ICE Business System

General Ledger Payments

(Version – 1.2)

Learning Unit Guide

Signature Software

Legal Notice:

The information herein (intellectual property) has been compiled by and is owned by Signature Software for the explicit use by clients and staff of Signature Software.

No part of this information may be re-sold, re-used in a professional capacity by a third party or reproduced in any way without written permission from an authorised representative of Signature Software.

While the information contained herein has been formulated with all due care, Signature Software does not warrant or represent that the information is free from errors or omission, or that it is exhaustive and fit for specific purpose other than general information.

Modifications to this material may also occur without notice.

Table of Contents

I : INTRODUCTION 4

II : OBJECTIVES 4

III : TARGET AUDIENCE 4

IV : PREREQUISITES 4

V : SCENARIOS 5

V.1 : GL Payments – Standard 5

V.2 : Wrong Amount Entered 10

V.3 : Incorrect Details Entered 16

V.4 : Cancelled or Lost Cheque/Payment 22

V.5 : Alternative Bank Accounts/Credit Cards 25

V.6 : Transferring Funds between Bank Accounts 27

V.7 : Multiple GL Periods for Accruals 30

I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

T o understand and appropriately process General Ledger payments.

III : Target Audience

Administration staff responsible for recording payments to the General Ledger.

IV : Prerequisites

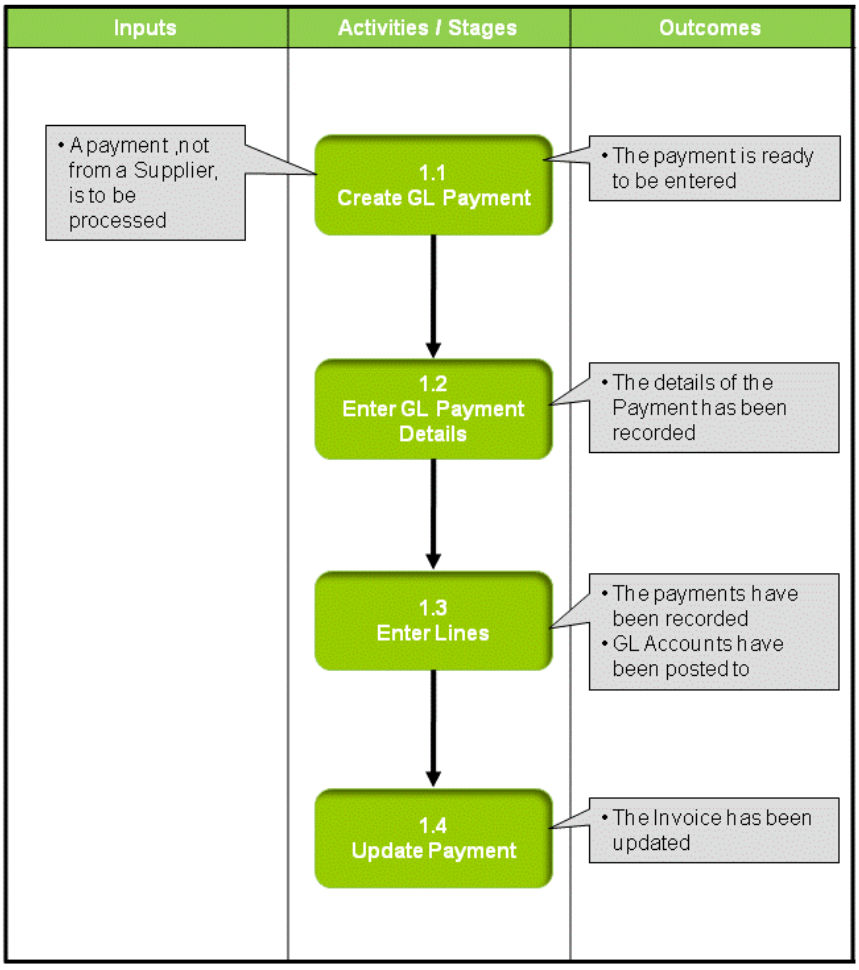
- Accounting Setup Activities
- Accounting Processing Activities

V : Scenarios

V.1 : GL Payments – Standard

Workflow

Workflow :	GL Payments - Standard
Scenario 1:	A payment has been made that does not include a Supplier. An administration member wants to record the details of the payment in the General Ledger of the ICE Business Systems.



Scenario 1: GL Payments - Standard

A payment has been made that does not include a Supplier.

An administration member wants to record the details of the payment in the General Ledger of the ICE Business Systems.

1.1: Create a GL Payment

Objectives:
• *Create a new payment in the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: ICE Main
1. Access **GL Transactions.** Select menu path: Accounting > General Ledger > Transactions
Screen: GL Transactions
2. Insert a new **Transaction.** Press **F9** or the **Green "+"** speed button to insert a new Transaction.

