

How to Add a Calendar Event from any Module

1. Open a screen/transaction record that will be added to the Calendar
2. Click the **Add to Calendar** button

The screenshot shows the 'General Journal - GJ-103176' window. The 'Add to Calendar' button in the top menu bar is circled in red. An arrow points from this button to the 'Event' dialog box that is open. The 'Event' dialog box has a 'Details' tab and contains fields for 'Calendar', 'Event Title', 'Start Date', 'End Date', and an 'All day event' checkbox. The 'Start Date' is 5/11/2016 and the 'End Date' is 5/12/2016. The 'All day event' checkbox is checked. Below these fields is a rich text editor with the text 'Enter event detail...'.

3. On the Event form, add the necessary details (**Calendar, Event Title, Event Details**)

The screenshot shows the 'Event - GJ-103176' dialog box. The 'Details' tab is active. The 'Calendar' field is set to 'My Calendar - Private'. The 'Event Title' field is set to 'GJ-103176'. The 'Start Date' is 7/4/2016 at 12:00 AM. The 'End Date' is 7/4/2016 at 3:00 PM. The 'All day event' checkbox is unchecked. The rich text editor contains the text 'This is a test event Calendar entry for GJ-103176.'.

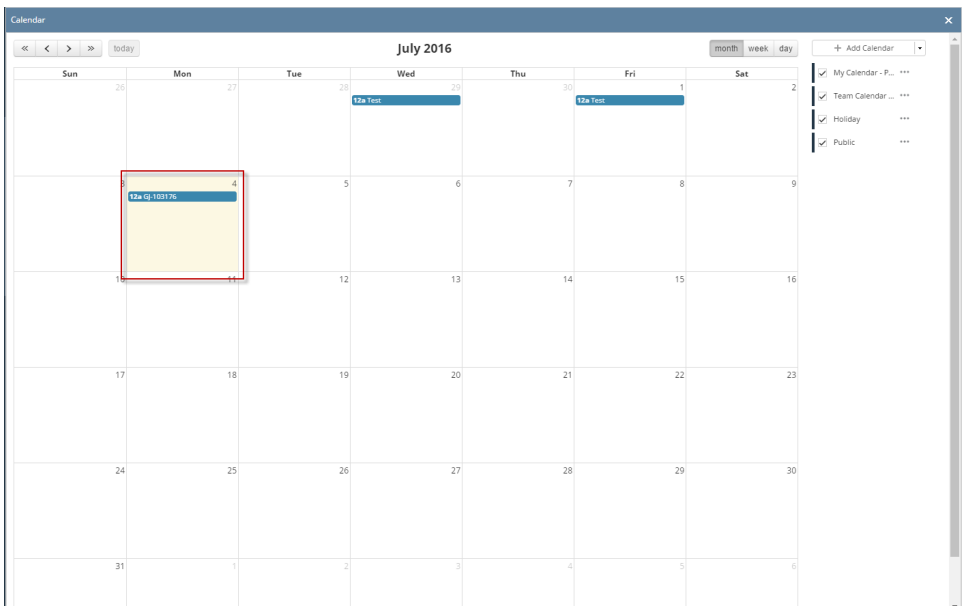
4. By default Start Date will be filled with the Post date, but this can be changed.
 - a. If the **All day event** check box is checked, End Date will be 12:00 AM of the next day from the Start Date

