

Oracle® Process Manufacturing

Accounting Setup User's Guide

Release 11*i*

September 2001

Part No. A77487-03

ORACLE

Part No. A77487-03

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Oracle Process Manufacturing Accounting Setup User's Guide, Release 11i

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Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

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Preface

Welcome to Release 11i of the *Oracle Process Manufacturing Accounting Setup* User's Guide.

This user's guide includes information to help you effectively work with the Oracle Process Manufacturing (OPM) application and contains information about the following:

- Oracle Process Manufacturing overview and reference information
- Oracle Process Manufacturing functions and features
- Oracle Process Manufacturing programs, reports, and navigation paths
- How to navigate to Oracle Process Manufacturing windows

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

About This **Oracle Process Manufacturing Accounting setup** User's Guide

This guide contains overviews as well as task and reference information. It includes the following:

- Chapter 1 explains the initial tasks you need to perform before using the OPM Manufacturing Accounting Controller application not integrated to Financials.
- Chapter 2 provides detailed description for setting up account key.
- Chapter 3 describes the accounting setup reports.
- Appendix A describes how to navigate to each window and the profile options to set.
- A Glossary provides definitions of terms that are used in this guide.

Intended Audience

This guide assumes that you have working knowledge of your business area's processes, tools, principles, and customary practices. It also assumes that you are familiar with OPM **Accounting Setup**. If you have never used OPM, we suggest you attend one or more of the Oracle Process Manufacturing training classes available through Oracle University.

To learn more about Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See: Other Information Sources for more information about Oracle Applications product information.

Other Information Sources

You can choose from other sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Process Manufacturing.

If this user guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.
- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

Related Documents

Since Oracle Process Manufacturing shares business and setup information with other Oracle products as well as with our core OPM products, you should consult other related user's guides when you set up and use any OPM product. You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store.

You may find the following Oracle Applications user's guides useful:

- *Oracle Applications User's Guide*
- *Oracle Application's Flexfields Guide*
- *Oracle Workflow User Guide*
- *Oracle Applications System Administrator's Guide*

- *Oracle General Ledger User's Guide*
- *Oracle Payables User's Guide*
- *Oracle Receivables User's Guide*
- *Oracle Human Resources North American User's Guide*
- *Oracle Purchasing User's Guide*

Oracle Process Manufacturing Guides

The following is a list of documentation in each product group for OPM:

Financials

- *Oracle Process Manufacturing Accounting Setup User's Guide*
- *Oracle Process Manufacturing Cost Management User's Guide*
- *Oracle Process Manufacturing Manufacturing Accounting Controller User's Guide*
- *Oracle Process Manufacturing and Oracle Financials Integration User's Guide*

Inventory Control

- *Oracle Process Manufacturing Intrastat Reporting User's Guide*
- *Oracle Process Manufacturing Inventory Management User's Guide*
- *Oracle Process Manufacturing Physical Inventory User's Guide*

Logistics

- *Oracle Process Manufacturing Order Fulfillment User's Guide*
- *Oracle Process Manufacturing Purchase Management User's Guide*
- *Using Oracle Order Management with Process Inventory Guide*

Process Execution

- *Oracle Process Manufacturing Process Operation Control User's Guide*
- *Oracle Process Manufacturing Production Management User's Guide*

Process Planning

- *Oracle Process Manufacturing Integration with Advanced Planning and Scheduling User's Guide*
- *Oracle Process Manufacturing MPS/MRP and Forecasting User's Guide*

Product Development

- *Oracle Process Manufacturing Formula Management User's Guide*
- *Oracle Process Manufacturing Laboratory Management User's Guide*
- *Oracle Process Manufacturing Quality Management User's Guide*

Regulatory

- *Oracle Process Manufacturing Regulatory Management User's Guide*

System Administration and Technical Reference

- *Oracle Process Manufacturing Implementation Guide*
- *Oracle Process Manufacturing System Administration User's Guide*
- Oracle Process Manufacturing Technical Reference Manuals
- Oracle Process Manufacturing API User's Guides

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Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

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Global Setup

This topic explains the initial tasks you need to perform before using the OPM Manufacturing Accounting Controller application not integrated to Financials. The intent is to describe all the initial required steps in the order in which you would implement them.

The following topics are covered:

- Defining Calendars
- Opening and Closing Periods

Replacement of Global Setup Functions

As OPM 11*i* is closely integrated with Oracle General Ledger (GL), the Accounting Setup information is defined in the Oracle GL instead of OPM. Therefore, the following accounting setup functions have been made display only:

- GL Calendars
- Open/Close Periods

This facilitates users migrating from OPM 4.1 to 11*i* to validate the correctness of their data. Once migrated to 11*i*, any required changes should be done using the Oracle GL functions.

Defining Calendars

The Calendar defines global calendar parameters for the Manufacturing Accounting Controller application and the specific data associated with each calendar period.

For the global calendar parameters you enter such data as the number of periods in the calendar year and the start date of the year. The system defaults the close status of the calendar to Never Opened and the current year indicator to Not Current.

For each period you enter the end date and OPM automatically computes the period start date based on the period end date plus one day. The system defaults the status of each period to Never Opened, current period to Not Current and adjustment to Not an Adjustment Period.