Outcomes:
• *The payment is ready to be entered.*
Notes:
• *N/A*

1.2: Enter GL Payment Details

Objectives:
• *Record the details of the payment.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Select **Payment** in the Type field.
2. Enter a **Chq/Payment No** that references the GL Payment.

3. Select the **Date** of the Payment.
4. Enter the **Total** of the Payment.
5. Enter a **Comment** indicating the reasons for the Payment.
6. Select the **Bank Account** the Payment was made from.
7. Enter the **Payee Name** for the Payment.
8. Press **F10** or the **Green "✓"** speed button to save the transaction.

Outcomes:

- *The details of the Payment has been recorded.*

Notes:

- *N/A*

1.3: Enter Lines

Objectives:

- *To record the general ledger postings for the Payment.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions

1. Select the **Description** box to place the cursor here.
2. Press **F9** to insert a new line.
3. Within the Description box select the **search arrow**.

Screen: GL Account Search

4. Search for the GL Account the Payment is to be posted by typing in any of the searchable fields.
5. Press **F12** to retrieve the search results.
6. Select the GL Account required.
7. Press **OK** to select and close GL Account search screen.

Screen: GL Transactions

8. Ensure the **Period** is set to the Period of the Payment.
9. If applicable, enter a **Quantity**.
10. Enter the **Amount** to be posted.
11. Enter a **Tax%** if applicable.
12. Confirm the **GST** amount.
13. Confirm the **BAS** Code and if required to be modified select the **BAS search arrow.**

Screen: BAS Code Search

14. Select the BAS Code required.
15. Press **OK** to select and close BAS Code search screen.

Screen: GL Transactions

16. Enter a **Comment**.
17. Press **F10** to save the line.
18. If required, repeat steps 2 – 17 to continue to add any additional lines for the Payment.

Outcomes:

- *The payments have been recorded.*
- *GL Accounts have been posted to.*

Notes:

- *N/A*

1.4: Update Payment

Objectives:

- *To update the Payment to the General Ledger.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions

1. Select the **Update Status** of **Ready to Update (complete).**
2. Update the Payment by right-clicking on the blue title bar.
3. Select the menu option of **Processes > Update this Transaction.**

   Note:
   If entering multiple Payments they can be updated once by selecting Update a range of Transaction once they have all been entered.

Screen: Print Preview

4. **Review** the Checklist.
5. If required select the **Print** icon.

   Note:
   Either only the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.
6. Select the **Close** button to proceed with the update.

Screen: Confirm

7. After reviewing the Checklist if no further changes are required select the **Yes** button to continue with the update.

   If changes are required select the **No** button to not continue with the update.

Screen: Print

8. If a copy of the Audit Trail is required select the **Print** button.

   Note:
   If a copy of the Audit Trail is not required select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.

Screen: GL Transactions

9. Select the **OK** button to close the Window.

Outcomes:

- *The Invoice has been updated.*

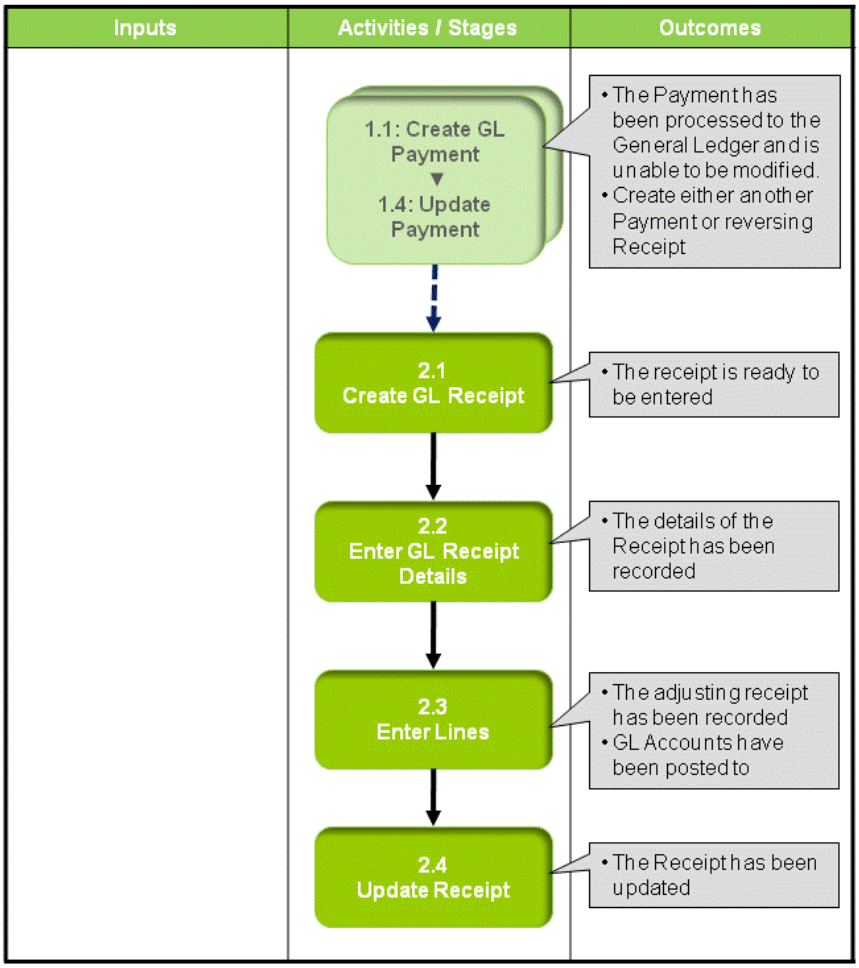
Notes:

- *N/A*

V.2 : Wrong Amount Entered

Workflow

Workflow :	Wrong Amount Entered
Scenario 2:	After entering the Payment it has been determined that the wrong amount was entered.



Scenario 2: Wrong Amount Entered

After entering the Payment it has been determined that the wrong amount was entered.

1.1: Create GL Payment

▼

1.4: Update Payment

Objectives:
• *To update the Payment to the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Complete Scenario "**GL Payments – Standard**" from Stage 1.1 to 1.4.
2. Where the payment amount entered was not enough create another Payment by completing Scenario "**GL Payments – Standard**" from Stage 1.1 to 1.4 for the difference amount.
3. Where the payment amount entered was too much create a GL Receipt for the difference.

Outcomes:
• *The Payment has been processed to the General Ledger and is unable to be modified.*
• *Create either another Payment or reversing Receipt.*
Notes:
• *N/A*

2.1: Create a GL Receipt

Objectives:
• *Create a new receipt in the General Ledger to reverse the overpayment entered.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: ICE Main
1. Access **GL Transactions.**

Select menu path:
Accounting > General Ledger > Transactions

Screen: GL Transactions

2. Insert a new **Transaction.**

   Press **F9** or the **Green "+"** speed button to insert a new Transaction.

Outcomes:

- *The receipt is ready to be entered.*

Notes:

- *N/A*

2.2: Enter GL Receipt Details

Objectives:

- *Record the details of the receipt.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions

1. Select **Receipt** in the Type field.
2. Enter a **Receipt Number** that references the initial GL Payment being corrected.

   Note:
   If this was a cheque, enter the initial cheque number followed by a A for adjustment. I.e. 003549A.

3. Select the **Date** of the initial GL Payment.
4. Enter the **Total** of the initial GL Payment.
5. Enter a **Comment** indicating this transaction is correcting the original GL Payment.
6. Select the **Bank Account** used in the initial GL Payment to correct the original entry.
7. Enter the **Drawer Name** as it appeared on the initial GL Payment.
8. Press **F10** or the **Green "✓"** speed button to save the transaction.

Screen: Bank Deposit Details

3. Select the **Payment Type** of the initial GL Payment.
4. Ensure **Appear on Bank Summary** is **unticked** .

   Note:
   *If **Appear on Bank Summary** is left ticked, this correcting receipt will appear on your Bank Summary and not appear on your Bank*

Reconciliation until the Bank Summary has been flagged as printed. As this is correcting a GL Payment and no receipt is required to be banked, having the receipt appear on the Bank Summary may see it grouped with other receipts and possibly cause issues with the bank reconciliation process.

5. Enter the details of the initial GL Payment as applicable.
6. Press **OK** to save and close banking details.

Outcomes:
• *The details of the Receipt has been recorded.*
Notes:
• *N/A*

2.3: Enter Lines

Objectives:
• *To record the correcting general ledger postings for the original Payment.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Select the **Description** box to place the cursor here.
2. Press **F9** to insert a new line.
3. Within the Description box select the **search arrow**.
Screen: GL Account Search
4. Search for the GL Account the overpayment is to be posted by typing in any of the searchable fields.
5. Press **F12** to retrieve the search results.
6. Select the GL Account required.
7. Press **OK** to select and close GL Account search screen.
Screen: GL Transactions
8. Ensure the **Period** is set to the Period of the Payment.
9. If applicable, enter a **Quantity**.
10. Enter the **Amount** to be posted.
11. Enter a **Tax%** if applicable.
12. Confirm the **GST** amount.
13. Confirm the **BAS** Code and if required to be modified select the **BAS search arrow.**
Screen: BAS Code Search

14. Select the BAS Code required.
15. Press **OK** to select and close BAS Code search screen.

Screen: GL Transactions

16. Enter a **Comment**.
17. Press **F10** to save the line.
18. If required, repeat steps 2 – 17 to correct any other postings for the Payment.