Start Date: 7/4/2016 12:00 AM ☒ All day event
End Date: 7/5/2016 12:00 AM

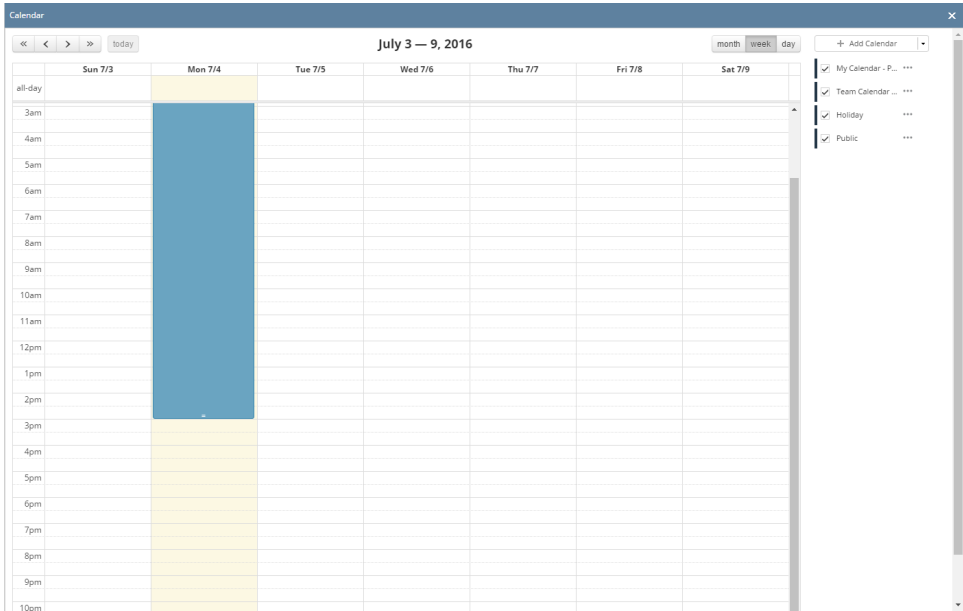
- b. If the event is within the day, duration will start from Start Date's hour then ends in End Date's hour

Start Date: 7/4/2016 12:00 AM ☐ All day event
End Date: 7/4/2016 3:00 PM

5. Click the **Save** button to save the event. Once the event is saved, it will appear in the calendar
6. Go to **Common Info > Calendar**
Month View:



Week View:



Day View:



1. Open a screen/transaction record that will be added to the Calendar
2. Click the **Add to Calendar** button

General Journal - GJ-48

New Save Search Delete Undo Post Duplicate Recap Reallocation Recurring Export Import **Add to Calendar** Close

Details Attachments (0) Audit Log (6) Comments (0)

Post Date: 04/21/2016 Currency: USD Reverse Date: Recurring Template: ☒ Record No: GJ-48

Description: Test GJ

Account ID	Account Description	Transaction Description	Doc Date	Debit	Credit
10500-0000-000	Undeposited Funds	Test GJ	04/21/2016	100.00	0.00
10500-0000-000	Undeposited Funds	Test GJ	04/21/2016	0.00	100.00

3. On the Event form, add a Title for the Event

Event

Save Invite Attendees Cancel

Details

Title: General Journal - 48

Start Date: 04/21/2016 12:00 AM ☒ All day event

End Date: 04/22/2016 12:00 AM

Ready

- a. If the **All day event** check box is checked, End Date will be 12:00 AM of the next day from the Start Date

Event

Save Invite Attendees Cancel

Details

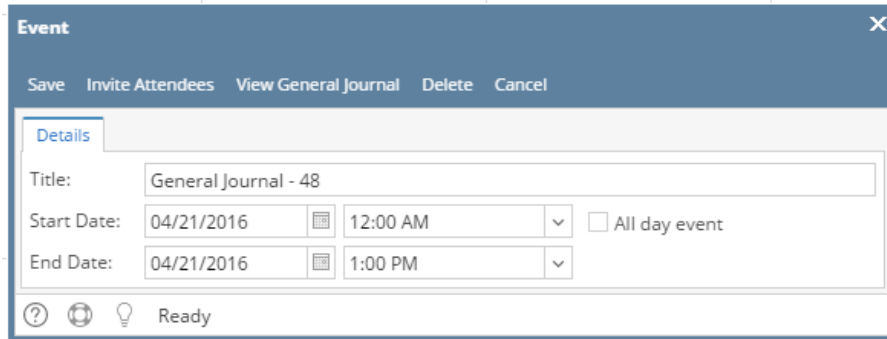
Title: General Journal - 48

Start Date: 04/21/2016 12:00 AM ☒ All day event

End Date: 04/22/2016 12:00 AM

Ready

- b. If the event is within the day, duration will start from Start Date's hour then ends in End Date's hour