Once you have completed setting up the Calendar Year and Periods data, you may then use the Period End window to open the desired calendar year and periods, and indicate which is the current period.

Defining Calendars Procedure

To define calendars:

1. Navigate to the **Calendars** window.
2. Complete the fields as described.
3. Save the window.

Calendars Field Reference

The fields on this window are:

Company

Enter the code of the company for which this calendar is valid. Required.

Fiscal Year

Enter the code for this fiscal year, for example, 1993. Required.

Description

Enter a description for this Calendar, for example, "Fiscal Year 1993".

Start Date

Enter the start date for this calendar.

Number of Periods

Enter the number of periods within this calendar. Required.

Status

Indicates the status of this calendar. Valid entries are:

- Closed
- Open
- Preliminary close
- Final close

This field can only be updated from the Open/Close Periods window.

Current Year Indicator

Indicates if this is the current calendar year. Checking the box indicates current, while not checked indicates not current.

This field can only be updated from the Open/Close Periods window.

Calendar Details

Period

Enter the period number, for example, 1, 2, 3...13. Required.

Start Date

This field displays the start of this period automatically calculated based on the end date you enter in the next field.

End Date

Enter the end date for this period. Required.

Status

This field indicates the status of the period shown on this line. You may change the status by entering one of the following:

- Closed
- Open
- Preliminary close
- Final close

Current Period

This field indicates whether this is the current period. This status cannot be changed on this window and can only be changed using the Open/Close Periods window. Valid codes are checked for current and unchecked for not current.

Adjustment Period

This field indicates if this is an adjustment period. This is set when the calendar is created using the Calendars window. Usually, period 13 is set up as an adjustment period.

Description

Displays a description of the adjustment period.

Opening and Closing Periods

Use the Open/Close Period window to open calendar periods allowing subledger update Posting to post transactions to the period. In addition, use this window to change the status of calendar periods to:

- Closed
- Open
- Preliminary close
- Final close

Opening and Closing Periods Procedure

To open or close a period:

1. Navigate to the **Open/Close Periods** window.
2. Complete the fields as described.
3. Save the window.

Open/Close Periods Field Reference

The fields on this window are:

Company

Enter the code of the company for which periods should be displayed. This field defaults to the company set up for this userID.

Current Year

Enter the fiscal year for which periods should be displayed. This field defaults to the current fiscal year.

Current Period

Enter the current period. This field defaults to the current period.

Calendar

Year

Displays the year for which period information is shown on this line.

Period

Displays the period information.

Status

This field indicates the status of the period shown on this line. The valid values are:

- Closed
- Open
- Preliminary close
- Final close

Adjustment Period

This field indicates if this is an adjustment period. This is set when the calendar is created using the Calendars window. Usually, period 13 is set up as an adjustment period.

Account Key Setup

This topic provides detailed description for setting up account key.

The following topics are covered:

- Account Key Overview
- Defining Account Types
- Defining Account Classes
- Defining Account Usages
- Defining Accounts
- Copying Accounts
- Entering Accounting Units
- Copying Accounting Units
- Defining Validation Codes
- Assigning Validation Codes
- Viewing Validation Codes
- Creating Account Keys
- Creating Account Keys From Accounts Window
- Creating Account Keys From Accounting Units Window

Replacement of Accounting Setup Functions

As OPM 11*i* is closely integrated with Oracle General Ledger (GL), the Accounting Setup information is defined in the Oracle GL instead of OPM. Therefore, the following accounting setup functions have been made display only:

- Accounts
- Validation Codes/Accounts
- Accounting Units
- Validation Codes/Accounting Units
- Validation Codes
- Account Class
- Account Types
- Account Usage
- Copy Accounts List
- Account Keys
- Accounting Unit Copy

The listed accounting setup forms are display only. This facilitates users migrating from OPM 4.1 to 11*i* to validate the correctness of their data. Once migrated to 11*i*, any required changes should be done using the Oracle GL functions.

Account Key Overview

The account key combines an accounting unit with an account. The Accounting Unit is the organizational entity that serves as the owner of the account, such as "Plant 1" or "Plant 2". The account is the accounting entity for which balances are updated, such as Accounts Receivable or Domestic Sales. In the OPM Accounting Setup application, you need to define the accounting unit/account relationships for which you want to record transactions and maintain balances. In addition, you need to identify the types of sub-system transactions (transactions from other OPM applications) from which you need to capture data. In OPM these are known as events and sub-events and are pre-defined. The OPM Manufacturing Accounting Controller user's guide provides lists of events and sub-events for you to use in planning your implementation.

For account key setup, you will perform the following steps:

- Define the types and classes of account keys
- Define accounts
- Define accounting units
- Define the relationships between the accounts and accounting units (setup account keys)

In addition, you can define the valid rules for combining accounts and accounting units dynamically. You can set up validation codes to do this. If an accounting unit and account are assigned the same validation code, any transactions generated with that accounting unit/account combination are valid. This provides a short-cut to defining account keys eliminating the need to define each specific occurrence of an accounting unit/account relationship.