Outcomes:

- *The adjusting receipt has been recorded.*
- *GL Accounts have been posted to.*

Notes:

- *N/A*

2.4: Update Receipt

Objectives:

- *To update the Receipt to the General Ledger.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions

1. Select the **Update Status** of **Ready to Update (complete).**
2. Update the Receipt by right-clicking on the blue title bar.
3. Select the menu option of **Processes > Update this Transaction.**

   Note:
   If entering multiple Receipts they can be updated once by selecting Update a range of Transaction once they have all been entered.

Screen: Print Preview

4. **Review** the Checklist.
5. If required select the **Print** icon.

   Note:
   Either only the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.
6. Select the **Close** button to proceed with the update.

Screen: Confirm

7. After reviewing the Checklist if no further changes are required select the **Yes** button to continue with the update.

   If changes are required select the **No** button to not continue with the update.

Screen: Print

8. If a copy of the Audit Trail is required select the **Print** button.

   Note:
   If a copy of the Audit Trail is not required select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.

Screen: GL Transactions

9. Select the **OK** button to close the Window.

Outcomes:

- *The Receipt has been updated.*

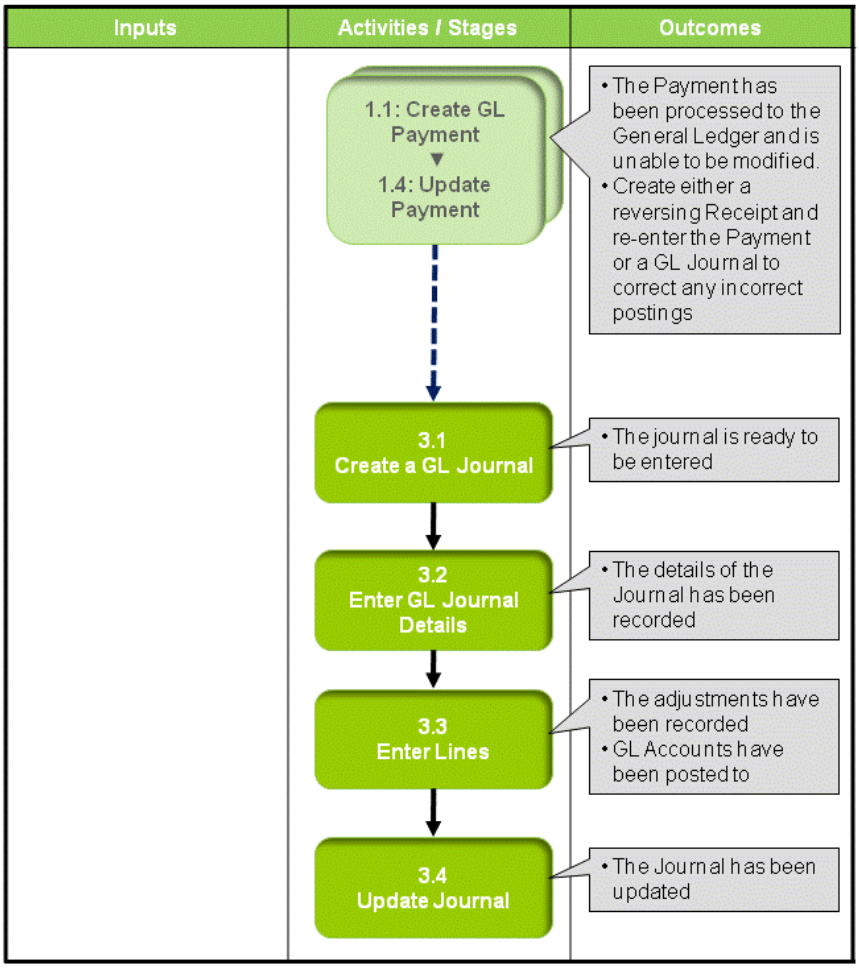
Notes:

- *N/A*

V.3 : Incorrect Details Entered

Workflow

Workflow :	Incorrect Details Entered
Scenario 3:	After entering the Payment it has been determined that incorrect details were entered.



Scenario 3: Incorrect Details Entered

After entering the Payment it has been determined that incorrect details were entered.

1.1: Create GL Payment

▼

1.4: Update Payment

Objectives:
• *To update the Payment to the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Complete Scenario "**GL Payments – Standard**" from Stage 1.1 to 1.4.
2. Where the wrong date or bank account was selected reverse the payment by completing Scenario "**GL Payments – Cancelled or Lost Cheque/Payment**" from Stage 4.1 to 4.4 and complete Scenario "**GL Payments – Standard**" from Stage 1.1 to 1.4 to reenter the correct payment.
3. Where the incorrect posting was made and cancelling the payment and re-entering is not required, create a GL Journal to correct.

Outcomes:
• *The Payment has been processed to the General Ledger and is unable to be modified.*
• *Create either a reversing Receipt and re-enter the Payment or a GL Journal to correct any incorrect postings.*
Notes:
• *N/A*

3.1: Create a GL Journal

Objectives:
• *Create a new journal in the General Ledger to correct the incorrect postings entered.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: ICE Main
1. Access **GL Transactions.** Select menu path: **Accounting > General Ledger > Transactions**
Screen: GL Transactions
2. Insert a new **Transaction.** Press **F9** or the **Green "+"** speed button to insert a new Transaction.

Outcomes:
• *The journal is ready to be entered.*
Notes:
• *N/A*

3.2: Enter GL Journal Details

Objectives:
• *Record the details of the journal.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Select **Journal** in the Type field. 2. Enter a **Journal Number** that references the initial GL Payment being corrected. ***Note:*** *If this was a cheque, enter the initial cheque number followed by a A for adjustment. I.e. 003549A.* 3. Select the **Date** of the initial GL Payment. 4. Enter a **Comment** indicating this transaction is correcting the original GL Payment. 5. Press **F10** or the **Green "✓"** speed button to save the transaction.

Outcomes:
• *The details of the Journal has been recorded.*
Notes:
• *N/A*

3.3: Enter Lines

Objectives:
• *To record the correcting general ledger postings for the original Payment.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Select the **Description** box to place the cursor here.
2. Press **F9** to insert a new line.
3. Within the Description box select the **search arrow**.
Screen: GL Account Search
4. Search for the GL Account incorrectly selected by typing in any of the searchable fields.
5. Press **F12** to retrieve the search results.
6. Select the GL Account required.
7. Press **OK** to select and close GL Account search screen.
Screen: GL Transactions
8. Ensure the **Period** is set to the Period of the Payment.
9. If applicable, enter a **Quantity**.
10. Enter the **Amount** to be posted. **Note:** *To reverse an incorrect Payment posting the amount should be entered as a negative to credit the incorrect account.*
11. Enter a **Tax%** if applicable.
12. Confirm the **GST** amount.
13. Confirm the **BAS** Code and if required to be modified select the **BAS search arrow.**
Screen: BAS Code Search
14. Select the BAS Code required.
15. Press **OK** to select and close BAS Code search screen.
Screen: GL Transactions
16. Enter a **Comment**.
17. Press **F10** to save the line.
18. Repeat steps 2 – 17 to select any other incorrectly posted accounts for the Payment.
19. Press **F9** to insert a new line.

20. Within the Description box select the **search arrow.**

Screen: GL Account Search

21. Search for the GL Account to be correctly posted to by typing in any of the searchable fields.
22. Press **F12** to retrieve the search results.
23. Select the GL Account required.
24. Press **OK** to select and close GL Account search screen.

Screen: GL Transactions

25. Ensure the **Period** is set to the Period of the Payment.
26. If applicable, enter a **Quantity**.
27. Enter the **Amount** to be posted.

    Note:
    To correctly post the Payment the amount should be entered as a positive to debit the correct account.

28. Enter a **Tax%** if applicable.
29. Confirm the **GST** amount.
30. Confirm the **BAS** Code and if required to be modified select the **BAS search arrow.**

Screen: BAS Code Search

31. Select the BAS Code required.
32. Press **OK** to select and close BAS Code search screen.

Screen: GL Transactions

33. Enter a **Comment**.
34. Press **F10** to save the line.
35. If required, repeat steps 19 – 34 to enter any other correct postings for the Payment.

Outcomes:

- *The adjustments have been recorded.*
- *GL Accounts have been posted to.*

Notes:

- *N/A*

3.4: Update Journal

Objectives:

- *To update the Journal to the General Ledger.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

