



EnterpriseOne 8.10
General Accounting
PeopleBook

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General Accounting PeopleBook
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About These EnterpriseOne PeopleBooks

Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.jsp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
<i>Italics</i>	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to doc@peoplesoft.com.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

General Accounting Overview

Typically, a company uses some type of general accounting system to successfully manage its financial activities. The ability to produce current and accurate accounting information is critical to meeting government requirements for financial reporting as well as meeting internal requirements that are necessary for daily operations.

An accounting department must be able to manage transactions that originate from other sources such as accounts payable, accounts receivable, fixed assets, payroll, purchasing, sales order management, and manufacturing systems. General accounting responsibilities might include allocating revenue and expenses among various departments within the company, eliminating intercompany transactions, reconciling account balances, and projecting budgets for future periods and reviewing them against the actual activity.

With the PeopleSoft General Accounting system, you can streamline the day-to-day functions of your accounting department. The system provides an accurate and cost-effective way of organizing, maintaining, recording, and analyzing financial information. This information, whether gathered from one site or multiple sites around the world, provides streamlined transaction processing for timely analysis and ease of reporting.

General Accounting Features

Typically, you generate transactions such as invoices, vouchers, receipts, and payments using other PeopleSoft EnterpriseOne systems. However, you can also enter transactions directly using the General Accounting system. Review the following table for a description of some of the features provided by the General Accounting system:

Feature	Description
Multinational Functionality	<p>Bank statement processing: Some countries have banking practices that rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement in the settlement of outstanding debts. For these countries, the bank statement serves as a source document for all banking activity. To enter and reconcile the transactions that appear on your bank statement, you use the programs for bank statement processing.</p> <p>Statutory chart of accounts: You can maintain a chart of accounts according to the requirements of both a parent company and its subsidiaries. Various reports are provided to satisfy statutory reporting requirements.</p> <p>Chart of accounts in multiple languages: You can maintain multiple language descriptions for your business units and chart of accounts.</p>

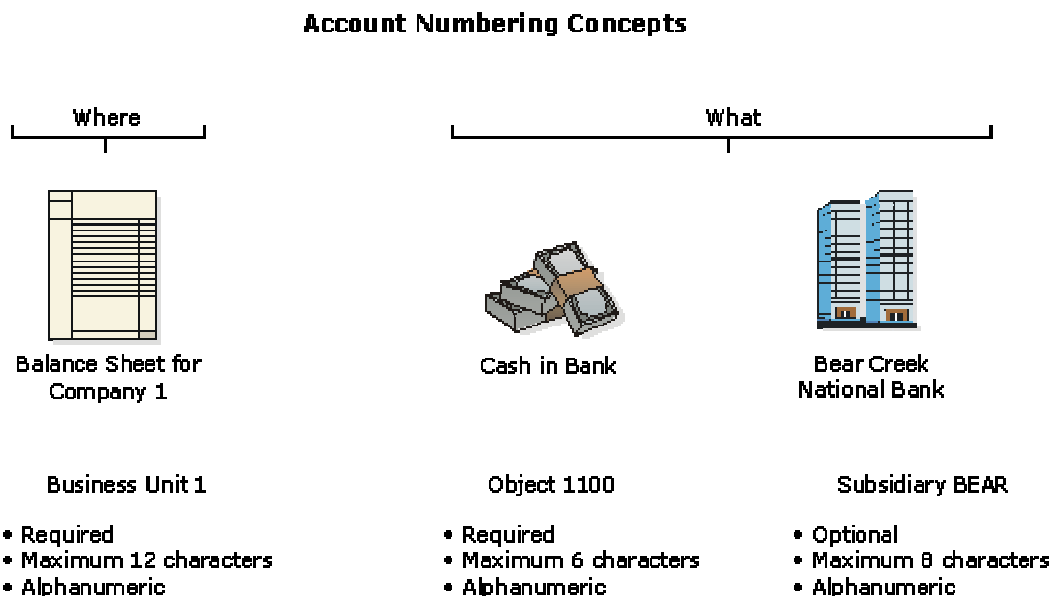
Feature	Description
Reporting	<p>The General Accounting system provides standard reports. These reports supplement the online summary information for detailed analysis by managers. You can customize the presentation of information as needed.</p> <p>For additional reporting and analysis, you can also create one or more organizational structures that are based on category codes that you assign to business units to simulate a parent-child relationship. A graphical interface is available for reviewing the structure, expanding and collapsing the nodes of the structure, and dragging the components to reorganize the structure.</p>
Account Balance Consolidations	<p>At any time during the accounting period, not just period end, you can access account balances and consolidated information. Whether you review your financial information online or print reports, you can see this information at the level of detail that is most meaningful to you.</p> <p>While reviewing account balances online, you can easily access the detail of the originating transactions. This feature provides timely resolution when questions about a transaction arise. You can review your consolidated financial reports online at any time and across multiple currencies and languages.</p> <p>You can also consolidate account balances from multiple locations, including locations that do not use PeopleSoft software.</p>
Multiple Ledger Flexibility	<p>Multiple ledgers provide flexibility without requiring you to enter unnecessary and redundant data. With multiple ledgers, you can do the following tasks:</p> <ul style="list-style-type: none"> • Define any number of unit or monetary ledger types, such as actual or budgeted. • Retrieve data about anything from global revenue by product to an individual employee's expenses, without creating separate account numbers. • Maintain transactions in the appropriate ledger and post to the general ledger by summary or detailed transaction. • View two ledgers simultaneously. For example, you can view budget and actual ledgers, with the variance calculated online.

Feature	Description
Budgeting	<p>Whether your organization makes long-range plans that require high-level budget projections or short-term forecasts that need detail-level budgets, the tools that you use for budgeting need to be flexible to meet your needs.</p> <p>You determine the amount of detail in your budgets. For example, you can create budgets at the project level, business unit level, major account category, or specific account. You can also create journal entries for each account and budget amount. This detailed method provides a formal audit trail and is used by construction companies and government agencies that need to record supplemental appropriations for an original budget.</p> <p>You can have managers create their department budgets using a PC spreadsheet and upload the figures into the General Accounting system and produce a final budget.</p> <p>You can compare your budget-to-actual figures online using year-to-date, period-to-date, or any other time frame. This comparison allows you to respond to variances in a timely manner. If your budget changes, you can create journal entries that explain the reason for the change to ensure that next year's budgets are more accurate.</p>
Allocations	<p>Using allocations, you can assign and manage your costs more efficiently and accurately. You can define allocations for many purposes, such as to distribute expenses and to create annual or period budgets. Using one simple allocation, you can create budgets that reflect an increase or decrease over last year's budget or actual amounts.</p> <p>You can allocate from one account to another account based on values in a third account. For example, you can allocate your monthly utilities expense from an overhead account to individual departments based on their percentage of square footage. You can also create allocations based on other allocations and process them together.</p> <p>The three types of allocations used in EnterpriseOne are recurring journal entries, indexed allocations, and variable numerator allocations.</p>
Account Reconciliation	<p>You can reconcile bank accounts, selected expense accounts, and other general ledger accounts in the General Accounting system. After you perform the initial setup requirements, you can reconcile your accounts easily on a periodic basis.</p>
Intercompany Settlements	<p>If your business enters transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or choose the method of intercompany settlements to use and have the system create them automatically.</p>

Feature	Description
Reorganization Flexibility	<p>Traditionally, when organizations have changed their reporting structure, the process has entailed reworking the chart of accounts, followed by a time-consuming data conversion to get the historical data into the new account coding design. With the EnterpriseOne General Accounting system, you can change your reporting structure in an efficient, timely manner. As you change an account number, the associated transaction detail and balance histories are transferred automatically by the system, eliminating the need for data conversions.</p> <p>A free-form account number that can be used as a cross-reference to an "old" account number is available for the initial conversion to EnterpriseOne software. The free-form account number can also be used for other purposes, such as resequencing a balance sheet. You can design a balance sheet that complies with your auditor's needs without affecting the balance sheet that is meaningful to you.</p>

Account Numbering Concepts

The General Accounting Guide uses the business unit.object.subsidiary format for account numbers. The account number includes both the "Where" and "What." You can use periods, commas, or other user-defined symbols to separate the components of the account number. The period (.) separator is the default.



Business Unit – The Where

The business unit describes where in your organization the transaction will have an impact. It represents the lowest organizational level within your business, where you record all revenues,

expenses, assets, liabilities, and equities. For example, a business unit can be a department, branch office, or truck.

Business units are unique 12-character, alphanumeric fields. The following characteristics apply to business units:

- A business unit can be assigned to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.
- Business units are the basis for income statements (the level at which you track revenues and expenses).

Object. Subsidiary – The What

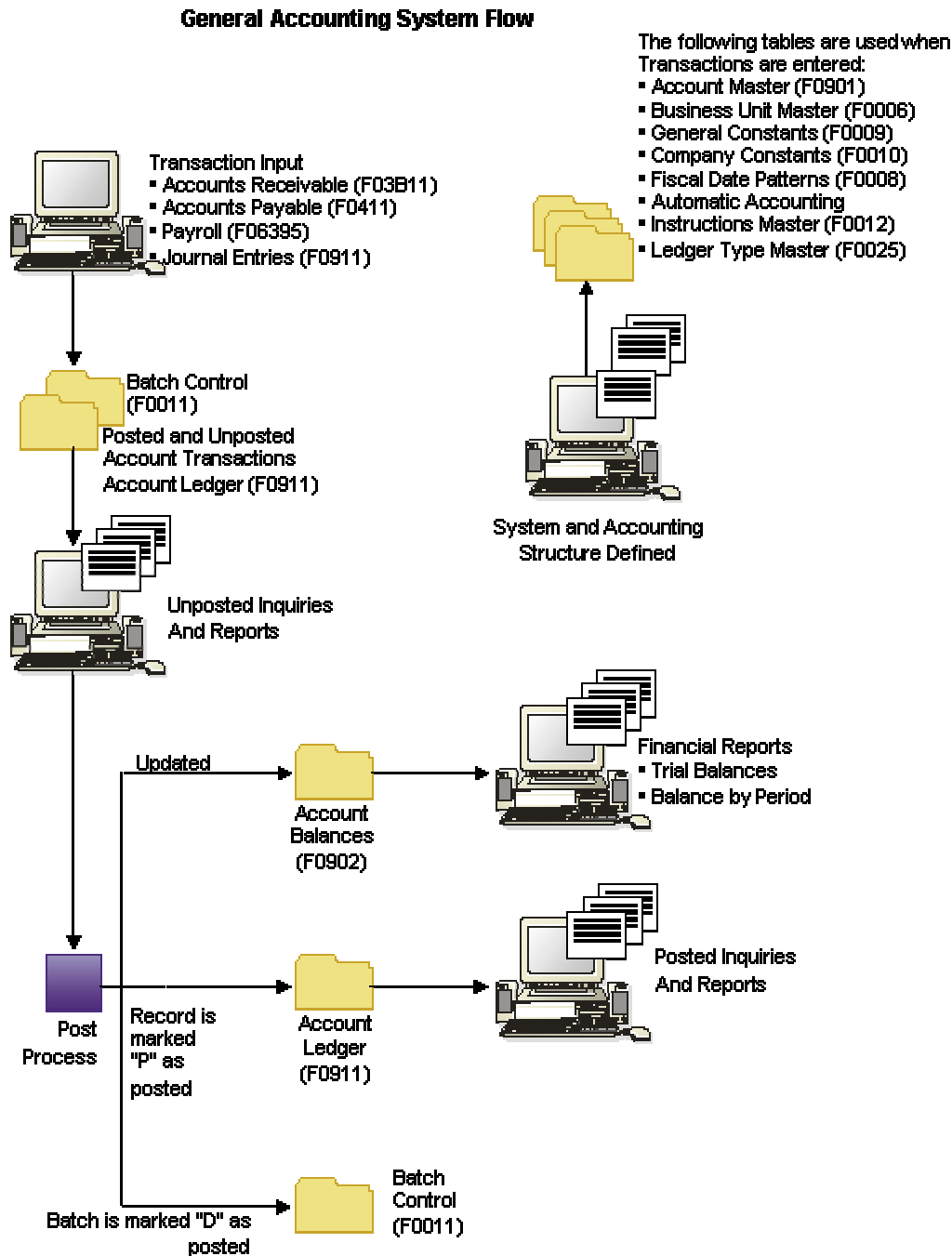
The object.subsidiary represents what type of transaction is being created. An object is a description of the transaction, for example, 1110 (Cash in Bank). A subsidiary is an expanded description of the object account, for example, 1110.BEAR (Cash in Bank.Bear Creek National Bank).