The process of building the chart of accounts (account keys) is a complex task that requires much up-front planning and decision making. You should map out your chart-of-accounts before beginning to enter them into OPM. You need to decide:

- How to classify and sort account keys
- The accounts for which you need to track and maintain balances
- The accounting units (organizational entities) that will "own" those accounts
- The way in which accounts are mapped to transactions

Defining Account Types

Setting up account keys begins with the classification of your chart-of-accounts into major types of accounts. For example, you need to set up asset accounts and liability accounts. Account types are used for account and account key selection and reporting.

There are four account types predefined to the system:

- A - Asset
- L - Liability
- E - Equity
- O - Operating Expense

You can modify the descriptions of these predefined types, but the implications of using each as they are intended should remain the same when assigning the type code to the various accounts.

Defining Account Types Procedure

To define an account type:

1. Navigate to the **Account Types** window.
2. Complete the fields as described.
3. Save the window.

Account Types Field Reference

The fields on this window are:

Account Type

Displays the account type used internally by OPM. This field may not be changed.

Account Code

An account type code that is used to assign account types to accounts. This code will also display next to accounts on reports and inquiries to identify the account type.

Description

A long description of an account type.

Short Description

A short description of an account type.

Defining Account Classes

Account classes are user-defined classifications of account types. They are used to further classify account types into sub-groups such as "Assets" into "current assets" and "long-term assets." Account types are then used during account and account key selection and reporting.

Defining Account Classes Procedure

To define account classes:

1. Navigate to the **Account Class** window.
2. Complete the fields as described.
3. Save the window.

Account Classes Field Reference

The fields on this window are:

Account Class

Enter a code to identify this account class. For example, enter CASS for Current Assets.

Description

Enter a description of this account class. For example, enter "Current Assets".

Defining Account Usages

You can use the Account usage code to indicate the way in which to use an account. An example might be a statistical or memo-only account, or as shown below, a further sub-classification of the account types and classes. Account usages are completely user-defined and are used for account and account key selection and reporting.

Defining Account Usages Procedures

To define account usages:

1. Navigate to the **Account Usages** window.
2. Complete the fields as described.
3. Save the window.

Account Usages Field Reference

The fields on this window are:

Account Usage Code

Enter a code to identify this account usage. For example, enter CUSD for "Cash - US Dollars".

Description

Enter a description of this account usage. For example, enter "Cash - US Dollars".

Defining Accounts

In the OPM Manufacturing Accounting Controller application, the account is the accounting entity for which balances are updated, "Accounts Receivables." It is the second part of the account key. The first part of the account key, the accounting unit, defines the organizational element of the account key, such as a plant, department, or cost center, and will serve as the "owner" of the account. Each account in your chart-of-accounts will be set up by company. That is, the account is valid for a particular company code.

When entering accounts, you will specify the account type (asset, liability, equity, or operating expenditure) and optionally you will associate the account with a class and usage code (discussed earlier in this chapter).

Before entering accounts into OPM, you should map out your chart-of-accounts. In order to do this you need to decide:

- How you need to classify and sort account keys
- The accounts for which you need to track and maintain balances
- The accounting units (organizational entities) that will "own" those accounts
- The way in which accounts will be mapped to transactions. See: Account Mapping, OPM Manufacturing Accounting Controller User's Guide.

You should begin by entering the basic accounts, such as cash or expense accounts, and assign them account numbers that distinguish them as related accounts. For example, you might set up the following asset accounts:

Account Number	Account Description
1001.000	Accounts Receivable - Domestic
1002.000	Accounts Receivable - International
2001.000	Sales - Domestic
2002.000	Sales - International

Defining Accounts Procedure

To define an account:

1. Navigate to the **Accounts** window.
2. Complete the fields as described.
3. Save the window.

Accounts Field Reference

The fields on this window are:

Company

Enter the company for which you are defining accounts. This field defaults to the company code assigned to your user code but may be changed. Required.

Account

Enter the account number you wish to assign to this account (enter all delimiters). The format of the account number is determined by the fiscal policy record setup for this company. Required.

Refer to the table shown on the previous page for examples of account number assignments.

Description

Enter a description for this account.

Account Type

Indicate the account type. Account types are described earlier in this chapter. Enter one of the following predefined account type codes (required):

- A - Asset
- L - Liability
- E - Equity
- O - Operating Expense

Account Title

Enter the predefined account title code to be associated with transactions for this account. Account titles are predefined. Required.

See: Using Account Titles for more information.

Account Class

Indicate the account class to be associated with this account.

See: Defining Account Classes for more information.

Account Usage

Indicate the intended use of this account.

See: Defining Account Usage codes for more information.

Balance Type

Indicate whether the balance in this account should be maintained as a debit, credit, or both. Enter one of the following (required):

- Credit only
- Credits and Debits
- Debit only

Post Indicator

Indicate whether transactions on this account may be tracked in units of measure. For example, if this is an operating expense account for the local water company, you may wish to track your payments in gallons as well as currency. Enter one of the following (required):

- Monetary amounts only (Default)
- Quantities only
- Monetary amounts and quantities

Unit Of Measure

If this account will be tracked in quantities (see Post Indicator field) indicate the unit of measure in which quantities are tracked. Units of measure are set up using the Units of Measure window. Required.

Start Date

Enter the start date on which this account becomes effective. Required.

End Date

Enter the end date on which this account becomes ineffective. That is, the date on which the account expires. Required.

