

## 6-1 How to use **Preset Description Maintenance** in Periodic menu?

*Version 9.0 (15 Jul 2003) or after – NCK*

### Answer

- Go to *Periodic*→*Preset Description Maintenance*, click on the respective checkbox to **Generate** a list of description from your existing Chart Of Account or Sample Chart. You may also click on **Add** to add description.
- Go to *Transactions*→*Transactions File Maintenance*, click on drop-down button of Desp. text box, the Description Listing will be prompted for you to select.

## 6-2 How to transfer **transactions** from one batch to another in different pc?

*All Versions – Shir Lee*

### Answer

Example: In PC 1, Batch 1 is titled *Purchase (Period 1)*; in PC 2, Batch 2 is titled *Purchase (Period 1)*; we need to transfer purchase transaction from PC 2 to PC 1.

Steps: At PC 2:

- Insert blank diskette into A drive.
- Go to *Periodic*→*Export/Import*→*E.I.Housekeeping*, set sub-directory for *\*\*\*9.DBF* to **A:\**
- Click **Apply** then **Exit**.
- Go to *Periodic*→*Export/Import*→*Export to DBF*, select *Export Transactions*, click **Ok**, select batch no. from 2 to 2 and period from 1 to 1, click on **Ok**.
- The transactions already exported into A drive.

At PC 1:

- Insert the same diskette into A drive.
- Go to *Periodic*→*Export/Import*→*E.I.Housekeeping*, set sub-directory for *\*\*\*9.DBF* to **A:\**
- Click **Apply** then **Exit**.
- Go to *Periodic*→*Export/Import*→*Import from DBF*, Import from **A:\GLPOST9.DBF**, click **Ok**, select period to import '1', source batch to import '0', then import to batch no. '1' (click on arrow key down to select batch no.), click on **Verify** then click on **Import**.
- Check the transactions in *Transaction*→*Print Batch of Transactions*. Make sure that the transactions are fully transferred.

## 6-3 What is **Periodic**→**Group to Alternate Account**?

*All Versions – CCY*

### Answer

- It is used to group and transfer entries of several accounts into one single account.
- Go to *General*→*General Ledger A/C Maintenance*, identify the source account(s) to group; at **Group To** field, type in the account number that you want to group to. Then, go to *Periodic*→*Group to Alternate Account*, select the grouped a/c number, **OK**.

## 6-4 How to view the transactions **date** and **time**?

*Version 8.3, 9.0 and after – Janice*

### Answer

For *Version 9.0 (13 September 2004) and after*:

- Go to *Periodic*→*View Audit Trail*, select option **Transaction In Account**, select the relevant *Period*, click on **Ok**, **Preview**.

For *Version 8.3*

- Copy **foxcmd.exe** from later version (version 9.0 or after) and paste onto your data folder (e.g. C:\UBSACC90\Test)
- Double click on the file (**foxcmd.exe**), key in the following:  
**Use glpost** ↵  
**Browse** ↵ Look into the column of "Trdatetime"