoryID	Action	GL Account	Description	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1
4134	6	update	sdsd123	k2		12/27/2012 04:02:03 PM	12/29/2012 05:51:10 PM			k12
4134	5	update	sdsd123	k2		12/27/2012 04:02:03 PM	12/29/2012 05:50:43 PM			k12
4134	4	update	sdsd123	k		12/27/2012 04:02:03 PM	12/29/2012 05:50:31 PM			k
4134	2	insert	sdsd	k		12/27/2012 04:02:03 PM	12/27/2012 04:02:03 PM			k

2. General features

a. Search functionality

i. Main search

It enables user to search the specific page for any keyword. Enter the keyword in the Search dialog box. Searched field is highlighted and displayed in the list.



General Ledger Accounts

Search

View: Show 10 records < 1 2 3 4 5 ... 207 > Go to page: Go


ID	GL Account	Created On	Description	Room	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5	Upc
4134	<u>sdsd123</u>	12/27/2012 04:02:03 PM	k2	Room 1	Admin	k12	k123	opt2	k56	edit3	
4133	<u>New GL A/c</u>	12/18/2012 11:46:10 PM	General Ledger Accounts	Room 1	Admin	test	test	opt1	test	edit2	
4131	<u>denni33</u>	11/12/2012 05:31:41 PM	k	Room 1	Admin	sf	sf	opt2	df	edit3	
4130	<u>demi2</u>	11/12/2012 05:30:30 PM	sdfsfsdf	Room 1	Admin						
4129	<u>Account 1</u>	11/12/2012 03:14:58 PM	Account 1 description	Room 1	Admin						
4127	<u>Account</u>	11/9/2012 07:11:38 PM	GL	Room 1	Admin						
4126	<u>1</u>	11/9/2012 07:10:29 PM	2	Room 1	Admin						
4125	<u>GL</u>	11/9/2012 07:09:12 PM	account	Room 1	Admin						
4124	<u>de</u>	11/9/2012	dddddd	Room 1	Admin						

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Note: Search functionality searches the keywords as you type. The fields with similar keywords get highlighted.

ii. Narrow Search By functionality

As the name suggests this function is used to filter or narrow down the scope of search for user convenience. It is an alternate search to the Search functionality and much detailed one.

- To open Narrow search, click on the small Triangular icon  on the top left corner of the screen.
- The following screen appears:

General Ledger Accounts

Search

View:

Show 10 records < 1 2 3 4 5 ... 207 > Go to page: Go

Narrow Search By:

User Created by

User Updated by

Date Created

From

To

Date Updated

From

To

UDF3

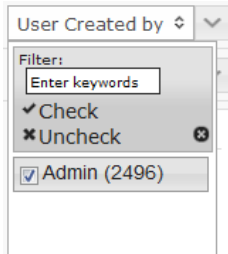
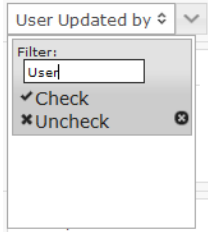
UDF5

ID	GL Account	Created On	Description	Room	CreatedBy	UDF1	UDF2	UDF3
4134	sdsd123	12/27/2012 04:02:03 PM	k2	Room 1	Admin	k12	k123	opt2
4133	New GL A/c	12/18/2012 11:46:10 PM	General Ledger Accounts	Room 1	Admin	test	test	opt1
4131	denni33	11/12/2012 05:31:41 PM	k	Room 1	Admin	sf	sf	opt2
4130	demi2	11/12/2012 05:30:30 PM	sdfsfsdf	Room 1	Admin			
4129	Account 1	11/12/2012 03:14:58 PM	Account 1 description	Room 1	Admin			
4127	Account	11/9/2012 07:11:38 PM	GL	Room 1	Admin			
4126	1	11/9/2012 07:10:29 PM	2	Room 1	Admin			
4125	GL	11/9/2012 07:09:12 PM	account	Room 1	Admin			
4124	de	11/9/2012	dddddd	Room 1	Admin			

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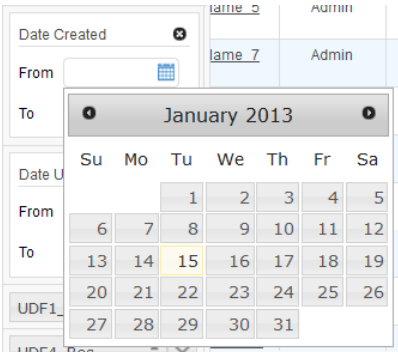
Note:


- At point of time only one of the either searches will work.
- Fields in narrow search may vary from module to module.