Assigning Accounts to Validation Codes Procedure

Once define an account you can assign it to validation codes. To assign an account to validation codes:

1. Navigate to the **Accounts** window.
2. Select **Assign Validation Codes** from the **Actions** menu. The Assign Validation Codes window displays.
3. Complete the fields as described.
4. Save the window.

Assign Validation Codes Field Reference

The fields on this window are:

Company

This field displays the company for which accounts are displayed.

Account

This field displays the account number selected.

Validation Codes

Assign Validation Code

Indicate whether the account should be assigned to the validation code by checking the box.

Autogenerate Account-key

Indicate by checking the box if the autogenerate account key functionality should be used.

Validation Code

Enter the validation code being assigned to the accounts.

Description

Enter the Validation Code description.

Viewing Accounts Assigned to Validation Codes Procedure

Once you have assigned an account to validation codes you can view them by using the view validation codes option. To view an account assigned to validation codes:

1. Navigate to the **Accounts** window.
2. Select **View Validation Codes** from the **Actions** menu. The View Accounts - Validation Codes window displays.
3. Complete the fields as described.
4. Save the window.

View Account - Validation Codes Field Reference

The fields on this window are:

Company

This field displays the company for which accounts are displayed.

Account

This field displays the account number selected.

Validation Codes

Autogenerate Account-key

Indicate whether the autogenerate account key functionality was applied.

Validation Code

This field displays the validation code that was assigned to the accounts listed.

Description

This field displays the Validation Code description.

Copying Accounts

The Copy Accounts option allows you to copy the accounts set up for one company to another company. Account setup is a multi-step process, this feature allows you to save setup time.

Copying Accounts Procedure

To copy accounts:

1. Navigate to the **Account Selection for Company** window.
2. Complete the fields as described in the *Account Selection for Company Field Reference* topic.
3. Click **OK**. The **Account List for Company** window displays.
4. Complete the fields as described in the *Account List for Company Field Reference* topic.
5. Save the window.

Account Selection for Company Field Reference

The fields on this window are:

From Company

Enter the company for which you want to copy from. Required.

To Company

Enter the company for which you want to copy to. Required.

Account (From, To)

Select the From and To Account.

Account

Type

To select accounts with a specific account type code, enter the account type code for example, Assets. To select all account types, leave this field blank.

Class

To select accounts with a specific account class code, enter the account class code. For example, Current Assets. To select all account classes, leave this field blank.

Usage

To select accounts with a specific account usage code, enter the account usage code. For example, statistical. To select all account usage codes, leave this field blank.

Account List for Company Field Reference

The fields on this window are:

From Company

Enter the company for which you want to copy from. Required.

To Company

Enter the company for which you want to copy to. Required.

Accounts

Account

To copy all accounts to the new company, check the boxes to the left of this field. To copy one account or a range accounts, leave this field blank.

Description

Displays a description of the Account Type.

Type

To select accounts with a specific account type code, enter the account type code. For example, Assets. To select all account types, leave this field blank.

Class

To select accounts with a specific account class code, enter the account class code. For example, Current Assets. To select all account classes, leave this field blank.

Usage

To select accounts with a specific account usage code, enter the account usage code. For example, statistical. To select all account usage codes, leave this field blank.

Entering Accounting Units

Accounting units are the organizational units of the company, such as plants, cost centers, or departments, for which Manufacturing Controller entries may be charged or tracked. The accounting unit serves as the "owner" of the account and is the first piece of the account key. As described later, you will associate the accounting unit with the account to define the account key.

Before entering accounting units into OPM, you should plan your accounting organizational hierarchy. In order to do this you need to decide:

- How you need to classify and sort account keys
- The accounting units (organizational units such as departments or cost centers) for which you need to track balances.
- The accounts you want to associate with those accounting units. Be sure to set the accounts up as described earlier in this chapter.
- The way in which accounting units will be mapped to transactions. See: *Account Mapping, OPM Manufacturing Accounting Controller User's Guide.*

For example, you may want to associate track account balances for the following accounting units:

Accounting Unit	Description
100.0000	Cost Center 100
101.0000	Cost Center 101
200.0000	Plant 200
201.0000	Plant 201

Entering Accounting Units Procedure

To enter accounting units:

1. Navigate to the **Accounting Units** window.
2. Complete the fields as described.
3. Save the window.

Accounting Units Field Reference

The fields on this window are:

Company

Enter the company code for which you are defining accounting units. This field defaults to the company assigned to your user code but may be changed. Required.

Accounting Unit

Enter a code to identify the accounting unit. Required.

Description

Enter a description for the accounting unit. Required.

Start Date

Enter the beginning effective date for this accounting unit. This field defaults to the system minimum date. Required.

End Date

Enter the ending effective date for this accounting unit. This field defaults to the system minimum date. Required.

Assigning Accounting Unit to Validation Codes Procedure

Once define an accounting unit you can assign it to validation codes. To assign an accounting unit to validation codes:

1. Navigate to the **Accounting Units** window.
2. Select **Assign Validation Codes** from the **Actions** menu. The Assign Validation Codes window displays.
3. Complete the fields as described.
4. Save the window.

Assign Validation Codes Field Reference

The fields on this window are:

Company

This field displays the company for which accounts are displayed.

Accounting Unit

This field displays the accounting unit number selected.

Validation Codes

Assign Validation Code

Indicate whether the accounting unit should be assigned to the validation code by checking the box.

Autogenerate Account-key

Indicate by checking the box if the autogenerate account key functionality should be used.

Validation Code

Enter the validation code being assigned to the accounts.

Description

Enter the Validation Code description.

Viewing Accounting Unit Assigned to Validation Codes Procedure

Once you have assigned an accounting unit to validation codes, you can view them by using the view validation codes option. To view an accounting unit assigned to validation codes:

1. Navigate to the **Accounting Units** window.
2. Select **View Validation Codes** from the **Actions** menu. The View Accounting Unit - Validation Codes window displays.
3. Complete the fields as described.
4. Save the window.

View Accounting Unit - Validation Codes Field Reference

The fields on this window are:

Company

This field displays the company for which accounting units are displayed.

Accounting Unit

This field displays the accounting unit number selected.

Validation Codes

Autogenerate Account-key

Indicate whether the autogenerate account key functionality was applied.

Validation Code

This field displays the validation code that was assigned to the accounting unit listed.

Description

This field displays the Validation Code description.

Copying Accounting Units

The option provides you with a copy function to copy accounting units that have been setup for one company to another company. Since Accounting Units setup is a multi-step process, this feature allows you to save setup time.

Copying Accounting Units Procedure

To copy accounting units:

1. Navigate to the **Accounting Unit Selection for Company** window.
2. Complete the fields as described in the *Accounting Unit Selection for Company Field Reference* topic.
3. Click **OK**. The **Accounting Unit List for Company** window displays.
4. Complete the fields as described in the *Accounting Unit List for Company Field Reference* topic.
5. Save the window.

Accounting Unit Selection for Company Field Reference

The fields on this window are:

From Company

Enter the code of the company for which you want to copy accounting units from.
Required.

To Company

Enter the code of the company for which you want to copy accounting units to.
Required.

Selection Range

Accounting Unit (From, To)

To copy a range of accounting units, specify the accounting units in From and To fields.

Accounting Unit List for Company Field Reference

The fields on this window are:

From Company

Displays the selected From Company.

To Company

Displays the selected To Company.

Accounting Units Selection

Accounting Unit

Enter a code to identify this accounting unit. Required.

Description

Enter a description of this accounting unit. For example, enter "Accounting Department". Required.

Defining Validation Codes

Once both accounting units and accounts have been defined, you may wish to set up the rules for dynamically combining accounting units and accounts into account keys. This step is optional.

If an account and accounting unit are assigned the same validation code, and if the Autogenerate field on the Fiscal Policy window for the company is set to Yes, any transactions generated with that accounting unit/account combination are valid. This provides a short-cut to defining account keys, eliminating the need to define each specific occurrence of an accounting unit/account relationship. Optionally, validation codes can be used to secure account balances by providing a "key" to the account key.

It is important to note that the validation codes are only used when you wish to dynamically create Account Keys during subledger update from OPM subsystems. If you prefer only to create account keys manually during Manufacturing Accounting Controller setup, you would not need to define Validation Codes.

At its simplest, an Accounting Unit may be linked with an Account when both the Account and Accounting Unit have the same Validation Code assigned to it. Thus, if certain Cash Accounts can only be booked to the Corporate Accounting Department, you could create a single validation code and assign it to both the cash accounts 1000.000, 1001.000, and 1002.000, and to the accounting unit 100.000.

Defining Validation Codes Procedure

To define validation codes:

1. Navigate to the **Validation Codes** window.
2. Complete the fields as described.
3. Save the window.

Validation Codes Field Reference

The fields on this window are:

Validation Code

Enter a code to identify this validation code. For example, enter ASSE for balance sheet item - asset.

Description

Enter a description for this validation code. For example, "Balance Sheet Item - Asset".

Assigning Validation Codes

Once you have defined the validation code, the next step is to assign it to accounts and accounting units. The options provided to do this allow you to select a single or range of accounts/accounting units to which you will assign the validation code.

Assigning Validation Codes to Accounts Procedure

To assign validation codes to accounts:

1. Navigate to the **Validation Codes** window. Select **Assign Accounts** from the **Actions** menu. The Select Accounts window displays.
OR
Navigate to the **Validation Codes/Accounts** window.
2. Complete the fields as described.
3. Save the window.

Select Accounts Field Reference

The fields on this window are:

Select Accounts Fields

Company

Enter the company for which accounts have to be assigned.

Account

To specify a range of accounts, enter the accounts in the From and To fields.

Account

Type

Enter an account type for which to list accounts.

Class

Enter an account class for which to list accounts.

Usage

Enter an account usage for which to list accounts.

Select Accounts Fields

Start Date

Enter the beginning effective date for the selected account.

End Date

Enter the ending effective date for the selected account.

Include/Exclude for Account-Key Auto-Generation

Indicate that if the Fiscal Policy option Autogenerate is checked for this company, then the accounts selected may be dynamically combined with all accounting units with the same validation code.

Validation Codes/Accounts Field Reference

The fields on this window are:

Company

This field displays the company for which accounts are displayed.

Validation Codes/Accounts

Validation Code

This field displays the validation code being assigned to the accounts listed.

Description

This field displays the Validation Code description.