The following characteristics apply to the object.subsidiary:

- An object can be four or six characters, depending on your organization's setup
- A subsidiary can be one to eight characters

General Accounting System Flow

The following graphic shows how transactions from different systems are processed by the General Accounting system:



General Accounting System Integrations

The General Accounting system works with the following PeopleSoft EnterpriseOne systems to ensure that all information is fully integrated into the general ledger

Accounts Payable	General ledger transactions are created during voucher entry and payment processing in the Accounts Payable system. When these transactions are posted to the general ledger, the general ledger balances reflect the vouchers and payments.
Accounts Receivable	General ledger transactions are created during invoice entry and receipt entry in the Accounts Receivable system. When these transactions are posted to the general ledger, the general ledger balances reflect the invoices and receipts.
Payroll	General ledger transactions, detail or summary, are created during the payroll cycle. These transactions represent labor and labor billing distribution, burden, disbursements, and equipment distribution.
Fixed Assets	The Fixed Assets, Equipment Management, and General Accounting systems use the same detail transaction records. A post program for the Fixed Assets system updates the fixed asset balances.
Job Cost	The Job Cost system integrates directly with the general ledger using the same shared account structure.
Advanced Cost Accounting	The Advanced Cost Accounting system uses information from the Account Ledger table (F0911) to provide you with tools to analyze data using traditional cost accounting, activity-based costing, or a combination of the two.
Sales Order Management	General ledger transactions, detail or summary, are created when sales orders are updated. These transactions are revenues, cost of sales transactions, and inventory transactions that are associated with the accounts receivable invoice.
Procurement	General ledger transactions are created during the purchase order receipt and voucher match processes. These transactions represent the purchase receipts and vouchers, respectively.
Manufacturing Accounting	General ledger transactions are created during the manufacturing accounting process. These transactions represent material issues, completions, labor hours, and variances.
Equipment Management	The Fixed Assets, Equipment Management, and General Accounting systems use the same detail transaction records.
Contract Management	The general ledger is updated by progress payments that are posted.
Change Management	Transactions are created for each account on the job and are updated to the general ledger by means of ledger types.

See Also

- ❑ *Checklist: Multicurrency Setup for General Accounting* and other topics in the *Multicurrency Guide* for detailed information about multinational features that are specific to multiple currencies

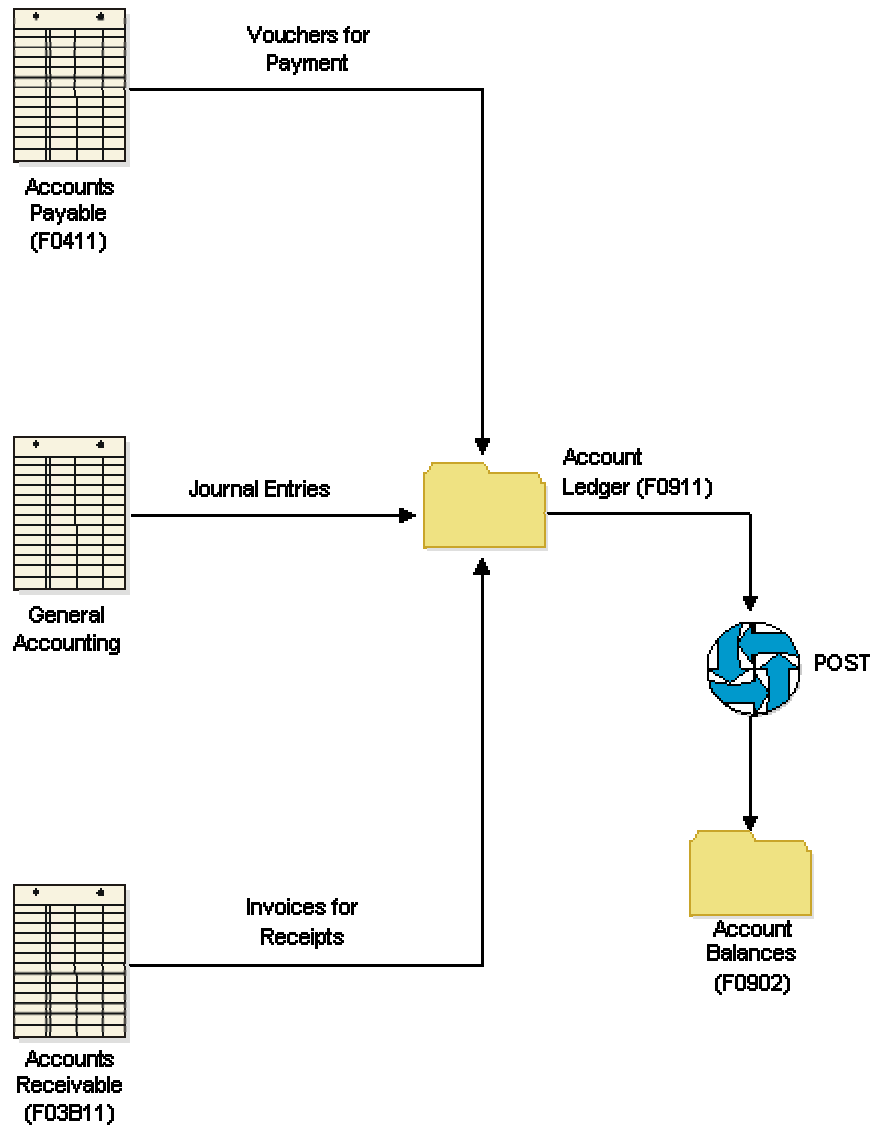
General Accounting Tables

The General Accounting system uses the following primary tables:

Table Name (Number)	Description
Account Master (F0901)	Stores account definitions, including account numbers and descriptions. One record exists for each account.
Account Balances (F0902)	Stores account balances including net postings for each period and prior year balances (net and cumulative). One record exists for each account/ledger type/subledger/subledger type/fiscal year and, if you post by currency, transaction currency.
Account Ledger (F0911)	Stores detail transactions in the general ledger. One record exists for each transaction. When you use multiple currencies, two records exist for each transaction.

The following graphic shows how transactions from other Financial Management Systems are stored in the F0911 and F0902 tables:

General Accounting: Tables and Information Flow



The General Accounting system also uses the following tables:

Table Name (Number)	Description
Next Numbers – Automatic (F0002)	Stores the next available number for all automatically assigned numbers in the system, such as batch numbers and transaction numbers.
User Defined Codes (F0005)	Stores user defined codes and their descriptions.

Business Unit Master (F0006)	Stores business unit definitions, including name and number, company, and category codes.
Date Effective Business Unit Master (F0006S)	Stores business unit definitions including name and number, company, and category codes by effective date.
Date Fiscal Patterns (F0008)	Stores each company's fiscal date pattern.
General Constants (F0009)	Stores the rules that control system-wide functions, such as account coding, batch control, batch approval, date validation, intercompany settlements, and batch balancing.
Company Constants (F0010)	Stores company definitions, including number and name, fiscal date pattern, and current period.
Batch Control Records (F0011)	Stores identification header records for each batch.
Automatic Accounting Instructions Master (F0012)	Stores the rules that control how the system creates automatic balancing entries, special interim totals for reports, and general information about the chart of accounts.
Taxes (F0018)	Stores the transaction detail for each item that is subject to tax.
Tax Reconciliation Repository (F0018R)	Stores tax information by general ledger account.
Ledger Type Master File (F0025)	Stores rules for specific ledger types, such as the following: <ul style="list-style-type: none"> • Attached ledger types for units • Financial rules, such as balancing required • Column titles for ledger comparisons
Organization Structure Master File (F0050)	Stores parent/child relationships for business units by structure type.
Structure Definition File (F0050A)	Stores the organization structures that you define for grouping business units by category codes.
Supplemental Database Data Types (F00091)	Stores the definitions of the data types that you use to track additional information about business units.
Supplemental Data (F00092)	Stores additional information that you enter about business units, categorized by data types.
Address Book Master (F0101)	Stores address book information, including companies, suppliers, and customers.
WF - Account Ledger Reconciliation (F0911R)	Stores unreconciled transaction detail. The system replaces the contents of this table after each reconciliation.
Cost Allocations/Flex Budgeting (F0912)	Stores information about recurring journal entries (allocations).
Index Computation Entry File (F0912A)	Stores information about indexed allocations.
Variable Allocation File (F0912B)	Stores information about variable numerator allocations.

Bank Statement Header (F0916)	Stores header information about bank statements.
Bank Statement Detail (F0917)	Stores detail information about the transactions on bank statements.
Inter/Intra Company Account Relationships (F09190)	Stores information about configured hubs for intercompany settlements.

Organization Setup

Before you use the General Accounting system, you must set up the basic structure of your organization, which includes the following:

- **Fiscal date patterns.** Fiscal date patterns represent the beginning date for your company's fiscal year and the ending date for each period in that year. You can set up a different fiscal date pattern for each company in your organization. You must set up fiscal date patterns before setting up your companies.
- **Companies.** Companies are organizational entities that require a balance sheet. Setting up companies involves entering information such as a company name, a fiscal date pattern for the company, and a beginning date for the fiscal year.
- **Business Units.** Business units are part of the basic account structure in the General Accounting system. They are the lowest reporting level within your organization at which you need to account for assets, liabilities, equity, revenue, or expenses.

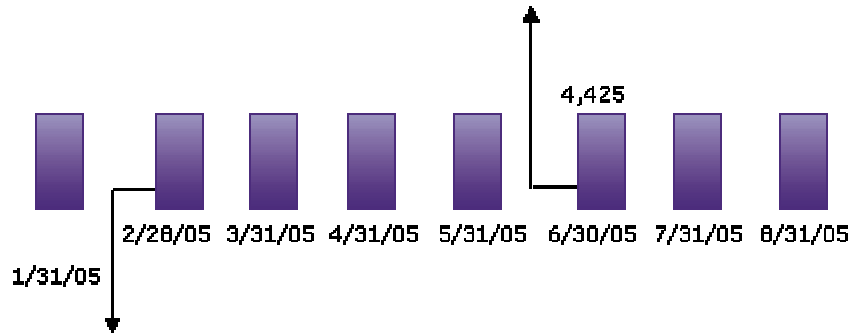
Fiscal Date Patterns

Fiscal date patterns represent the beginning date for the fiscal year and the ending date for each period in that year. The general ledger must have a calendar, or fiscal pattern, associated with each company in your organization. You can have several fiscal patterns if your companies have different year-end dates.

When you enter transactions, the system uses the general ledger date of each transaction to establish where in the company's fiscal pattern to post. For example, if the fiscal year 2005 were July to June, then the ending date for period 01 would be 07/31/05. Transactions are posted to periods in the Account Balances table (F0902).

Posting Transactions to Periods

In this example, the fiscal year is a calendar year. The first is period 1, the second period is 2, and so on. The G/L date for the transaction is 6/30/05.