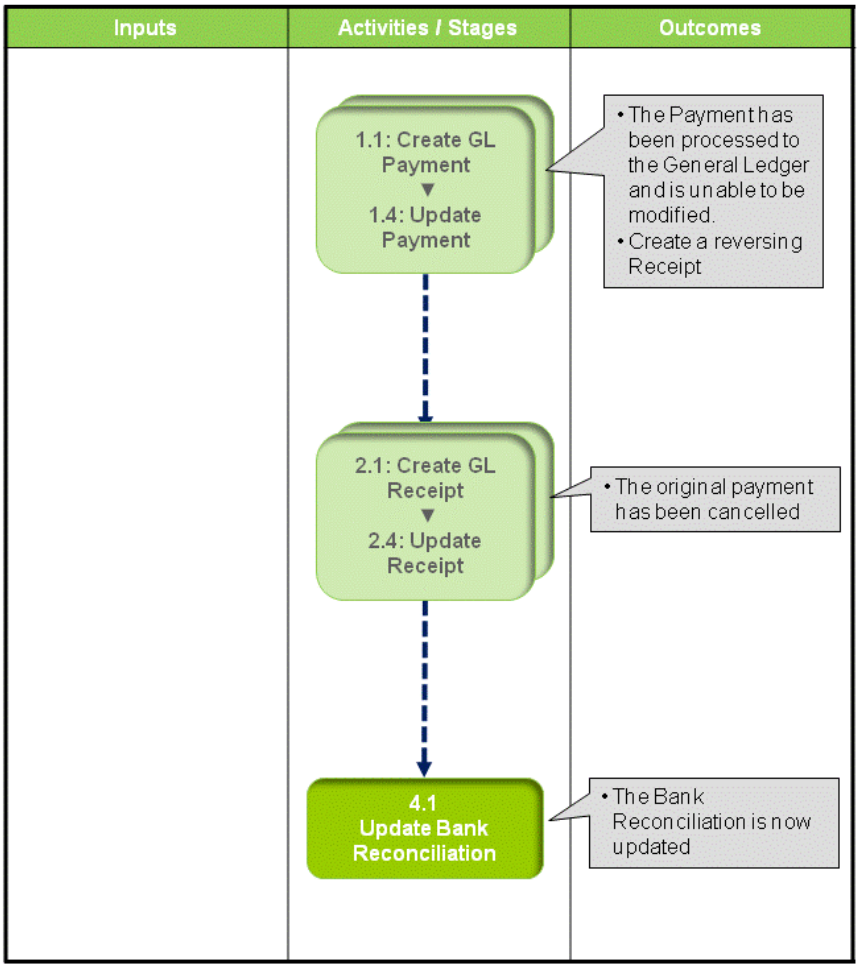
Screen: GL Transactions
1. Select the **Update Status** of **Ready to Update (complete).** 2. Update the Journal by right-clicking on the blue title bar. 3. Select the menu option of **Processes > Update this Transaction.** **Note:** *If entering multiple Journals they can be updated once by selecting Update a range of Transaction once they have all been entered.*
Screen: Print Preview
4. **Review** the Checklist. 5. If required select the **Print** icon. **Note:** *Either only the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.* 6. Select the **Close** button to proceed with the update.
Screen: Confirm
7. After reviewing the Checklist if no further changes are required select the **Yes** button to continue with the update. If changes are required select the **No** button to not continue with the update.
Screen: Print
8. If a copy of the Audit Trail is required select the **Print** button. **Note:** *If a copy of the Audit Trail is not required select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.*
Screen: GL Transactions
9. Select the **OK** button to close the Window.

Outcomes:
• *The Journal has been updated.*
Notes:
• *N/A*

V.4 : Cancelled or Lost Cheque/Payment

Workflow

Workflow :	Cancelled or Lost Cheque/Payment
Scenario 4:	After entering the Payment it has been cancelled or lost.



Scenario 4: Cancelled or Lost Cheque/Payment

After entering the Payment it has been cancelled or lost.

1.1: Create GL Payment

▼

1.4: Update Payment

Objectives:
• *To update the Payment to the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Complete Scenario "**GL Payments – Standard**" from Stage 1.1 to 1.4.

Outcomes:
• *The Payment has been processed to the General Ledger and is unable to be modified.*
• *Create a reversing Receipt.*
Notes:
• *N/A*

2.1: Create GL Receipt

▼

2.4: Update Receipt

Objectives:
• *N/A*
SLC Reference:
• *ICE Business Systems > Accounts Payable > Processing Activities*

Work Instructions

Action:
1. Complete Scenario "**GL Payments – Wrong amount entered**" from Stage 2.1 to end entering the Receipt amount as the total cancelled amount.

Outcomes:
• *The original payment has been cancelled.*
Notes:
• *N/A*

4.1: Update Bank Reconciliation

Objectives:
• *Flag the original and cancelled Payment as presented if they do not appear on the Bank Statement.*
SLC Reference:
• *ICE Business Systems > General Ledger > Processing Activities*

Work Instructions

Screen: ICE Main
1. Access **Bank Reconciliation.** Select menu path: **General Ledger > Accounting > Bank Reconciliation**
Screen: Bank Reconciliation
2. Select the **Bank Account** the transactions were posted to. 3. Locate the initial GL Payment. 4. **Tick** the transactions Presented tick box. 5. Locate the correcting GL Receipt. 6. **Tick** the transactions Presented tick box. 7. Select the **OK button** to close the window.

Outcomes:
• *The Bank Reconciliation is now updated.*
Notes:
• *N/A*

V.5 : Alternative Bank Accounts/Credit Cards

Workflow

Workflow :	Alternative Bank Accounts/Credit Cards
Scenario 5:	When entering Payments, alternative Bank Accounts or Credit Cards can be selected for the Payment to be made from.

Inputs	Activities / Stages	Outcomes
	5.1 Alternative Bank Accounts or Credit Cards	• Alternative Bank Accounts or Credit Cards can be selected within Payments

Scenario 5: Alternative Bank Accounts/Credit Cards

When entering Payments, alternative Bank Accounts or Credit Cards can be selected for the Payment to be made from.