Include/Exclude for Account-key auto-generation

This field indicates that if the Fiscal Policy option Autogenerate is checked for this company, the accounts selected may be dynamically combined with all accounting units with this same validation code.

Account

This field displays the account number. To exclude this account from assignment, select Delete Records from the Actions menu.

Description

This field displays the account description.

Assigning Validation Codes to Accounting Units Procedure

To assign validation codes to accounting units:

1. Navigate to the **Validation Codes** window. Select **Assign Accounting Units** from the **Actions** menu. The Select Accounting Units window displays.

OR

Navigate to the **Validation Codes/Accounting Units** window.

2. Complete the fields as described.
3. Save the window.

Select Accounting Units Field Reference

The fields on this window are:

Company

Enter the company for which accounting units have to be assigned.

Accounting Unit

To specify a range of accounting unit, enter the accounting unit in the From and To fields.

Start Date

Enter the beginning effective date for the selected accounting unit.

End Date

Enter the ending effective date for the selected accounting unit.

Include/Exclude for Account-Key Auto-Generation

Indicate that if the Fiscal Policy option Autogenerate is checked for this company, then the accounts selected may be dynamically combined with all accounting units with the same validation code.

Validation Codes/Accounting Units Field Reference

The fields on this window are:

Company

This field displays the company for which accounting units are displayed.

Validation Codes/Accounting Units**Validation Code**

This field displays the validation code being assigned to the accounting units listed.

Description

This field displays the Validation Code description.

Include/Exclude for Account-Key Auto-Generation

This field indicates that if the Fiscal Policy option Autogenerate is checked for this company, the accounts selected may be dynamically combined with all accounting units with this same validation code.

Accounting Unit

This field displays the accounting unit number. To exclude this accounting unit from assignment, select Delete Records from the Actions menu.

Description

This field displays the accounting unit description.

Viewing Validation Codes

Once you have defined the validation codes and assigned them to accounts or accounting units, you can view them using the view accounts and accounting units.

Viewing Validation Codes Assigned to Accounts Procedure

To view validation codes assigned to accounts:

1. Navigate to the **Validation Codes** window.
2. Select **View Accounts** from the **Actions** menu. The Validation Codes/Accounts View window displays.
3. Complete the fields as described.
4. Save the window.

Validation Codes/Accounts View Field Reference

The fields on this window are:

Company

This field displays the company for which accounts are displayed.

Validation Code

This field displays the validation code assigned to the accounts listed.

Validation Codes/Account View

Account

This field displays the account number. To exclude this account from assignment, select Delete Records from the Actions menu.

Autogenerate Account-key

This field indicates that if the Fiscal Policy option Autogenerate is checked for this company, the accounts selected may be dynamically combined with all accounting units with this same validation code.

Description

This field displays the account description.

Viewing Validation Codes Assigned to Accounts Procedure

To view validation codes assigned to accounting units:

1. Navigate to the **Validation Codes** window.
2. Select **View Accounting Units** from the **Actions** menu. The Validation Codes/Accounting Units View window displays.
3. Complete the fields as described.
4. Save the window.

Validation Codes/Accounting Units Field Reference

The fields on this window are:

Company

This field displays the company for which accounting units are displayed.

Validation Code

This field displays the validation code assigned to the accounting units listed.

Validation Codes/Accounting Unit View**Accounting unit**

This field displays the accounting unit number. To exclude this account from assignment, select Delete Records from the Actions menu.

Autogenerate Account-key

This field indicates that if the Fiscal Policy option Autogenerate is checked for this company, the accounts selected may be dynamically combined with all accounting units with this same validation code.

Description

This field displays the accounting unit description.

Creating Account Keys

An account key combines an accounting unit with an account. The accounting unit is the organizational entity that serves as the owner of the account, such as a cost center, plant, or department. The account is the accounting entity for which balances are updated, such as Accounts Receivable or Inventory. Once accounting units, accounts, and (optionally) validation codes have been setup, you can now create account keys.

Account Keys can be created four different ways.

1. *Account Key window*: Enter the Accounting Unit and Account into the Account Key. This process only allows you to create one account key at a time. To set up multiple account keys at a time, use the method described in items 2 or 3.
2. *Accounts window*: From the Accounts window, select **Create Acct Key** from the Action menu, then select a range of Accounting Units to combine with a single Account to new Account Keys.
3. *Accounting Units window*: From the Accounting Units window, select **Create Acct Key** from the Action menu, then select a range of Accounts to combine with a single Accounting Unit to new Account Keys.
4. *Dynamically during subledger update*: If validation codes have been setup and assigned to accounts and accounting units, account keys can be created dynamically during the transaction posting process. Validation codes and assignments are described earlier in this chapter.

You can create account keys directly using the Account Keys window. Once you have entered the Accounting Unit and Account, the system will default the Account attributes (that is, Account Type, Class, and Usage) as they were set up for the individual account and accounting unit. You can override these attributes if desired.

Creating Account Keys Procedures

To create account keys:

1. Navigate to the **Account Key** window.
2. Complete the fields as described.
3. Save the window.

Account Key Window Field Reference

The fields on this window are:

Account Key Fields

Company

Enter the company for which you are defining account keys. This field defaults to the company code assigned to your user code but may be changed. Required.

Account key

Enter the account key, a combination of accounting unit and account (required). A window is displayed with three options:

- Account Key: Select this if you are maintaining an existing account key to view a list of account keys from which to select.
- Accounting Unit No: Select this to view a list of accounting units from which to select.
- Account No: Select this to view a list of accounts from which to select.

Description

Enter a description for this account key. This field defaults to the account description but may be changed. Required.

Account

Type

Indicate this account key type. This field defaults to the account type associated with the account but may be changed. Enter one of the following pre-defined account type codes (required):

- A - Asset
- L - Liability
- E - Equity
- O - Operating Expense

Class

Indicate this account key class. This field defaults to the account class associated with the account but may be changed. Enter one of the following pre-defined account class codes (required):

Usage

Indicate the Account key Usage. This field defaults to the account usage associated with the account but may be changed. Enter the user-defined account usage code previously set up using the Account Usage window.

Account Key Fields**Balance Type**

Indicate whether the balance in this account should be maintained as a debit, credit, or both. This field defaults to the account usage associated with the account but may be changed. Enter one of the following:

- Credit only
- Credit or Debit
- Debit only

Quantity**Post Indicator**

Indicate whether transactions on this account may be tracked in units of measure. For example, if this an operating expense account for the local water company, you may wish to track your payments in gallons as well as amount paid. This field defaults to the entry made for the account but may be changed. Enter one of the following (required):

- Amounts Only
- Quantities Only
- Amounts and Quantities Unit of Measure

If this account will be tracking in units of measure (see Post Indicator field) indicate the unit of measure in which quantities are tracked. This field defaults to the UOM associated with the account entered in the Account field. Units of measure are set up using the Units of Measure window.

Account Key Fields

Start Date

Enter the beginning date on which this account key becomes effective. Required.

End Date

Enter the ending date on which this account key becomes effective. That is, the date on which the account expires. Required.

Creating Account Keys From Accounts Window

You can set up multiple account keys at one time from the Accounts window by associating the account shown on the accounts window to one or several accounting units.

Creating Account Keys From Accounts Window Procedure

To set up account keys from the Account window:

1. Select **Create Account Key** from the **Actions** menu. The Accounting Unit Selection box is displayed as shown. Complete the required fields.
2. Click **OK**. The Link Accounts to Accounting Units window displays.
3. Complete the fields as described.
4. Save the window.

Accounts Field Reference

The fields on this window are:

Company

This field displays the company from the accounts window.

Account

This field displays the account from the accounts window.

Accounting Units

Create Account Key

Indicate whether you want to create an account key by checking the box.

Accounting Unit

This field displays the accounting units found for this company. To exclude an accounting unit, click and deselect the desired line.

Description

This field displays a description of this accounting unit.

Start Date

This field displays the beginning effective date for this accounting unit.

End Date

This field displays the ending effective date for this accounting unit.

Creating Account Keys From Accounting Units Window

Just as you may create account keys from the Accounts window, you may create account keys from the Accounting Units window. Do this by selecting Create Account Key from the Actions menu on the Accounting Units window and follow the procedures for creating account keys from the accounts window, except enter an account in place of the accounting unit.

Accounting Setup Reports

This topic explains the accounting setup reports. Reports are available through the Application's Standard Report Submission form.

The following topics are covered:

- Running the Account Key List Report
- Running Validation Code Account List Report
- Running Validation Code Account Unit List Report

Running the Account Key List Report

This report prints a list of the account keys defined for a particular company. You can include accounts by account type, account class, or account usage code.

Submitting the Report

To submit a report:

1. Navigate to the **Submit Request** form.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described. in the *Selected Report Parameters* topic and click **OK**.
4. Complete the other fields on the **Submit Request** form and click **Submit Request**.

Selected Report Parameters

The parameters for this report are:

Company

Enter the company for which you want to print the report. This field defaults to the company associated with your operator code but may be changed. Required.

From Acct Key

To print the report for a range of account keys, enter the first account key in the range. Otherwise, leave this field blank to indicate all account keys.

To Acct key

To print the report for a range of account keys, enter the last account key in the range. Otherwise, leave this field blank to indicate all account keys.

From Acct Type

To print the report for a range of account types, enter the first account type in the range. Otherwise, leave this field blank to indicate all account types.

To Acct Type

To print the report for a range of account types, enter the last account type in the range. Otherwise, leave this field blank to indicate all account types.

From Acct Class

To print the report for a range of account classes, enter the first account class in the range. Otherwise, leave this field blank to indicate all account classes.

To Acct Class

To print the report for a range of account classes, enter the last account class in the range. Otherwise, leave this field blank to indicate all account classes.

From Acct Usage

To print the report for a range of account usage codes, enter the first account usage code in the range. Otherwise, leave this field blank to indicate all account usage codes.

To Acct Usage

To print the report for a range of account usage codes, enter the last account usage code in the range. Otherwise, leave this field blank to indicate all account usage codes.

Running Validation Code Account List Report

This report prints the validation code assignments by account.

Submitting the Report

To submit a report:

1. Navigate to the **Submit Request** form.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described.
4. Complete the other fields on the **Submit Request** form and click **Submit Request**.

Selected Report Parameters

The parameters for this report are:

Company

Enter the company for which you want to print the report. This field defaults to the company associated with your operator code but may be changed. Required.