Be careful with leap years. For example, if period 2 ends on 2/28/04, and the G/L date is 2/29/04, the transaction would post to period 3 rather than to period 2. Period 2 should end on 2/29/04 because 2004 is a leap year.

The system uses the last day of the first period (period 1) to determine the fiscal year for all processing, including financial reports and all reports with processing options that allow you to specify the fiscal year. For example, if the fiscal year is July 2005 to June 2006 and the ending date for period 1 is 07/31/05, the fiscal year is 2005.

To ensure that transactions post to the correct fiscal period, observe the following guidelines:

- Set up fiscal periods for each fiscal year, including future years to which budget entries can be posted and prior years to which balances can be loaded. The system does not create fiscal date patterns automatically.
- Ensure that no gaps exist in the period ending dates within a specific pattern. For example, you should not set up June 1 through June 30, and July 15 through July 31.
- When you first set up fiscal patterns, define the prior year, the current year, and the following year for each pattern code.
- Ensure that each period, even the extra audit adjustment periods, contains at least one day not included in any other period. The following period numbers and period end dates illustrate how you might set up periods 13 and 14 as special audit adjustment periods:
 - 11 (11/30/05)
 - 12 (12/29/05)
 - 13 (12/30/05)
 - 14 (12/31/05)

If you do not use periods 13 and 14 as audit adjustment periods, you can assign the same period end dates to periods 12, 13, and 14.

Companies

Companies are organizational entities that require a balance sheet and include the following information:

- Company name
- Date pattern
- Beginning date for the fiscal year
- Number of accounting periods
- Current period for the general ledger, for accounts payable, and for accounts receivable

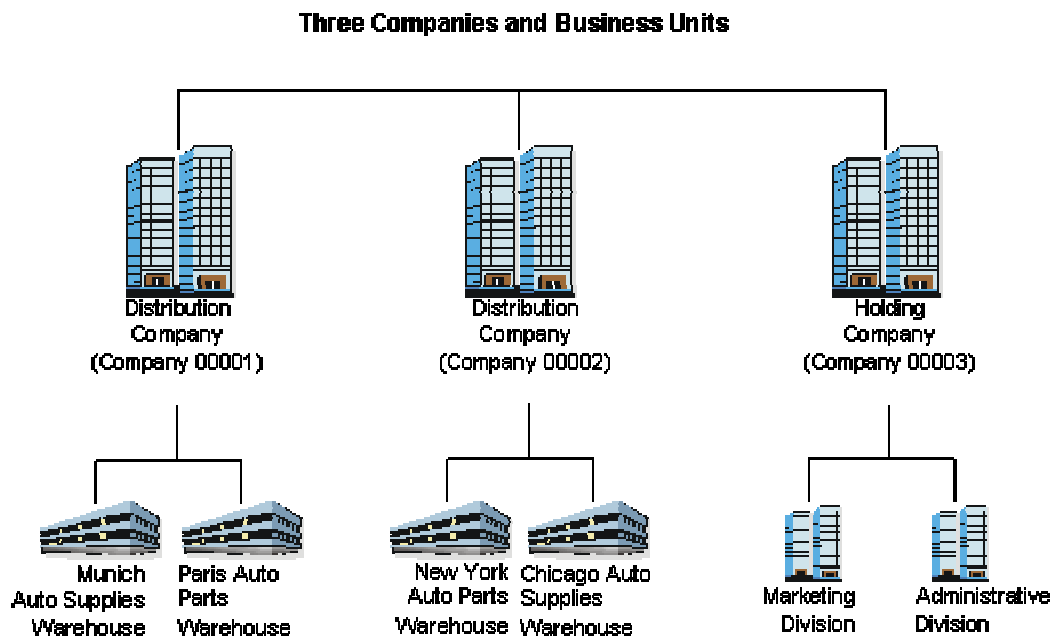
Non-legal entities can be companies. For example, if you require a balance sheet at the division, district, or store level, you can set up each of these entities as a company. Be aware, however, that you can consolidate these non-companies for true entity reporting through business unit category codes and data selection on reports.

You must set up each company in your organization, as well as the default company 00000. The system does not use company 00000 for transaction entries. Instead, company 00000 controls the following:

- The company name that appears at the top of all reports
- Default values in the automatic accounting instructions (AAIs)
- Default reporting periods for online inquiry programs

After you set up companies, you create business units and assign them to companies.

The following example shows how companies and business units are related:



Business Units

Business units are part of the basic account structure in the General Accounting system and denote where transactions impact the organization, such as a warehouse or store. They are the lowest reporting level within your organization at which you need to account for assets, liabilities, equity, revenue, or expenses.

Business units are unique, 12-character, alphanumeric fields. The following characteristics apply to business units:

- A business unit can be assigned to only one company.
- A company can have several business units.
- Each company must have at least one business unit for the balance sheet.
- Business units are the basis for income statements (the level at which you track revenues and expenses).

The system maintains business unit information in the Business Unit Master table (F0006).

Setting Up Fiscal Date Patterns

Fiscal date patterns specify the beginning date for the fiscal year and the end date for each period in that year. The system must have a calendar, or fiscal date pattern, associated with each company in your organization. When you enter transactions, the system uses the G/L date of each transaction to establish where to post the transaction in the company's fiscal date pattern.

You can use the regular fiscal date pattern (system-defined by the letter R) or define your own (represented by the letters A–N). The regular pattern includes 14 periods for the following:

- 12-period accounting
This type of accounting contains one period per month.
- 13-period accounting
This type of accounting contains one period per month, plus one period used only for adjustments.
- 14-period accounting
This type of accounting contains one period per month, plus two periods used only for adjustments.
- 4-4-5-period accounting
This type of accounting divides the fiscal year into four quarters with each quarter containing 13 weeks (4+4+5=13 weeks). The retail industry typically uses this date pattern so that they can compare accounting periods with exactly the same length. Months with 28, 30, or 31 days are not the same length and therefore do not provide an exact basis for comparison.

After you set up a fiscal date pattern for a company, you can assign the pattern to other companies. If your companies all use the same fiscal date pattern, set up the fiscal date pattern once and then assign

it to all companies. You cannot set up a company until you set up the fiscal date pattern for the company. You can access the fiscal date pattern forms without specifying a company.

You cannot set up more than one fiscal date pattern for the same fiscal year, which could happen with short years. For example, if you set up period 1 of 2005 to end on January 7, 2005, and period 1 of 2006 to end on December 31, 2005, the system considers both of these to be fiscal year 2005.

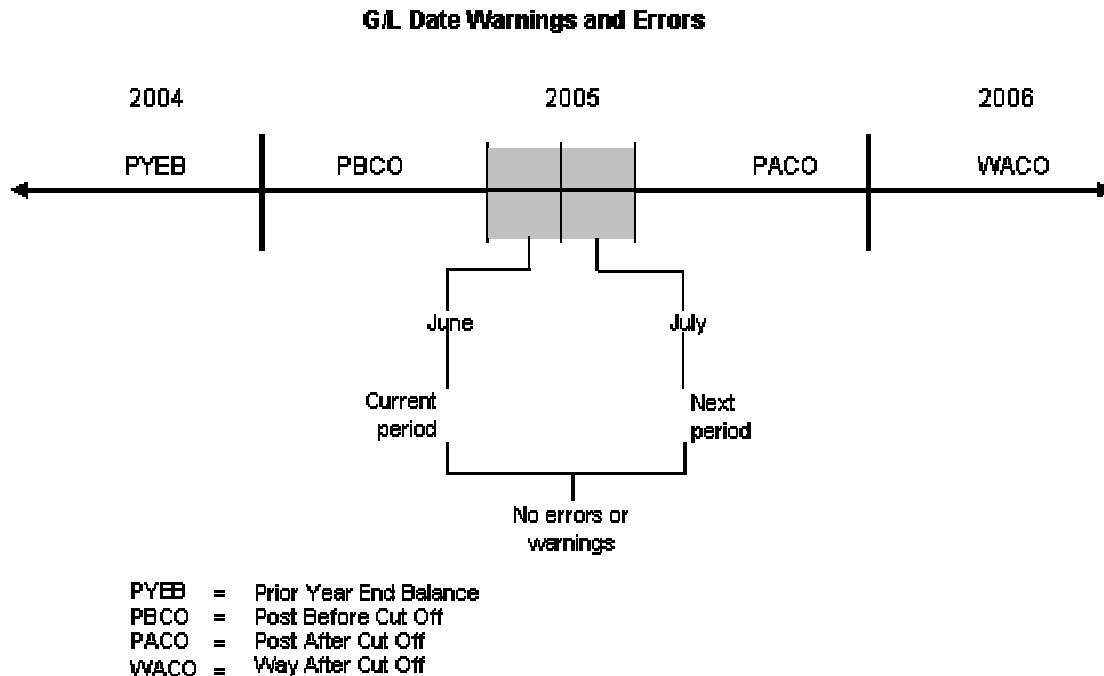
Typically, you should not change a fiscal date pattern unless you are restructuring your company. You cannot delete a fiscal date pattern if the pattern code and fiscal year exist together in the Company Constants table (F0010).

Fiscal date patterns are stored in the Date Fiscal Patterns table (F0008).

G/L Date Warnings and Errors

When you enter, review, or revise a transaction, the system validates the general ledger date against the open periods for the General Accounting, Accounts Payable, or Accounts Receivable system in the company constants. The open periods are the current and the next accounting period, even if the next accounting period is in the next fiscal year. If you enter, review, or revise a transaction with a general ledger date that is not in the open periods, you will receive a warning or an error message.

In the following example, the current period is 06 (June). If you enter, review, or revise transactions in periods 06 and 07 (June and July), you will *not* receive a warning or an error message because these are open periods.



Warning and Error Messages

The following table describes the warning and error messages that you might receive when you enter a transaction outside of the two-period window. The message that appears depends on your fiscal date patterns and your general accounting constants.

Message	Explanation
PYEB - Prior Year-End Balance	<p>Reason: You entered a G/L date for the prior year.</p> <p>Result: The system generates an error message and does not accept the entry.</p> <p>Solution: For journal entry transactions only, you can use document type ## to enter and post entries to a prior year (for example, to make audit adjustments).</p>
PBCO - Post Before Cut Off	<p>Reason: You entered a G/L date that is prior to the current period.</p> <p>Result: The system generates either a warning or an error message, depending on the PBCO setting in your general accounting constants.</p> <p>Solution: If the PBCO setting is not activated, the system generates an error message and you must change the date of the transaction so that it is in the current period, or change the constant to allow PBCO entries.</p> <p>If the PBCO setting is activated, the system generates a warning and you can click OK to accept the entry.</p>
PACO - Post After Cut Off	<p>Reason: You entered a G/L date that is after the two-period window.</p> <p>Result: The system generates either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p>Solution: If the fiscal date pattern is not set up for the full year, the system generates an error message. You must change the G/L date of the transaction to be within the two-month window, or set up the fiscal date pattern for the entire year.</p> <p>If the fiscal date pattern is set up for the full year, the system generates a warning and you can click OK to accept the entry.</p>
WACO - Way After Cut Off	<p>Reason: You entered a G/L date for a future year that is not the next accounting period.</p> <p>Result: The system generates either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p>Solution: If the fiscal date pattern is not set up for the future year, the system generates an error message. You must change the G/L date of the transaction.</p> <p>If the fiscal date pattern is set up for the future year of your transaction, the system generates a warning and you can click OK to accept the entry.</p> <p>Note</p> <p>If it is the last fiscal period of the year and you enter a transaction in the first fiscal period of the next year, the system does not generate a warning; the open periods are the current and next fiscal periods regardless of the year.</p>

► **To set up fiscal date patterns**

You can set up fiscal date patterns for the current fiscal year, the preceding fiscal year, and the next fiscal year.

From the Organization & Account Setup menu (G09411), choose Company Names & Numbers.