Event

Save Invite Attendees View General Journal Delete Cancel

Details

Title: General Journal - 48

Start Date: 04/21/2016 12:00 AM ☐ All day event

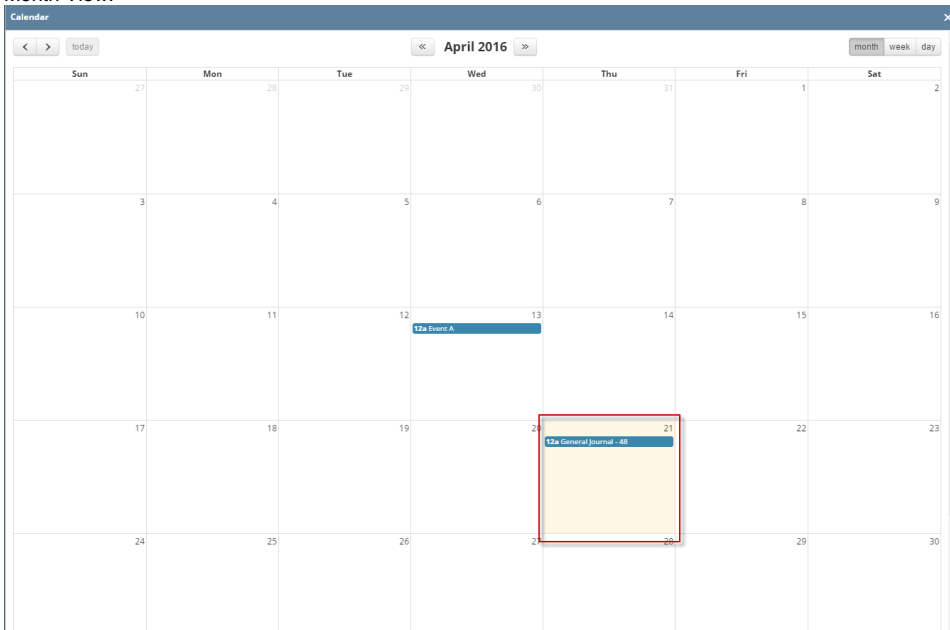
End Date: 04/21/2016 1:00 PM

? Ready

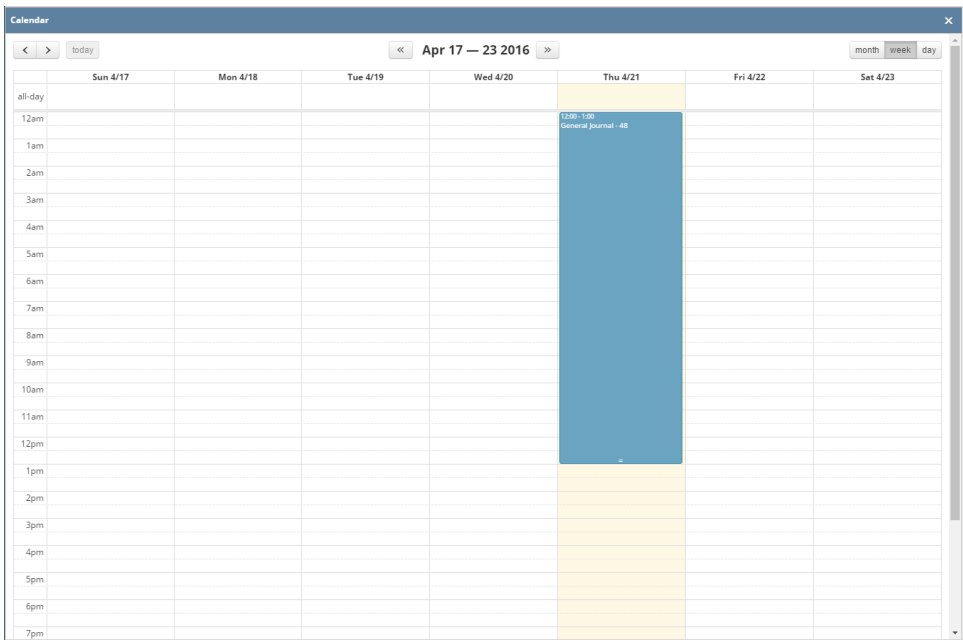
4. Click the **Save** button to save the event. Once the event is saved, it will appear in the calendar

5. Go to **Common Info > Calendar**

Month View:



Week View:



Day View:

