How to modify a GL statement definition

Whenever you adda new GL account, you need to manually update your statements to include that account.

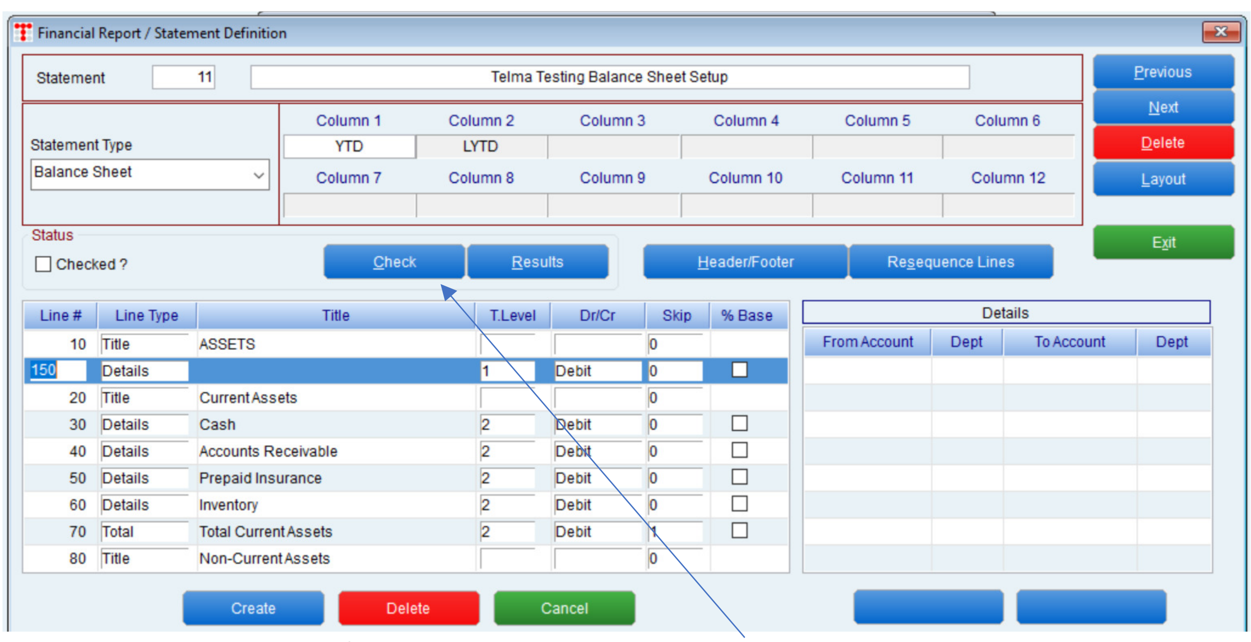
This document assumes you're using the G/L Statement Definitions Programs for your financial statements and if so, then if the statement shows there are no errors, that means it has not been RECHECKED since you've added the new GL account.

Note: It's also recommended to copy the statement prior to making changes to it so that you have a backup.

Here's what you need to do:

1. Go to the statement definition

2. Find the statement and click modify



3. Located on the top section of the screen is a CHECK button, click on it. This will go through and check to ensure that all GL accounts are included and accounted for in the statement. If finds an issue, then it will display it.

4. This renders the statement inactive until you fix it. To fix it you need to know where in your financial statement you want that GL balance to appear and navigate to that area (the line #)

5. Use the Create button on the bottom to insert a new line but you need to be parked in the area that you want the line inserted into. This is important. If you don't want a new line for the GL, then locate the line that you want the GL added to and on the right-hand side of the screen under the Details Section, you need to include the GL acct you just created to be a part of an existing line.

6. Once this is done, Recheck it again.

7. You can only use the financial statement once it's been rechecked and found free of errors.