1. On Work With Companies, choose Date Pattern from the Form menu.
2. On Work With Fiscal Date Patterns, click Add.

Period	End Date	Period	End Date
1	01/31/05	8	08/31/05
2	02/28/05	9	09/30/05
3	03/31/05	10	10/31/05
4	04/30/05	11	11/30/05
5	05/31/05	12	12/31/05
6	06/30/05	13	
7	07/31/05	14	

3. On Set Up Fiscal Date Pattern, complete the following fields:
 - Fiscal Date Pattern
 - Date Fiscal Year Begins
4. Continue to step 5, 6, or 7 depending on the fiscal accounting pattern for the company.

12-Period Accounting

5. Complete the following field for each of the 12 periods in the pattern, and then click OK:
 - End Date

13-Period Accounting

6. Complete the following field for each of the 13 periods in the pattern, and then click OK:
 - End Date

If your fiscal year ends on 12/31/05, enter 12/30/05 as the end date for period 12 and then enter 12/31/05 as the end date for period 13. Period 13 is the period that you can use to enter any adjustments.

14-Period Accounting

- Complete the following field for each of the 14 periods in the pattern, and then click OK:

- End Date

If your fiscal period ends on 12/31/05, enter 12/29/05 as the end date for period 12, 12/30/05 as the end date for period 13, and then 12/31/05 as the end date for period 14. You can use periods 13 and 14 to enter any adjustments.

► To set up fiscal date patterns for 4-4-5-period accounting

You can set up fiscal date patterns for the current fiscal year, the preceding fiscal year, and the next fiscal year.

From the Organization & Account Setup menu (G09411), choose Company Names & Numbers.

- On Work With Companies, choose Date Pattern from the Form menu.
- On Work With Fiscal Date Patterns, click Add.

Period	End Date	Period	End Date
1	01/26/05	8	08/24/05
2	02/26/05	9	09/28/05
3	03/30/05	10	10/26/05
4	04/26/05	11	11/23/05
5	05/25/05	12	12/31/05
6	06/29/05	13	
7	07/27/05	14	

- On Set Up Fiscal Date Pattern, complete the following fields:

- Fiscal Date Pattern
- Date Fiscal Year Begins

4. Complete the following field for each of the 12 periods in the pattern, and then click OK:

- End Date

In the example above, the end date for period 1 represents the end date of the 4th week from January 1st. The end date for period 2 represents the end date of the 4th week from January 26th, and the end date for period 3 represents the end date of the 5th week from February 23rd. These three periods make up the 4-4-5 week period.

Setting Up Companies

Companies are organizational entities that require a balance sheet. Companies include information about fiscal patterns and fiscal periods. You must set up each company in your organization, as well as the default company (company 00000), using the Company Names & Numbers program (P0010). If you require a balance sheet at the division, district, or store level, you can set up these nonlegal entities as companies. This setup provides for reporting and accounting at a lower level.

In addition to setting up your companies in the Company Names & Numbers program, you must set up your companies in the Address Book system. When assigning the address book number for the company, you can use either of the following methods:

- Use the same number for both the company and its address book number. (This is the recommended method.)
- Cross-reference the company number to a different address book number using the Company Address Number field on the Company Setup form.

For example, if you set up Mars Distribution as company 6000 in the Company Names & Numbers program, you should also set up address book number 6000 in the Address Book system as Mars Distribution. If you must use address book number 6001 because 6000 has already been used, enter 6001 in the Company Address Number field on the Company Setup form for company 6000.

You cannot set up company 00000 in the Address Book system.

The system maintains company information in the Company Constants table (F0010).

Technical Considerations

If you change company information, such as the current period, you must sign off the system and sign back on again because settings for constants take effect after you exit and restart the system.

See Also

- ❑ *To enter an address book record in the Address Book Guide for more information about how to set up companies in the Address Book system*

► To set up a company

From the Organization & Account Setup menu (G09411), choose Company Names & Numbers.

1. On Work With Companies, click Add.
2. On Company Setup, complete the following fields:

- Company
 - Name
3. On the Set Up Company tab, complete the following fields under the General Accounting heading:
- Fiscal Date Pattern
If you leave this field blank, the system uses the default value of R.
 - Number of Periods
If you leave this field blank, the system uses the default value of 12.
 - Current Period
You can set the current period for General Accounting behind, but not ahead of, the current periods for Accounts Payable and Accounts Receivable.

If you leave this field blank, the system uses the default value of 1.
 - Beginning of Fiscal Year
4. Complete the following optional field:
- Company Address Number
Enter a value in this field if the address book number of the company is different from the company number on this form.
5. Complete the following fields under the Accounts Payable and Accounts Receivable headings:
- Current Period
If you leave this field blank, the system uses the default value of 1.
 - Beginning of Fiscal Year
If you leave this field blank, the system uses the year entered in the Beginning of Fiscal Year field under the General Accounting heading.
6. Complete the following fields under the Financial Reporting heading:
- Reporting Period
 - Reporting Year
If you leave this field blank, the system uses the year entered in the Beginning of Fiscal Year field under the General Accounting heading.
7. On the Currency tab, complete the following field and click OK:
- Domestic Currency

Setting Up Business Units

After you set up the companies for your organization, you must set up business units for each of them. Typically, you perform these tasks when you first set up your General Accounting system. However, you might also need to set up new business units if your company structure changes.

Balance sheet accounts (that is, assets, liabilities, and equity accounts) are usually associated with a balance sheet business unit. We recommend that the number for balance sheet business units be the same as the company number. For example, the balance sheet business unit should be 1 (you do not need leading zeros for the business unit) for company 00001.

► To set up business units

From the Organization & Account Setup menu (G09411), choose Review and Revise Business Units.

1. On Work With Business Units, complete the following field to locate the company and then click Find:
 - Company
2. Click Add.

PeopleSoft®

Review and Revise Business Units - Revise Business Unit

Work With Business Units | **Revise Business Unit**

OK Cancel Form Previous Next Tools

Business Unit: 1 Financial/Distribution Company

Revise Single BU | More Detail | Cat Codes 1-10 | Cat Codes 11-20 | Cat Codes 21-30

Description	Financial/Distribution Company	
Company	00001	Financial/Distribution Company
Level of Detail	1	
Business Unit Type	BS	Balance Sheet Business Unit
Subledger Inactive Code		Active Subledger
Model Account/Consolid.		

3. On Revise Business Unit, complete the following field for each business unit:

- Business Unit

Note

With the exception of hyphens, you cannot enter any special characters for business units.

- On the Revise Single BU tab, complete the following fields if necessary:
 - Description
 - Company
 - Level of Detail
- Complete the following optional fields:
 - Business Unit Type
 - Subledger Inactive Code
 - Model Account/Consolid.
- Click the More Detail tab and complete any of the following fields as necessary:
 - Address Number
 - Tax Rate/Area
 - Project Number
 - Posting Edit
- Click OK.
- To review or revise the address book record for the business unit, choose Address Book Rev. from the Form menu. Click OK to save any changes and return to the Revise Business Unit form.

Related Tasks for Setting Up Business Units

Task	Description
Revising business units	<p>Typically, you revise a business unit only if one or more of the following statements apply:</p> <ul style="list-style-type: none"> • You want to change the description. • You want to include additional information, particularly additional lines for a business unit description. • Your company has been restructured.
Revising multiple business units	<p>To change multiple business units, choose the Rev Mult BU option from the Row menu on the Work With Business Units form.</p>

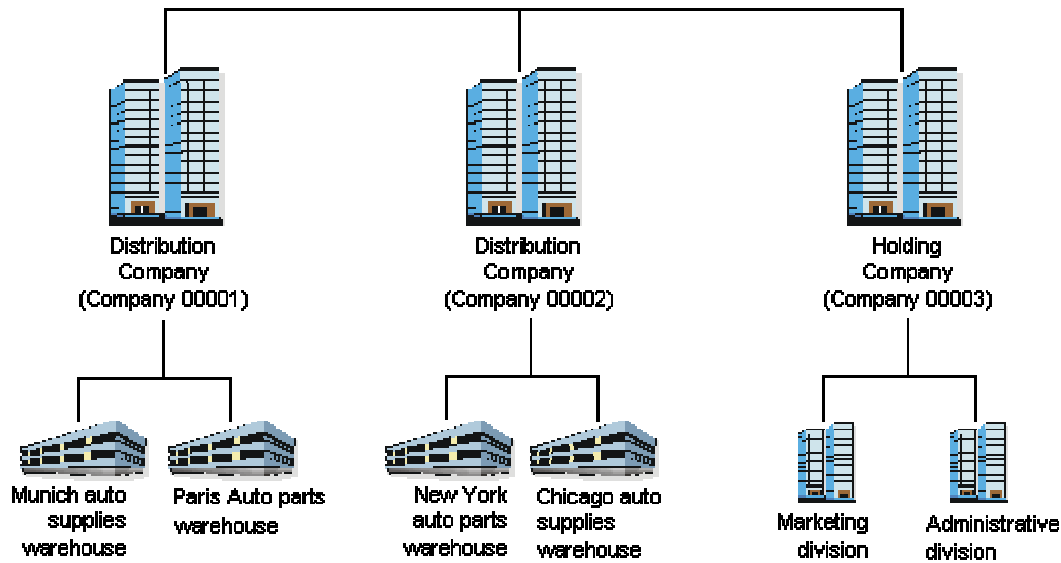
Task	Description
Deleting business units	<p>You can delete a business unit if it does not have the following:</p> <ul style="list-style-type: none"> • Records in the Account Ledger table (F0911) • Current records in the Account Balances table (F0902) • Assigned accounts from the Account Master table (F0901)
Changing business units in a multicurrency environment	<p>You cannot change a business unit from one company to another if the base currencies of the business unit and the company are different.</p>

Assigning Category Codes to Business Units

Use category codes to describe your organizational structure and to group your business units in as many as 30 different ways. Category codes for business units provide for higher level (rollup) or selective reporting.

In the following example, business units are grouped by product, region, and division:

Business Units – Category Codes



Category codes assigned to each business unit

	Munich	Paris	New York	Chicago	MKT	Admin
Product =	AS	AP	AP	AS		
Region =	EU	EU	EA	MW		
Division =	VH	VH	VH	VH	MK	AD

Product
AS = Automobile supplies
AP = Automobile parts

Region
EU = Europe
EA = East
MW = Midwest

Division
VH = Warehouse
MK = Marketing
AD = Administration

Product
Category = Auto Parts
Codes



Income Statement
Paris and New York warehouses

Division = Warehouse



Income Statement
Munich, Paris, New York, and Chicago warehouses

Category codes are position sensitive. The following example shows three unique category codes:

- M_ _
- _M_

- _ _M

For this example, you must enter the characters with blanks in the correct positions to access the correct category code.

Category code titles for business units are set up in the data dictionary or vocabulary overrides. For example, to define category code 00/06 as DPT for department, you change the title in data dictionary or vocabulary overrides.

After you define your category codes and set up your business units, you need to assign the category codes to each business unit.

See Also

- ❑ *UDCs, UDC Types, and Category Codes* in the *Foundation Guide* for more information about category codes
- ❑ *User Overrides* in the *Foundation Guide* for more information about vocabulary overrides

► To assign category codes to business units

From the Organization & Account Setup menu (G09411), choose Review and Revise Business Units.

1. On Work With Business Units, to locate the company and the business unit, complete the following fields and click Find:
 - Company
 - Business Unit
2. Choose the business unit and click Select.
3. On Revise Business Unit, click the Cat Codes 1 - 10 tab.
4. Complete any of the following fields and click OK:
 - Category Code 01
through
 - Category Code 10
5. To access additional category codes, click the Cat Codes 11 - 20 tab.
6. Complete any of the following fields and click OK:
 - Category Code 11
through
 - Category Code 20
7. To access additional category codes, click the Cat Codes 21 - 30 tab.
8. Complete any of the following fields and click OK:
 - Category Code 21
through

- Category Code 30

Translating Business Units

If you are operating in a multiple language environment, you can translate the descriptions of your business units. The system uses the description that corresponds to the language that is specified for each person who uses PeopleSoft EnterpriseOne software. For example, when a French-speaking user accesses a business unit that has a French translation, the description appears in French rather than in the base language.