5.1: Alternative Bank Accounts or Credit Cards

Objectives:
• *To explain the requirements for processing Payments to alternative Bank Accounts or Credit Cards.*
SLC Reference:
• *ICE Business Systems > General Ledger > Processing Activities*

Work Instructions

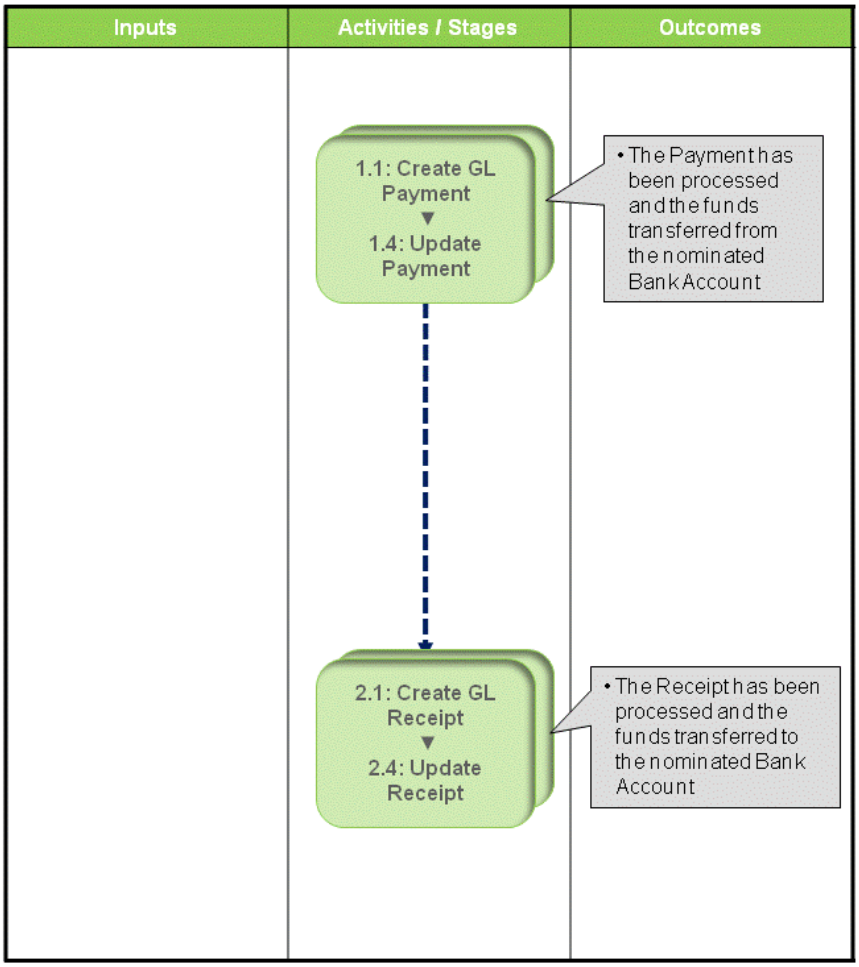
Action:
1. The Bank Account or Credit Card must first be created as a GL Account (Admin > Setup > Accounting > GL Accounts).
2. The GL must be nominated as a Bank Account (Admin > Setup > Accounting > Bank Accounts).
3. The Bank Accounts will now appear for selection within the Bank Account field within the GL Payments screen.

Outcomes:
• *Alternative Bank Accounts or Credit Cards can be selected within Payments.*
Notes:
• *N/A*

V.6 : Transferring Funds between Bank Accounts

Workflow

Workflow :	Transferring Funds between Bank Accounts
Scenario 6:	A transfer of funds from one Bank Account to another is to be recorded in the ICE Business System.



Scenario 6: Transferring Funds between Bank Accounts

A transfer of funds from one Bank Account to another is to be recorded in the ICE Business System.

1.1: Create GL Payment

▼

1.4: Update Payment

Objectives:
• *To record the transfer of funds out of a Bank Account as a Payment in the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Complete Scenario "**GL Payments – Standard**" from Stage 1.1 to 1.4 selecting the Bank Account the funds were transferred from and posting the payment to a clearing account. **Note:** *An appropriate clearing account should be used as a temporary holding point for the funds. As no GST or BAS reporting is applicable to the transfer, it is recommended that the transaction type for the Payment be set as 'Sales Tax'.*

Outcomes:
• *The Payment has been processed and the funds transferred from the nominated Bank Account.*
Notes:
• *A GL Receipt is required to receive the transfer of funds and clear the clearing account.*

2.1: Create GL Receipt

▼

2.4: Update Receipt

Objectives:
• *To record the transfer of funds into a Bank Account as a Receipt in the General Ledger.*
SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