Field	Description
User Created by	<p>It is used to filter the module for the 'Created by' field. Click on up-down arrow key. Dropdown appears:</p>  <p>User can select or unselect all of the items of the list using Check or Uncheck button. The module reflects the filter selections made.</p>
User Updated by	<p>It is used to filter the module for the 'Updated by' field. Click on up-down arrow key. Dropdown appears:</p>  <p>Either checks the pre-defined search filter or enter a new keyword in the Filter box and then click on Check. The module reflects the filter selections made.</p> <p>Note: To cancel the selections made at any point of time, click <input type="button" value="x"/>.</p>

Date Created
and
Updated

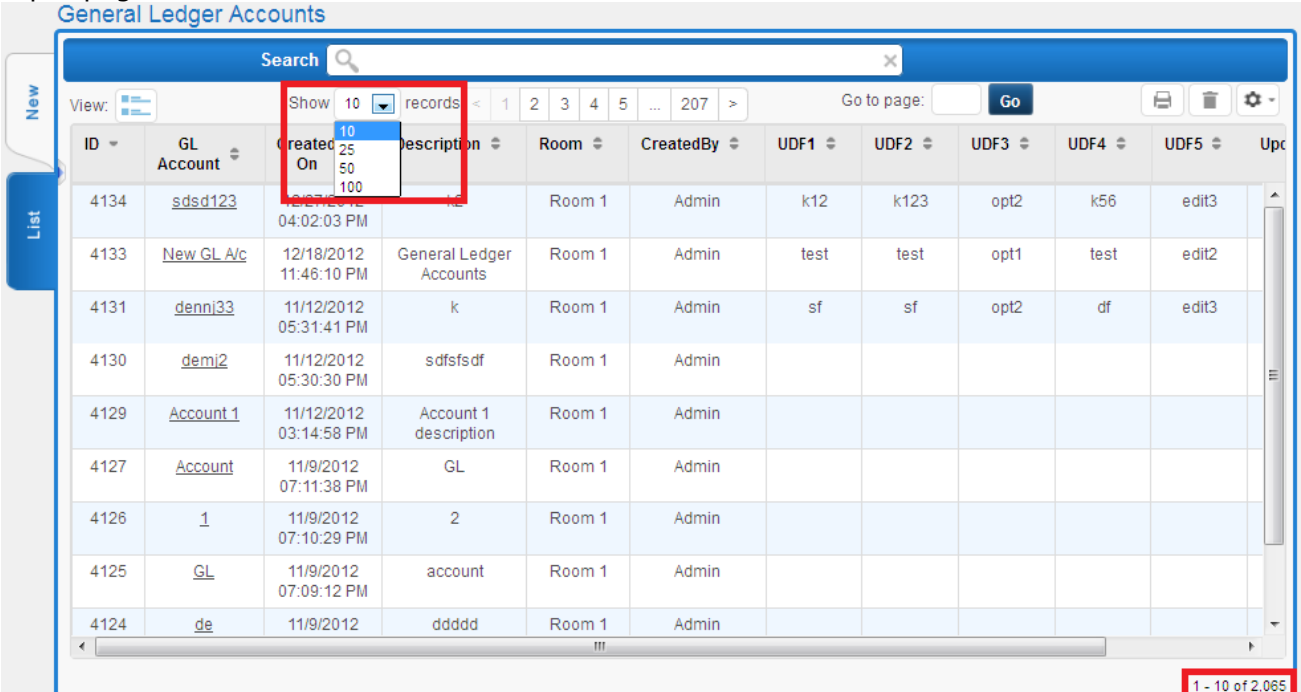
They are used to filter the 'Created On' and 'Updated On' fields respectively. User may enter the date manually or select from the calendar pop-up. Enter 'From-To' time period to be filtered. The module reflects the search results for the selected time period.



Note: To clear the entire selection, click 

b. Show records Functionality


Show records functionality is dropdown option that enables user to view specified number of fields per page.