The system stores business unit translation information in the Business Unit Alternate Description Master table (F0006D). You can view the translated business units only from the programs and reports that access text from the F0006D table. You cannot view the translated business units directly from the Revise Single Business Unit program (P0006) or the Accounts by Business Unit program (P0901).

Instead of translating each business unit manually, you can use a model business unit to enter the account description in an alternate language. You can also translate the descriptions of automatic accounting instructions (AAIs) and user defined codes.

To review the business units that you translate and verify the translations, print the Business Unit Translation Report (R00067). This report shows the base language, and one or all of the alternate languages, depending on how you set the Language Preference processing option for the report.

See Also

- ❑ *Working with AAIs* in the *General Accounting Guide* for more information about translating the descriptions of AAIs
- ❑ *Translating User Defined Codes into Alternate Languages* in the *Foundation Guide* for more information about translating the descriptions of user defined codes
- ❑ *Changing Account Information* in the *General Accounting Guide* for more information about entering the account description in an alternate language

Prerequisite

- ❑ Set up the language preference in the user profile. See *Setting Up User Profiles* in the *System Administration Guide* for more information.

► To translate business units

From the Organization & Account Setup menu (G09411), choose Translate Business Units.

1. On Work with Companies, in the following field, enter the company that contains the business units that you want to translate and click Find:
 - Company
2. Choose the company and click Select.
3. On Translate Business Unit Descriptions, complete the following field:
 - To Language
4. Complete the following optional fields:

- From Language
 - Business Unit
- Click Find.
 - Enter the translated text in the following field for each business unit:
 - To Description 01
 - To add more translated text to a business unit description, choose Expanded Desc. from the Row menu.

The screenshot shows the PeopleSoft interface for reviewing business unit descriptions. The window title is "Translate Business Units - Review BU Expanded Descriptions". It features a toolbar with "OK", "Cancel", and "Tools" buttons. Below the toolbar, there are input fields for "Company" (00070, Luxe de France), "From Language" (E, English), "Bus. Unit" (70), and "To Language" (F, French). The main area is divided into two panels: "From Description:" and "To Description:". The "From Description:" panel contains a list of descriptions, with "French Distribution Company" selected. The "To Description:" panel contains four empty text input fields for entering the translated text.

- On Review BU Expanded Descriptions, enter additional text and click OK.
- On Translate Business Unit Descriptions, click OK.

You must click OK on Translate Business Unit Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review BU Expanded Descriptions, you must also click OK on Translate Business Unit Descriptions. If you click Cancel, the system deletes your changes.

► To review translated business units in multiple languages

You can review all of the translated descriptions for a single business unit at the same time.

From the Organization & Account Setup menu (G09411), choose Review and Revise Business Units.

- On Work With Business Units, click Find and choose a business unit.
- Choose Transl Single BU from the Row menu.

The system displays Business Unit Translations, showing all of the translations that have been entered for that business unit.

Organizational Structures

An organizational structure is a method of grouping business units for reporting or analysis.

With an organizational structure, you can do the following:

- Create a hierarchy with up to 20 levels
- Use category codes to define the levels of the hierarchy
- Move business units or groups of business units within the hierarchy

You create organizational structures by sequencing the category codes that are defined for each business unit. Each structure can contain up to 20 levels of category codes.

You can create multiple organizational structures for various purposes, such as financial, geographic, and responsibility reporting. Each structure can be as simple or as complex as needed.

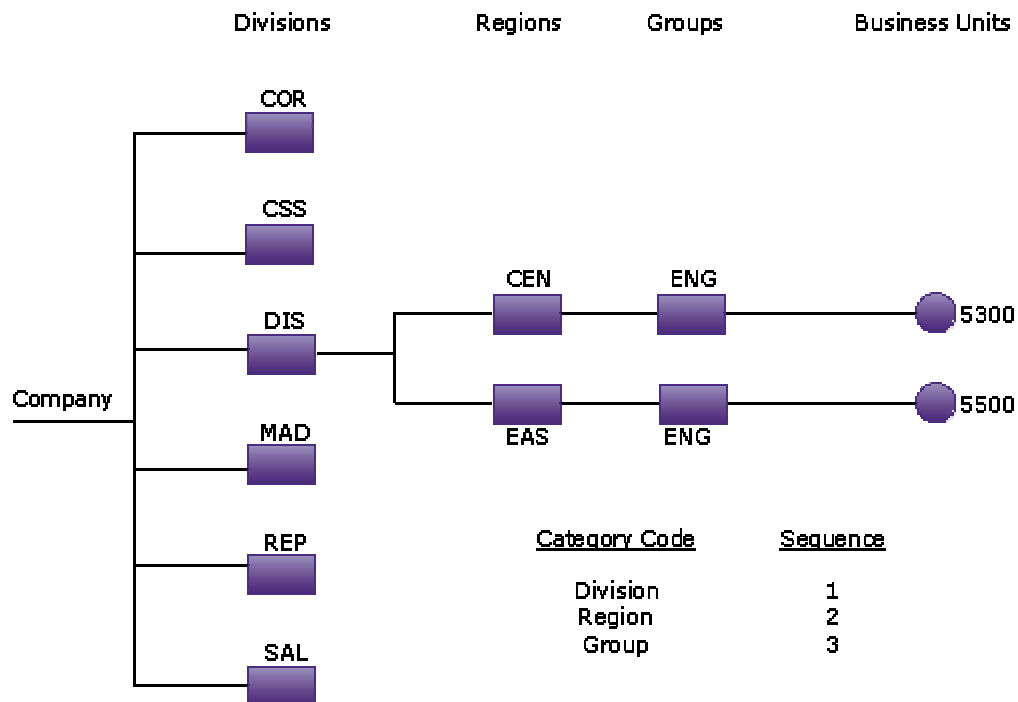
You can create a date-effective organizational structure that is a snapshot of your current organizational structure. If your current organizational structure will change at the end of the fiscal year, you can create a snapshot of the current organizational structure so that at the end of the year, you can run financial reports based on that structure.

After you create an organizational structure, you use a tree structure format to review or revise the structure online. You can use the tree structure format to review or revise both current structures and snapshots.

Example: Organizational Structure

In the following organizational structure example, divisions are the highest level of the hierarchy. Regions are the second highest level, and groups are the next highest level. Lower levels of some parts of the structure do not appear in this graphic.


Example: Organizational Structure 1









To create this organizational structure, you assign a sequence of 1 to the category code that represents divisions, a sequence of 2 to the category code that represents regions, and a sequence of 3 to the category code that represents groups.

On the Organizational Structure form, the tree structure format for this organizational structure is displayed as follows:




PeopleSoft®

 **Business Unit Structure Tree View - Organizational Structure**



































Select  Find  Add  Close  Row  Tools 

Structure Name

☒ Live Structure
☐ Snapshot Structure Effective Date/Version

Records 1 - 23   

Structure View

	 FUNCTION1 Structure #1
	 110 Corporate
	 15010 Corporate Center
	 15020 Atrium Mall
	 15030 Stanford Office Building
	 240 Central North America
	 1 Financial/Distribution Company
	 200 Manufacturing/Distribution CO
	 61100 Denver Operations
	 61200 Corporate Headquarters
	 COM Commercial Building Group
	 5000 Project Holding Company
	 260 Eastern North America
	 115 Customer Services
	 120 Distribution Center
	 130 Engineer to Order
	 140 Headquarters

You can use the tree structure format to expand or collapse levels of the structure as you review it. The following form shows only the top level of the structure after you collapse the lower levels. The structure has not changed. Only the way it appears on the form has changed.



Business Unit Structure Tree View - Organizational Structure

Select Find Add Close Row Tools

Structure Name

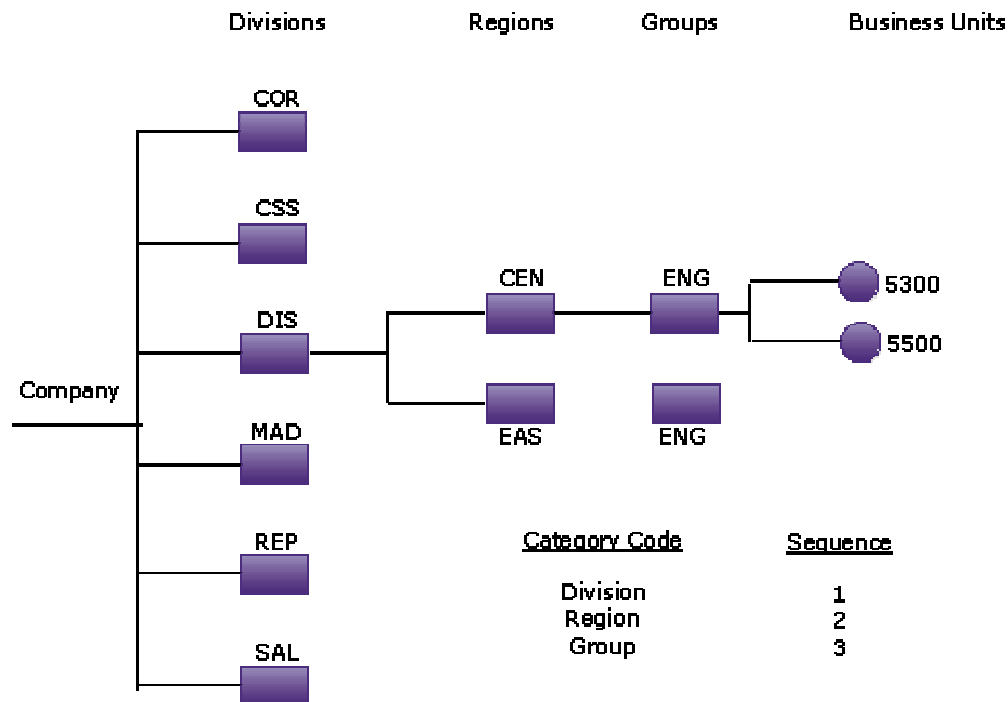
☒ Live Structure

☐ Snapshot Structure Effective Date/Version

Records 1 - 12		Structure View	
<input checked="" type="radio"/>		FUNCTION1 Structure #1	
<input type="radio"/>		110 Corporate	
<input type="radio"/>		115 Customer Services	
<input type="radio"/>		120 Distribution Center	
<input type="radio"/>		130 Engineer to Order	
<input type="radio"/>		140 Headquarters	
<input type="radio"/>		150 Manufacturing Division	
<input type="radio"/>		151 Repetitive Manufacturing	
<input type="radio"/>		155 Manufacturing Sales/Marketing	
<input type="radio"/>		160 Machine Shop	
<input type="radio"/>		185 Operations	
<input type="radio"/>		197 Sales	

You can also use the tree structure format to revise the organizational structure. The following example shows the structure after you move Business Unit 5500 from the Eastern region to the Central region. The system updates the Business Unit Master table (F0006) to change the value of the category code for the region from Eastern to Central for Business Unit 5500.

Example: Organizational Structure 2



Prerequisites

- ☐ Ensure that your chart of accounts is set up.
- ☐ Ensure that you have assigned category codes to your business units.
- ☐ For each organizational structure, determine the sequence to use for the category codes.

Defining Organizational Structures

To define an organizational structure, you assign a sequence to the category codes that you set up for your business units. This sequence determines where each business unit appears in the hierarchy. You can define multiple organizational structures and different hierarchies within each organizational structure.