From Valid Cd

To print the report for a range of validation codes, enter the first validation code in the range. Otherwise, leave this field blank to indicate all validation codes.

To Valid Cd

To print the report for a range of validation codes, enter the last validation code in the range. Otherwise, leave this field blank to indicate all validation codes.

From Account

To print the report for a range of accounts, enter the first account in the range. Otherwise, leave this field blank to indicate all accounts.

To Account

To print the report for a range of accounts, enter the last account in the range. Otherwise, leave this field blank to indicate all accounts.

Running Validation Code Account Unit List Report

This report prints the validation code assignments by accounting unit.

Submitting the Report

To submit a report:

1. Navigate to the **Submit Request** form.
2. Enter the name of the report in the **Request Name** field.
3. Complete the fields as described. in the *Selected Report Parameters* topic and click **OK**.
4. Complete the other fields on the **Submit Request** form and click **Submit Request**.

Selected Report Parameters

The parameters for this report are:

Company

Enter the company for which you want to print the report. This field defaults to the company associated with your operator code but may be changed. Required.

From Valid Cd

To print the report for a range of validation codes, enter the first validation code in the range. Otherwise, leave this field blank to indicate all validation codes.

To Valid Cd

To print the report for a range of validation codes, enter the last validation code in the range. Otherwise, leave this field blank to indicate all validation codes.

From Accounting Unit

To print the report for a range of accounting units, enter the first accounting unit in the range. Otherwise, leave this field blank to indicate all accounting units.

To Accounting Unit

To print the report for a range of accounting units, enter the last accounting unit in the range. Otherwise, leave this field blank to indicate all accounting units.

Printer No

Enter the printer to which you want the report printed. Printers are set up using the Printers form.

A

Navigation Path

This topic provides the default navigation path for Accounting Setup.

- Accounting Setup Navigator Paths

Accounting Setup Navigator Paths

Although your System Administrator may have customized your Navigator, typical navigation paths are described in the following tables. In some cases, there is more than one way to navigate to a window. These tables provide the most typical default navigation paths.

Window	Path
Account Classes	Accounting Setup:Setup:Accounts:Classes
Account Key List Report	Accounting Setup:Report:Standard:Run
Accounting Unit List for Company	Accounting Setup:Setup:Accounting Units:Copy
Accounting Unit Selection for Company	Accounting Setup:Setup:Accounting Units:Copy
Accounting Units	Accounting Setup:Setup:Accounting Units:Accounting Units
Accounts	Accounting Setup:Setup:Accounts:Accounts
Accounts Keys	Accounting Setup:Setup:Accounts:Keys
Accounts Selection for Company	Accounting Setup:Setup:Accounts:Copy
Accounts Selection for Company	Accounting Setup:Setup:Accounts:Copy
Accounts Types	Accounting Setup:Setup:Accounts:Types
Accounts Usages	Accounting Setup:Setup:Accounts:Usages
Assign Accounting Units	Accounting Setup:Setup:Validation Codes:Validation Codes:Actions:Assign Accounting Units
Assign Accounts	Accounting Setup:Setup:Validation Codes:Validation Codes:Actions:Assign Accounts
Assign Validation Codes	Accounting Setup:Setup:Accounts:Accounts:Actions:Assign Validation Codes Accounting Setup:Setup:Accounting Units:Accounting Units:Actions:Assign Validation Codes
Calendars	Accounting Setup:Setup:Calendars:Calendars
Find Account Classes	Accounting Setup:Setup:Accounts:Classes:View:Find

Window	Path
Find Accounting Units	Accounting Setup:Setup:Accounting Units:Accounting Units:View:Find
Find Accounts	Accounting Setup:Setup:Accounts:Accounts:View:Find
Find Accounts Usages	Accounting Setup:Setup:Accounts:Usages:View:Find
Find Calendars	Accounting Setup:Setup:Calendars:View:Find
Find Validation Codes	Accounting Setup:Setup:Validation Codes:Validation Codes:View:Find
Link Accounts to Accounting Units	Accounting Setup:Setup:Accounts:Accounts:Actions:Create Account Keys
Linking Accounting Units to Accounts	Accounting Setup:Setup:Accounting Units:Accounting Units:Actions:Create Account Keys
Open/Close Periods	Accounting Setup:Setup:Calendars:Open/Close Periods
Validation Code Acct List Report	Accounting Setup:Report:Standard:Run
Validation Code Acctg Unit List Report	Accounting Setup:Report:Standard:Run
Validation Code/Accounting Unit View	Accounting Setup:Setup:Validation Codes:Validation Codes:Actions:View Accounting Units
Validation Code/Accounts View	Accounting Setup:Setup:Validation Codes:Validation Codes:Actions:View Accounts
Validation Codes	Accounting Setup:Setup:Validation Codes:Validation Codes
Validation Codes/Accounting Units	Accounting Setup:Setup:Validation Codes:Accounting Units
Validation Codes/Accounts	Accounting Setup:Setup:Validation Codes:Accounts

Window	Path
View Validation Codes	Accounting Setup:Setup:Accounts:Accounts:Actions:View Validation Codes Accounting Setup:Setup:Accounting Units:Accounting Units:Actions:View Validation Codes

Glossary

This manual does not contain a glossary.

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