ID	GL Account	Created On	Description	Room	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5	Upd
4134	sdsd123	12/18/2012 04:02:03 PM	General Ledger Accounts	Room 1	Admin	k12	k123	opt2	k56	edit3	
4133	New GL A/c	12/18/2012 11:46:10 PM	General Ledger Accounts	Room 1	Admin	test	test	opt1	test	edit2	
4131	denni33	11/12/2012 05:31:41 PM	k	Room 1	Admin	sf	sf	opt2	df	edit3	
4130	demi2	11/12/2012 05:30:30 PM	sdfsfsdf	Room 1	Admin						
4129	Account 1	11/12/2012 03:14:58 PM	Account 1 description	Room 1	Admin						
4127	Account	11/9/2012 07:11:38 PM	GL	Room 1	Admin						
4126	1	11/9/2012 07:10:29 PM	2	Room 1	Admin						
4125	GL	11/9/2012 07:09:12 PM	account	Room 1	Admin						
4124	de	11/9/2012	dddd	Room 1	Admin						

Note: Show records functionality enables user to select from 10, 25, 50 and 100 fields to be displayed per page.

c. Go To Page Functionality

Go To Page functionality enables user to skip any specified page. Type the specified page number to view in the Go to page box and then click . The specified page is displayed on the screen.

General Ledger Accounts

Search

View: Show 10 records < 1 2 3 4 5 ... 207 > Go to page: 2 Go

ID	GL Account	Created On	Description	Room	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5
4122	Demo 1	11/9/2012 06:45:56 PM	Demo	Room 1	Admin					
4121	demo jeet	11/9/2012 06:43:17 PM	Demo	Room 1	Admin					
4120	qa jeet	11/9/2012 06:24:55 PM	Demo	Room 1	Admin					
4119	Demo	11/9/2012 06:24:52 PM	Demo	Room 1	Admin					
4118	GLAccount2060	11/2/2012 06:16:51 PM	General Ledger Account Description2060	Room 1	Admin					
4117	GLAccount2059	11/2/2012 06:16:51 PM	General Ledger Account Description2059	Room 1	Admin					
4116	GLAccount2058	11/2/2012 06:16:51 PM	General Ledger Account Description2058	Room 1	Admin					
4115	GL Account2057	11/2/2012	General Ledger	Room 1	Admin					

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d. Export Functionality

Export functionality enables user to export the page. Click on the Export icon on top right of the screen and then user may choose to export the page through any of the following mediums:

- Print: It prints the selected page.
- Excel: It converts the page to excel sheet.
- CSV: It converts the page to CSV sheet.
- PDF: It converts the page to PDF document.
- Copy: It copies the page to Clipboard.

General Ledger Accounts

Search

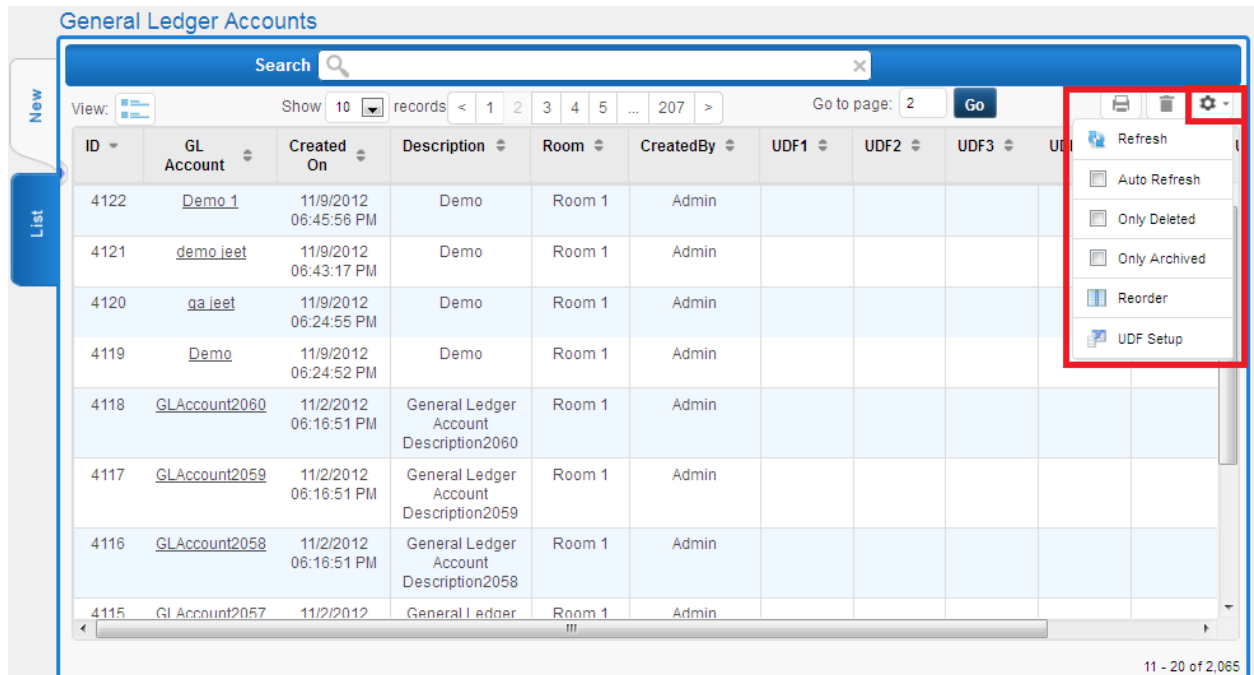
View: Show 10 records < 1 2 3 4 5 ... 207 > Go to page: 2 Go