After you define an organizational structure, you can review and revise the live structure, or if applicable, a date-effective snapshot of the organizational structure. The hierarchy is *not* date-effective.

You use the Business Unit Structure Definition program (P0050A) to assign sequences to the category codes for your business units. This program updates the Structure Definition File table (F0050A).

Multisite Consolidations

If you create a date-effective snapshot of an organizational structure, you can use the snapshot in a multisite consolidation.

► To define organizational structures

Use one of the following navigations:

From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Definition.

From the Multi-Site Consolidation Setup menu (G1042), choose Business Unit Structure Definition.

1. On Work With Structure, click Add.

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Business Unit Structure Definition - Structure Setup

OK Cancel Form Tools

Structure Name: OPSROLLUP

Structure Description: Operations Rollup

Category Codes 1 - 20 | Category Codes 21 - 30

Category Code	Sequence	Category Code	Sequence
Division		Category Code - Business Unit 11	
Region		Category Code - Business Unit 12	
Group		Category Code - Business Unit 13	
Branch Office		Category Code - Business Unit 14	
Department Type	01	Category Code - Business Unit 15	
Person Responsible		Category Code - Business Unit 16	
Line of Business		Category Code - Business Unit 17	
Category Code - Business Unit 08		Category Code - Business Unit 18	
Category Code - Business Unit 09		Category Code - Business Unit 19	
Category Code - Business Unit 10	02	Category Code - Business Unit 20	

2. On Structure Setup, complete the following fields:

- Structure Name

- Structure Description
3. For each category code that you want to use in the hierarchy, enter a number in the Sequence field.
 4. To use company in the hierarchy, click the Category Codes 21 - 30 tab and enter a number in the Sequence field for Company.
 5. Click OK.
 6. To revise the sequencing, change a number or enter a new number in any of the Sequence fields.

If you assign a category code a number that is already being used, the system displays a Sequencing Change Confirmation window. To overwrite the sequencing, click OK. Click OK again to exit the program.

Reviewing Organizational Structures

After you define your organizational structures, you can review them online. The organizational structures appear as tree structures that you can expand or collapse at each level.

The + icon to the left of a folder icon indicates that the folder contains lower levels of the organizational structure. You can click the + icon to view the next lower level. When the lowest level is visible, you can click the – icon to hide it. Clicking + or – to view or hide levels of the structure does not change the structure. It changes only the level of detail that appears on the form.

A folder can contain documents or additional folders. Documents are the lowest level of the structure. A folder icon represents a category code and a document icon represents a business unit.

► To review organizational structures

Use one of the following navigations:

From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Tree View.

From the Multi-Site Consolidation Setup menu (G1042), choose Business Unit Structure Tree View.

1. On Organizational Structure, complete the following field and click Find:

- Structure Name

2. Turn on one of the following options:

- Live Structure
- Snapshot Structure

If you turn on the Snapshot Structure option, you must enter an effective date or version name in the Effective Date or Version field. You use the Build Date-Effective Bus. Unit Master program (R0006S) to create a snapshot structure.

The system displays a tree view of the organizational structure or snapshot structure.

PeopleSoft®

Business Unit Structure Tree View - Organizational Structure

Select Find Add Close Row Tools

Structure Name OPSROLLUP

☒ Live Structure
☐ Snapshot Structure Effective Date/Version

Records 1 - 8

Structure View	
<input checked="" type="radio"/>	OPSROLLUP Operations Rollup
<input type="radio"/>	500 Administration Department
<input type="radio"/>	10 Balance Sheet for Multi-site
<input type="radio"/>	20 Income Statement for Multi-sit
<input type="radio"/>	510 Distribution Department
<input type="radio"/>	540 Manufacturing Department
<input type="radio"/>	550 Information Systems Department
<input type="radio"/>	580 Sales Department

3. Complete the following field and click Find:
 - Structure Name
4. To view a lower level of the structure, click +.
 The system displays the next lower level of the structure.
5. To hide a lower level of the structure, click –.
 The system hides all levels of the structure below this level.

See Also

- *Date-Effective Organizational Structures* in the *General Accounting Guide* for more information about creating snapshots of organizational structures

Rearranging Organizational Structure Components

From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Tree View.

You can revise an organizational structure by moving components within the structure to different locations within the hierarchy.

You can move individual business units by dragging the corresponding documents and dropping them under a different parent. You can move higher levels of the structure, such as all business units for a given category code, by dragging the folder that corresponds to the category code.

When you move a company, business units directly under the company move with the company.

If you assigned a sequence number to a company when you created the hierarchy, moving a business unit in the hierarchy might change the company number of the business unit. The system displays a warning message if moving a business unit would cause its company number to change.

You can also use the Business Unit Structure Definition program (P0050A) to rearrange an organizational structure by changing the sequence of one or more category codes.

Caution

When you rearrange components within a structure, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you rearrange components in a date-effective snapshot of an organizational structure, the system updates the Date Effective Business Unit Master table (F0006S).

See Also

- ❑ *Dragging and Dropping in Web Application Forms* in the *EnterpriseOne Web Client Guide* for more information about how to move components within structures

Revising Business Units Within an Organizational Structure

Use one of the following navigations:

From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Tree View.

From the Multi-Site Consolidation Setup menu (G1042), choose Business Unit Structure Tree View.

While reviewing your organizational structure, you might decide to revise an existing business unit or set up an additional business unit. The system allows you to revise and set up business units without exiting the Business Unit Structure Tree View program (P0006A).

Note

When you revise or set up business units, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you revise business units in a date-effective snapshot of an organizational structure, the system updates the Date Effective Business Unit Master table (F0006S). You cannot set up additional business units in a date-effective snapshot of an organizational structure.

See Also

- ❑ *Setting Up Business Units* in the *General Accounting Guide*.

Processing Options for Business Unit Structure Tree View (P0006A)

Business Unit

Enter the Business Unit Type to be hidden when viewing the Organizational Structure.

Business Unit Type

BU Structure

Enter a zero to set the default structure to the current business units from the F0006. Enter a 1 to set the default structure to a business unit snapshot from the F0006S.

Business Unit Structure

If using a business unit snapshot, enter the effective date and version to default.

Effective Date

Version Name

Date-Effective Organizational Structures

An organizational structure is a method of grouping business units by category codes for reporting or analysis. A date-effective organizational structure is a snapshot of an organizational structure on a specific date. Date-effective organizational structures allow you to review or report on organizational structures by effective date.

You might create a date-effective organizational structure for the following reasons:

- You need to create a snapshot of the current structure because your organizational structure will change at the end of the current fiscal year. After the structure has changed, you can use the snapshot to report on the previous structure.
- You want to create "what if" scenarios by rearranging components of a date-effective organizational structure.

You use the Business Unit Structure Tree View program (P0006A) to review or revise a date-effective organizational structure in a tree structure format. If you choose a snapshot structure, you can identify it by the effective date and version name that you assigned when you built the snapshot.

A date-effective organizational structure can be based only on a current structure. You cannot create a snapshot of a structure that no longer exists.

After you build a date-effective organizational structure, you can run date-effective financial reports using the Report Design Director.

Building a Date-Effective Organizational Structure

From the Date-Effective Organizational Structures menu (G09414), choose Build Date-Effective Bus. Unit Master.

You use the Build Date-Effective Bus. Unit Master program (R0006S) to create a snapshot or copy of the business unit category code structure that currently exists in the Business Unit Master table (F0006). This batch program copies the current business unit category code structure into the Date Effective Business Unit Master table (F0006S).

When you run this program to create a snapshot, you use the processing options to specify an effective date, a version name, or both, to identify the snapshot. The program then adds the effective date and version name as key fields to the snapshot records in the F0006S table.

You can create multiple snapshots of the current business unit category code structure. You identify each snapshot by the effective date and version name that you specify in the processing options.

After you create a snapshot, you can review and revise it.

Processing Options for Build Date-Effective Bus. Unit Master (R0006S)

Process

Enter a date and/or name to identify this snapshot of the Business Unit Master category code structure.

Effective Date

Version Name

Revising a Date-Effective Organizational Structure

After you build a date-effective organizational structure (or snapshot), you can review and revise it using the Review Date-Effective Business Unit Master program (P0006S1). You can change category codes for the business units in the snapshot.

The Review Date-Effective Business Unit Master program updates the snapshot in the Date Effective Business Unit Master table (F0006S).

► To revise a date-effective organizational structure

From the Date-Effective Organizational Structures menu (G09414), choose Review Date-Effective Bus Unit Master.

1. On Work With Business Unit Snapshots, choose the structure to revise and click Select.
2. On Business Unit Snapshot Review, choose the business unit to revise and click Select.

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Review Date-Effective Bus. Unit Master - Revise Business Unit Snapshots

OK Cancel Tools

Business Unit Financial/Distribution Company

Effective Date Version

Category Codes 1 - 5 Category Codes 6 - 10 Category Codes 11 - 15 Category Codes 16 - 20 Category Codes 21 - 25 Category Codes 26 - 30

Division Corporate

Region Central North America

Group

Branch Office Denver Branch

Department Type Information Systems Department

3. On Revise Business Unit Snapshots, click one of the following tabs:

- Category Codes 1 - 5
- Category Codes 6 - 10
- Category Codes 11 - 15
- Category Codes 16 - 20
- Category Codes 21 - 25
- Category Codes 26 - 30

4. Change any of the fields on the tab.

The fields on each tab correspond to the category codes at the top of the tab. For example, the first field on the Category Codes 1 - 5 tab is Division, which corresponds to category code 1.

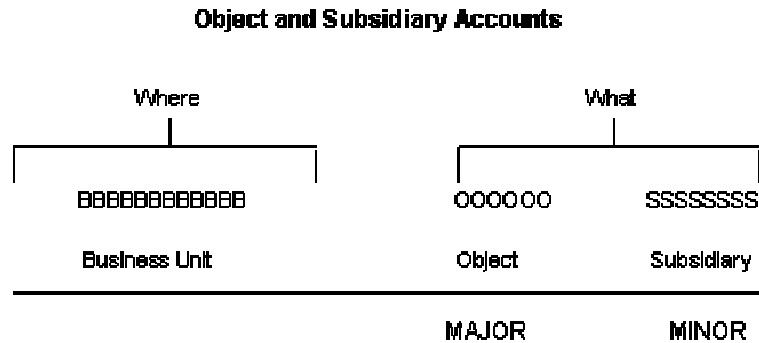
Click the search button for any field to see the valid values for the field.

5. To revise other category codes, click any of the remaining category code tabs.
6. Click OK.

Account Setup

After you set up your companies and business units, you need to set up object and subsidiary accounts for each business unit. These accounts form your chart of accounts.

The object and subsidiary describe the kind of transaction with which you are working—for example, rent expense, paper supplies expense, or sales revenue.



How Objects and Subsidiaries Are Related

The object, or major, account is required for transaction entry. The object account can be up to six alphanumeric characters. All object accounts must be the same length. To make data entry easier and faster, you might want to use only numbers for the object account.

The subsidiary, or minor, account is an optional part of the account. Use the subsidiary when you need detailed accounting activity for an object account. The subsidiary can be up to eight alphanumeric characters, but you cannot use spaces.

The following example shows how you can associate an object account (1110 for Cash in Bank) with several subsidiary accounts:

- 1110.BEAR (Bear Creek National Bank)
- 1110.FIB (First Interstate Bank)
- 1110.FRANCE (First Bank of France)
- 1110.LONDON (First Bank of London)

How to Design Your Chart of Accounts

To design your chart of accounts, begin your initial design with the major headings of your transactions. Then add your detailed transaction descriptions.

The following example shows the types of headings that are included in major title accounts:

Balance Sheet Accounts	Types of headings for balance sheets include: <ul style="list-style-type: none">• Assets• Liabilities• Owner's Equity
Income Statement Accounts	Types of headings for income statements include: <ul style="list-style-type: none">• Revenues• Expenses

After you have a complete list of transaction descriptions, you can assign numeric values to each description. Allow for growth and change by leaving numeric spaces in the account structure.