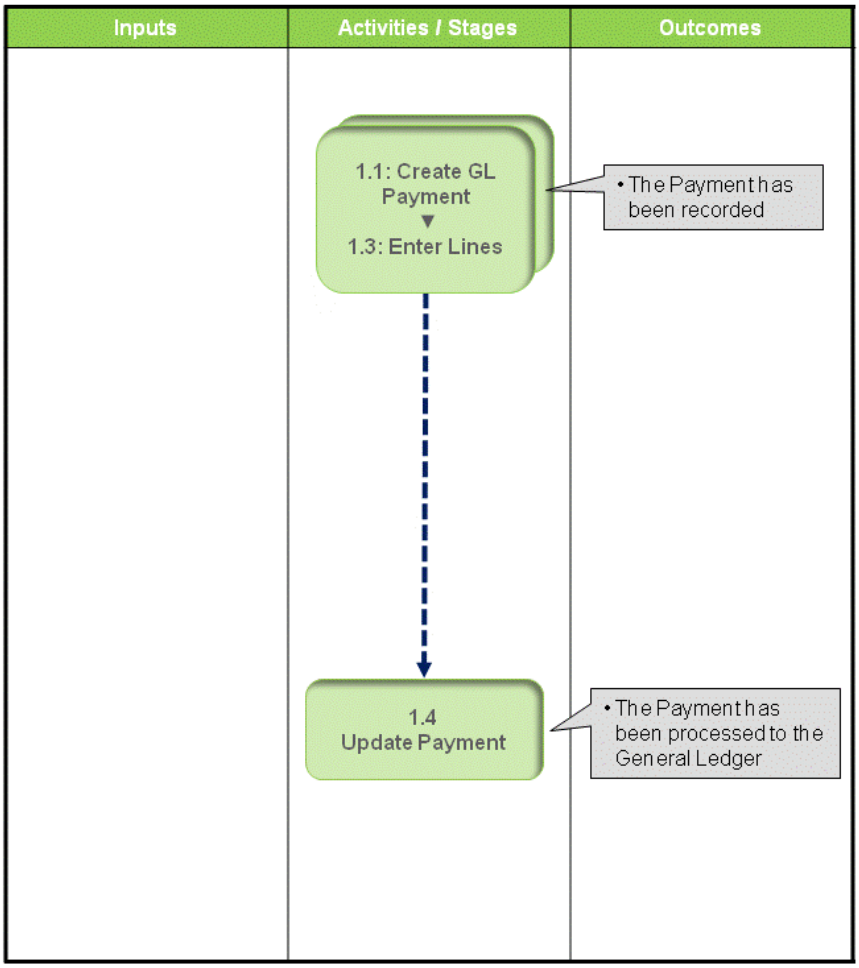
Screen: GL Transactions
1. Complete Scenario "**GL Payments – Wrong amount entered**" from Stage 2.1 to end, selecting the Bank Account the funds were transferred to and posting the receipt to a clearing account. **Note:** *An appropriate clearing account should be used as a temporary holding point for the funds. As no GST or BAS reporting is applicable to the transfer, it is recommended that the transaction type for the Receipt be set as 'Sales Tax'.*

Outcomes:
• *The Receipt has been processed and the funds transferred to the nominated Bank Account.*
Notes:
• *N/A*

V.7 : Multiple GL Periods for Accruals

Workflow

Workflow :	Multiple GL Periods for Accruals
Scenario 7:	A payment has been made that relates to an item that falls over multiple GL periods. This may have been for future accruals or relate to a monthly expense invoiced quarterly in arrears.



Scenario 7: Multiple GL Periods for Accruals

A payment has been made that relates to an item that falls over multiple GL periods. This may have been for future accruals or relate to a monthly expense invoiced quarterly in arrears.

Note:
To post over multiple GL periods the System Default "Prohibit Multiple Periods" must not be ticked (Admin > System Defaults > Company's tab > General (Cont) tab).

Posting a Payment to multiple GL periods will see each of the GL Accounts selected posted the amount applicable for each GL Period nominated. As a result the GL Trial Balance for each of the periods will not balance, however the GL Trial Balance for the total financial year will balance.

1.1: Create GL Payment

▼

1.3: Enter Lines

Objectives:
• *Create a new Payment entering the transaction lines.*
SLC Reference:
• *ICE Business Systems > Accounts Payable > Processing Activities*

Work Instructions

Screen: ICE Main
1. Complete Scenario "**GL Payments – Standard**" Stage 1.1 to 1.3 nominating the required GL Period for each line entry.

Outcomes:
• *The Payment has been recorded.*
Notes:
• *N/A*

1.4: Update Payment

Objectives:
• *To update the Payment to the General Ledger.*
SLC Reference:
• *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions
1. Complete Scenario "**GL Payments – Standard**" Stage 1.4.

Outcomes:
• *The Payment has been processed to the General Ledger.*
Notes:
• *N/A*