ID	GL Account	Created On	Description	Room	CreatedBy	UDF1	UDF2	UDF3	UDF4
4122	Demo 1	11/9/2012 06:45:56 PM	Demo	Room 1	Admin				
4121	demo jeet	11/9/2012 06:43:17 PM	Demo	Room 1	Admin				
4120	qa jeet	11/9/2012 06:24:55 PM	Demo	Room 1	Admin				
4119	Demo	11/9/2012 06:24:52 PM	Demo	Room 1	Admin				
4118	GLAccount2060	11/2/2012 06:16:51 PM	General Ledger Account Description2060	Room 1	Admin				
4117	GLAccount2059	11/2/2012 06:16:51 PM	General Ledger Account Description2059	Room 1	Admin				
4116	GLAccount2058	11/2/2012 06:16:51 PM	General Ledger Account Description2058	Room 1	Admin				
4115	GL Account2057	11/2/2012	General Ledger	Room 1	Admin				

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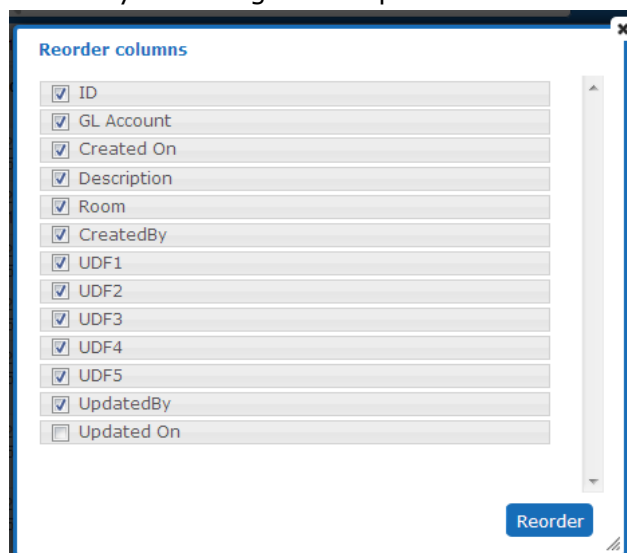
e. Settings functionality

Settings functionality enables user to perform various actions on the module.



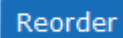
The screenshot shows the 'General Ledger Accounts' module. It features a table with columns: ID, GL Account, Created On, Description, Room, CreatedBy, UDF1, UDF2, UDF3, and UDF4. The table contains several rows of data. To the right of the table, there is a settings menu with the following options: Refresh, Auto Refresh, Only Deleted, Only Archived, Reorder, and UDF Setup. The 'Reorder' option is highlighted with a red box.

- Refresh: This option refreshes the module and displays the latest changes implemented.
- Auto Refresh: This option automatically refreshes the screen in specified time.
- Only Deleted: This option reflects only the deleted fields of the module on screen. To select it, check the checkbox in front of the option.
- Only Archived: This option reflects only the archived fields of the module on screen. To select it, check the checkbox in front of the option.
- Reorder: This option enables user to reorder the columns of the module.
 - User can also select which field to appear on screen and which remains to be hidden.
 - Check or uncheck the checkbox in front of the field to display or hide the fields respectively.
 - User may also drag and drop fields to be arranged in order of choice.



The 'Reorder columns' dialog box shows a list of fields with checkboxes next to them. The fields are: ID, GL Account, Created On, Description, Room, CreatedBy, UDF1, UDF2, UDF3, UDF4, UDF5, UpdatedBy, and Updated On. All fields are currently checked. A 'Reorder' button is at the bottom right.

- After the selection is completed, click



Note: To cancel the selection, click



3. Miscellaneous

Grid in History tab may have few of following functionality depends on requirements:

- 1) Resizing of columns
- 2) Re-ordering of columns using drag & drop of column header
- 3) Single column and multi column sorting (using shift key)
- 4) In-line editing
- 5) Multi selection of rows by clicking each row