Define the last balance sheet account as the account for year-to-date net income or loss. For example, if revenues begin at 5000, define object 4999 as the net income account. This account must be a non-posting account. The system calculates the net income amount on your balance sheet. Balance sheet accounts must precede income statement accounts.

Caution

If your balance sheet accounts do not precede your income statement accounts, your financial reports might contain unreliable results.

An account can have several formats. You are not limited to one account format when you enter data.

You can use the following types of account formats:

Short account ID	This number is created by the Next Numbers feature when you add accounts. It is commonly referred to as the "short account number" and can never be changed.
Business Unit.Object.Subsidiary	<p>This is the standard PeopleSoft account format. It can be in either of the following formats:</p> <ul style="list-style-type: none">• Business unit.object• Business unit.object.subsidiary <p>The business unit designates the accounting entity to charge. The object (or object and subsidiary) designates the type of account to receive the amount, such as asset, liability, revenue, and expense.</p>
Third G/L account number	This number consists of a free-form code, often called the "third account number." Typically, the account number from a prior system is used as the third account number. No limitations exist for the characters you can use—for example, . and - are acceptable.

To enter account numbers in a format other than the standard PeopleSoft format, you must use the prefix character that is defined in general accounting constants.

See Also

- ❑ *Setting Up Account Symbols* in the *General Accounting Guide* for more information about entering account numbers in a format other than the standard format

How Accounts Are Grouped and Totaled for Reports

You use account category codes to group your accounts for selective reporting purposes. You use category codes for accounts in the same way that you use category codes for business units.

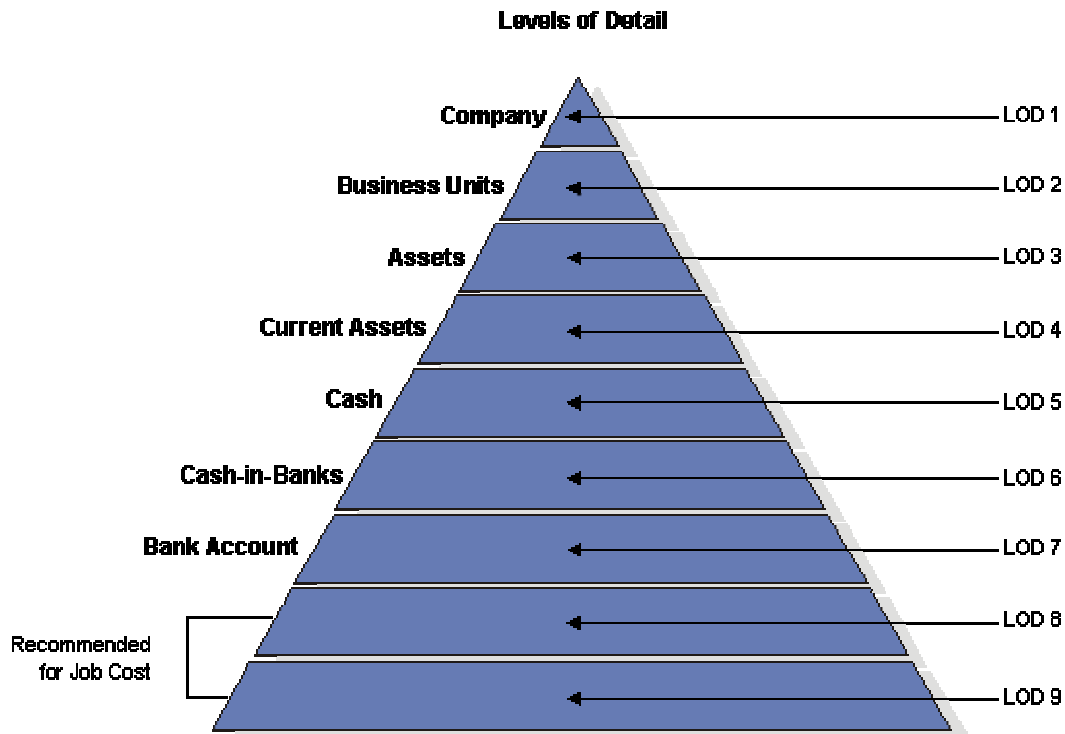
The 23 alphanumeric category codes for accounts include:

- 3-character codes (20 available)
- 10-character codes (3 available)

The 10-character category codes are useful if your business requires an alternate chart of accounts for statutory reporting. You can use the category code and the description, rather than the account number and description, on trial balance reports, the general ledger, and the general journal. These category codes let you build summarization logic into your reports.

Use a level of detail for each account to control how amounts are rolled up, or summarized, into a balance for reporting purposes.

For example, set up levels of detail (LOD) as shown in the following graphic:



Observe the following guidelines when assigning a level of detail to accounts:

- Do not skip any levels of detail. Nonsequential levels of detail cause errors in financial reports that are run at a skipped level.
- Assign a level-of-detail 3 to title accounts for the balance sheet—"Assets" and "Liabilities and Equity."
- Assign level of detail 3 or 4 to title accounts for the income statement, depending on whether you want the next level underlined. Examples include the following:
 - Revenues
 - Direct costs
 - General and administrative expenses
 - Other income and expenses

Factors That Determine Whether an Account Posts

You assign a posting edit code to every account in the chart of accounts. This code determines whether the account posts to the general ledger and whether it updates the Account Balances table (F0902).

With posting edit codes, you can designate an object or object.subsidiary account as follows:

- Posting
- Non-posting (or title)
- Budget
- Inactive
- Machine-generated
- One that requires units, not monetary amounts
- Subledger and type

For example, you could assign posting edit codes (PEC) as follows:

Assigned Posting Edit Codes (PEC)

	PC	LOD	Account Description
Non-Posting (title) accounts	N	3	Assets
	N	4	Current assets
	N	5	Cash
		6	Petty Cash
Posting Accounts	N	6	Cash in banks
		7	Bank Account 1
		7	Bank Account 2
		6	Short Term Investments
		7	Certificates of Deposit
Machine- Generated		7	Treasury Bills
	N	5	Accounts Receivables
	M	6	Trade A/R
	M	6	Allow for Doubtful Accts

If you designate an object or object.subsidiary account as posting, the account must be assigned to a posting business unit.

Differences between Subledger and Subsidiary Accounting

Subledgers and subsidiary accounting both provide detailed accounting activity. Subsidiary accounts are a subdivision of your object account. Subledgers are linked to your business unit.object account or business unit.object.subsidiary account.

Subledgers give accounting detail without adding accounts to your chart of accounts. For this reason, subledgers are often used for transaction classifications that are not a permanent part of your chart of accounts, such as detailed travel expenses for each account representative.

Subsidiary accounts are permanent. If you want to track revenues and expenses by account representative using subsidiary accounting, you must create a subsidiary account for each account

representative, and attach it to each appropriate object account for revenues and expenses. This procedure could mean adding several hundred accounts to your chart of accounts.

You can use a subsidiary account and a subledger in the same entry, if necessary.

Subledgers differ from subsidiary accounts in the following ways:

- Subledger transactions post to the same major account, rather than to different accounts.
- Subledgers do not create additional records in the Account Master table.
- Subledgers can create additional records in the Account Balances table, depending on the posting edit code that you assign to the account.

Example: Subledger Accounting

When you use subledgers to track expenses for account representatives, the system creates a record with a unique subledger for each account in the Account Ledger table (F0911). The Account Master table (F0901) contains only the account, not the subledger.

The following example shows the subledgers that represent McLind's and Jackson's address book numbers:

Account Master (F0901)		Account Ledger (F0911)		
Object	Description	Object	Subledger	Subledger Type
8665.HOTEL	Hotel			
8665.AIR	Air Fare	8665.AIR		
			1. McLind	A
			2. Jackson	A
8667	Car Expenses	8667		
			1. McLind	A
			2. Jackson	A

Example: Subsidiary Accounting

When you use subsidiaries to track expenses for account representatives, the system creates a record with a blank subledger for each account in the Account Ledger table (F0911). The Account Master table (F0901) contains an account for each account representative.

Account Master (F0901)		Account Ledger (F0911)	
Object	Description	Object	Subledger
8665	Travel & Entertainment		

8666	Air Fare		
8666.A1	Account Representative 1	8666.A1	
8666.A2	Account Representative 2	8666.A2	
8667	Car Expense		
8667.C1	Account Representative 1	8667.C1	
8667.C2	Account Representative 2	8667.C2	

Planning Your Chart of Accounts

A chart of accounts provides the structure for your general ledger accounts. It lists specific types of accounts, describes each account, and includes account numbers. A chart of accounts typically lists asset accounts first, followed by liability and capital accounts, and then by revenue and expense accounts.

Account information is stored in the Account Master table (F0901).

Defining Account Segments

As part of creating your chart of accounts, you must define the length of the account segments. These segments are as follows:

- Business unit – a maximum of 12 characters.
- Object account – 4, 5, or 6 characters (4 or 6 for standard business unit.object.subsidiary). All object accounts must be the same length.
- Subsidiary – a maximum of 8 characters.

The Account Flex Format program (P0907) allows you to customize the sequence and length of your account segments.

► To define account segments

From the Advanced Organization Setup menu (G094111), choose Flex Format Setup.

1. On the Flex Format Setup form, click Account Flex Format.
2. On Account Flex Format, complete the following field:
 - Description

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Flex Format Setup - Account Flex Format

OK Delete Cancel Tools

Records 1 - 4										Customize Grid
	Seq No.	Description	B	O	S	Length	A/N	Cross Reference	X-ref Description	
<input type="checkbox"/>	1	Business Unit	X			12	A	MCU	CostCenter	
<input type="checkbox"/>	2	Object		X		4	A	OBJ	ObjectAccoun	
<input type="checkbox"/>	3	Subsidiary			X	8	A	SUB	Subsidiary	
<input type="checkbox"/>	4									

3. To specify the segment that you are defining, complete one of the following fields:
 - B
 - O
 - S
4. Complete the following additional fields and click OK:
 - Length
 - Cross Reference

Creating Your Chart of Accounts

After you set up your chart of accounts, you might need to add, revise, or delete accounts for various reasons. You might need to add accounts to your chart of accounts as your business grows. You might need to revise accounts to make the levels of detail, posting edit codes, and descriptions consistent across all business units. Or you might want to delete accounts that were created in error.

Caution

Verify that the business unit, object, and subsidiary are accurate for each account *before* you enter transactions. To ensure the integrity of your chart of accounts, you can set the Security processing options for the Accounts program (P0901) to prevent the object and subsidiary fields from being changed if balances exist in the Account Balances table (F0902) or the Account Ledger table (F0911). If you are using an alternate chart of accounts, you can use the Security processing options to prevent the Category Code 21, Category Code 22, and Category Code 23 fields from being changed if balances exist in the Account Balances table or the Account Ledger table. We recommend that you restrict access to these processing options so that your chart of accounts is not inadvertently changed.

Adding Accounts

You might need to add accounts to your chart of accounts as your business grows. Or you might need to add new levels of detail to existing accounts.

► To add accounts

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work With Accounts, click Add.
2. On Revise Single Account, complete the following fields:
 - Business Unit/Object/Subsidiary
 - Description
 - Account Level of Detail
3. Complete the following optional fields:
 - Budget Pattern Code
 - Posting Edit
4. On the More tab, complete the following optional fields:
 - Unit of Measure
 - Free Form (3rd Acct. No.)
 - Alternate Object/Sub
 - Billable
 - Taxable Account
 - Default Tax Rate/Area
5. Click OK.

