

# Explanation Of The GLZMSU Utility

## What is the GLZMSU utility?

The GLZMSU utility was provided to assist you in copying the beginning balances and transaction summary figures from any given year, backwards, into any other year defined in Fiscal Year Maintenance. Another feature offered by GLZMSU sets the beginning balances and transaction summary figures to zero for any given year defined in Fiscal Year Maintenance.

## What does GLZMSU NOT do?

- It will not move actual transactions. It is only designed to move the summary amounts that are based on the actual transactions. Budget amounts are not affected.
- It will not recalculate Inventory Management History (Sales, Usage, Receipt, etc...) Files.

## When should GLZMSU be used?

Most often it is used when you are attempting to convert from a fiscal year to a calendar year and your current fiscal year is defined by the year in which that fiscal year ends rather than begins.

## Before You Perform GLZMSU

Prior to making any changes, you'll need to produce the following reports.

- **GL Trial Balance:** Use this report to compare similar calendar months between your pre- and post-GLZMSU figures.
- **GL Detail report:** This report can be printed in summary or in detail. You only need to print this report for years in which you retained detail transactions.
- **Financial Statements:** Remember you will want to compare month to month (for example: compare September printed prior to GLZMSU to September printed after GLZMSU), not period to period. This is due to the fact that, prior to running GLZMSU, September may have been period 12 but after running GLZMSU, September may now be period 9.
- **A current Fiscal Year Listing:**
  - Select Fiscal Year Maintenance from the General Ledger Setup menu.
  - Click the Printer button in the lower right corner of the screen.
- **Print out your Setup Options for all applications:** This report contains the Current Fiscal Year and Current Period of your current fiscal year structure.

For example:

- From the Accounts Payable **Setup** menu select Accounts Payable Options.
- Click the **Printer** button in the lower right corner of the screen.
- Follow these same steps for all installed applications.
- **Inventory Management Reports:** Used for comparison purposes between pre- and post- GLZMSU
  - I/M Trial Balance
  - Inventory Sales History
  - Inventory Issue History
  - Inventory Sales Analysis
  - Inventory Receipts History