See Also

- *Assigning Tax Information to General Ledger Accounts* in the *Tax Reference Guide* for more information about the Taxable Account and Default Tax Rate/Area fields on the Revise Single Accounts form

Processing Options for Review and Revise Accounts (P0901)

Security

Please enter a value of '1' in the corresponding field to protect the value of field(s) which contain the Legal Account information

Object:

Subsidiary

Category Code 21

Category Code 22

Category Code 23

Revising Accounts

After setting up and reviewing your accounts, you might need to revise them. Revising accounts is necessary in order to maintain and update the most current information in the system.

Some of the possible reasons that you might need to revise accounts are as follows:

- Revising multiple accounts that are assigned to one business unit
You might want to do this if the company has been restructured or you want to include additional information about the company.
- Revising one account that is assigned to many business units
You might want to change the description of the account or include additional information, particularly additional lines for a business unit description.
- Revising a single account
You revise a single account if you need to add or change selected information, such as alternate object and subsidiary, that is not available on other account revision forms.
- Adding text to an existing account
You can add text to an existing account for any additional information that is related to the account.
- Changing an account number
You can change an account number only if the new number does not already exist in the Account Master table (F0901). If you change an account number, the revision applies only to new postings. To have old balances correspond with the new account numbers, you must run Update Business Unit.Object.Subsidiary to Account Balances.

You can set the Security processing options for the Accounts program (P0901) to prevent the object and subsidiary fields from being changed if an account has a balance in the Account Ledger table (F0911) or the Account Balances table (F0902). If no transactions or balances exist for the account, you can change the object and subsidiary, regardless of the setting of the Security processing options.

The system maintains individual account data in the Account Master table (F0901).

See Also

- ❑ *Updating Account Ledger and Account Balances Tables* in the *General Accounting Guide* for more information about how to update the Account Ledger (F0911) and Account Balances (F0902) tables after changing an account number
- ❑ *Media Object Attachments* in the *Foundation Guide* for more information about how to add an attachment to an account

► To revise accounts by business unit

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work With Accounts, complete the following field in the QBE row, and click Find:

- Business Unit
2. Choose an account.
 3. From the Row menu, choose Account by BU.

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Review and Revise Accounts - Revise Accounts by Business Unit

OK Find Delete Cancel Row Form Report Tools

Business Unit Financial/Distribution Company

Object/Subsidiary

Records 1 - 10 ☒

<input type="checkbox"/>	<input type="checkbox"/>	Obj Acct	Sub	Description	L D	Free Form Account No.	P E	Co
<input type="checkbox"/>		1000		Assets	3		N	00001
<input type="checkbox"/>		1001		Current Assets	4		N	00001
<input type="checkbox"/>		1100		Cash	5		N	00001
<input type="checkbox"/>		1105		Petty Cash	6			00001
<input type="checkbox"/>		1110		Cash in Banks	6		N	00001
<input type="checkbox"/>		1110	BEAR	Bear Creek National Bank	7			00001
<input type="checkbox"/>		1110	CANADA	Canadian National Bank	7			00001
<input type="checkbox"/>		1110	FIB	First Interstate Bank	7			00001
<input type="checkbox"/>		1110	FRANCE	First Bank of Paris	7			00001
<input type="checkbox"/>		1110	PAYROLL	First Interstate Payroll	7			00001

4. On Revise Accounts by Business Unit, click Find.
5. Change the following fields as needed and click OK:
 - Obj Acct
 - Sub
 - Description
 - L D
 - Free Form Account No.
 - P E
6. To see your changes on Work With Accounts, click Find.

► **To revise accounts by object**

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work With Accounts, to locate the account, complete the following field in the QBE row:
 - Object Account

2. Complete the following optional field and click Find:

- Subsidiary

3. Select the account that you want to revise and choose Account by Obj/Sub from the Row menu.

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Review and Revise Accounts - Revise Accounts by Object/Subsidiary

OK Find Delete Cancel Row Report Tools

Object Account 5010

Records 1 - 10

<input type="checkbox"/>	<input type="checkbox"/>	Business Unit	Description	L D	P E	Co	Cur Cod
<input type="checkbox"/>		3	Store Sales	6		00001	
<input type="checkbox"/>		4	Store Sales	6		00001	
<input type="checkbox"/>		5	Store Sales	6		00001	
<input type="checkbox"/>		10	Store Sales	6		00001	
<input type="checkbox"/>		27	Store Sales	6		00200	
<input type="checkbox"/>		30	Store Sales	6		00001	
<input type="checkbox"/>		40	Store Sales	6		00001	
<input type="checkbox"/>		70	Store Sales	6		00070	
<input type="checkbox"/>		99	Store Sales	6		00001	
<input type="checkbox"/>		MD	Store Sales	6		90000	

4. On Revise Accounts by Object/Subsidiary, change any of the following fields and click OK:

- Business Unit
- Description
- L D
- P E
- Co
- Budg Patt

► **To revise a single account**

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work With Accounts, locate and choose the account and click Select.

The screenshot shows the PeopleSoft interface for the 'Review and Revise Accounts - Revise Single Account' form. The form is titled 'Review and Revise Accounts - Revise Single Account' and has two tabs: 'Work With Accounts' and 'Revise Single Account'. The 'Revise Single Account' tab is active. The form contains the following fields and controls:

- Account Number:** 1.1110.CANADA, with a dropdown menu showing 'Canadian National Bank'.
- Business Unit/Object/Subsidiary:** Three input fields containing '1', '1110', and 'CANADA'.
- Description:** Canadian National Bank.
- Account Level of Detail:** 7.
- Posting Edit:** A checkbox with the label 'Allows all posting'.
- Budget Pattern Code:** An empty input field.
- Model Account/Consolidations:** A checkbox with the label 'Non-Model/Consolidation'.
- Currency Code:** A dropdown menu showing 'I'.
- Account ID:** 00184911.

2. On Revise Single Account, click the Revise Single Account tab, and change the information as necessary.
3. To access additional fields, click the More tab.

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Review and Revise Accounts - Revise Single Account

Work With Accounts **Revise Single Account**

OK Cancel Form Previous Next Tools

Account Number 1.1110.CANADA Canadian National Bank

Revise Single Account **More** Category Codes 1-10 Category Codes 11-20 Category Codes 21-23

Unit of Measure

Free Form (3rd Acct. No.)

Alternate Object/Sub

Billable *No, it should not be billed.*

☐ Taxable Account

Default Tax Rate/Area

4. On the More tab, change the following fields as necessary:
 - Unit of Measure
 - Free Form (3rd Acct. No.)
 - Alternate Object/Sub
 - Billable
 - Taxable Account
 - Default Tax Rate/Area
5. To change category codes 1 through 23, click the corresponding tab, and change the information as necessary.
6. Click OK.

See Also

- ❑ *Working with an Alternate Chart of Accounts* in the *General Accounting Guide* for more information on alternate accounts and third G/L account numbers

Deleting Accounts

You cannot delete an account that has a balance in the Account Ledger table (F0911) or the Account Balances table (F0902).

Note

As a policy, you might want to make unused accounts inactive. When you make an account inactive, you can no longer enter transactions for the account. However, you can see the historical activity. To make an account inactive, change the Posting Edit code to I.

► To delete accounts

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work With Accounts, locate the account to delete by completing one or more of the following fields, and then click Find:
 - Company
 - Business Unit
 - Object Account
 - Subsidiary
2. Choose the account and click Delete.

Updating Your Chart of Accounts

From the Organization & Account Setup menu (G09411), choose Online Chart of Accounts. On Work With Chart of Accounts, choose Refresh Chart of Ac from the Report menu.

After you revise or delete an existing general ledger account or add a new one, you must run the Refresh Chart of Accounts program (R0909R) to update the Chart of Accounts – Reference File table (F0909).

If you add an account with the same object and subsidiary as an existing account but with a different description or level of detail, the Refresh Chart of Accounts program retains the first occurrence of the object and subsidiary only for the chart of accounts. For example, assume account 3.5005.WEST has a description of Sales – West Virginia. You add account 1.5005.WEST with a description of Sales – Western Region. When you run the Refresh Chart of Accounts program, the system updates F0902 table with object account 5005 and the description Sales – Western Region.

The Refresh Chart of Accounts program can take a long time to run, especially if you revise a substantial number of accounts or have a large chart of accounts. Consider running it during off-peak hours.

You can review the updated chart of accounts using the Online Chart of Accounts form or by printing the Chart of Accounts Report (R0909P).

Working with Account Master Word Search

The Account Master Word Search program (P0901WS) helps you locate an account. You can enter a word or string of characters, and the Account Master Word Search program displays a list of all of the accounts that contain that word or string of characters.

Building the Account - Word Search Table

From the Organization & Account Setup menu (G09411), choose Build Account Master Word Search Table.

Before you can use the Account Master Word program (P0901WS), you need to build the Account - Word Search table (F0901WS). To do this, you run the Build Account Master Word Search Table program (R0901WS).

When you run the Build Account Master Word Search Table program for the first time, it builds the Account - Word Search table (F0901WS). If you add, change, or delete account information, you should run this program in update mode to refresh the table and ensure that you are searching the most current information.

Note

This program can take some time to run, depending on the number of accounts you have in your system.

Processing Options for Build Account Master Word Search Table (R0901WS)

Mode

Process Mode:

0 Update Only (default)

1 Delete table prior to updating

Locating Accounts

After you run the Build Account Master Word Search Table program (R0901WS), you can use the Account Master Word program (P0901WS) to help you locate an account. To locate an account, you enter a word or string of characters in the Search Word field. The Account Master Word program displays a list of all of the accounts containing that word or string of characters. For example, if you enter "accounts payable," the program displays all of the accounts that contain the word "accounts" and all of the accounts that contain the word "payable."

The Account Master Word program also displays accounts that contain words similar to the full name of the account. For example, if you wanted to search for an account that contains the words "accounts payable," you could enter "Accts Pay," "Accts," "A," "P," or "A/P." If these words are in the Word Search Equivalence table (F91011), the program recognizes them as words equivalent to "accounts

payable" and displays the accounts for which you are searching. PeopleSoft provides a list of equivalent words, and you can add your own words to this list.

You can also add, change, or delete from the list of words that you want the program to ignore. For example, the Account Master Word program is already set to ignore "A," "About," and "After." If you enter one of these words by itself into the Search Word field, the program ignores it. The program also ignores symbols such as "/" and "%."

► **To locate accounts**

From the Organization & Account Setup menu (G09411), choose Account Master Word.

On Account Master Word Search, type the word on which you want to search in the following field and click Find:

- Search Word

This program is not case-sensitive. You can enter either uppercase or lowercase characters.

Processing Options for Account Master Word (P0901WS)

Mode

Process Mode:

- 0 Update Only (default)
 - 1 Delete table prior to updating
-

Reviewing Your Chart of Accounts

After you create your chart of accounts or make revisions to it, you should review your object accounts across all companies and business units. By reviewing your accounts, you can do the following:

- Locate any inconsistencies in the levels of detail
- Verify that similar types of accounts are set up for financial consolidations to function properly
- Determine which object account numbers are available if you need to add new accounts

The system displays object accounts in ascending order, regardless of business unit or company. You can print your chart of accounts from the Work With Chart of Accounts form.

► **To review your chart of accounts**

From the Organization & Account Setup menu (G09411), choose Online Chart of Accounts.

1. On Work With Chart of Accounts, click Find or to narrow your search, complete the following fields and click Find:
 - Skip To Code

- Level Of Detail

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Online Chart of Accounts - Work With Chart of Accounts

Find Close Report Tools

Skip To Code

Level Of Detail

Records 1 - 10

	Code	Description	Post Edit	LOD
<input checked="" type="radio"/>	1000	Assets	N	3
<input type="radio"/>	1001	Current Assets	N	4
<input type="radio"/>	1100	Cash	N	5
<input type="radio"/>	1105	Petty Cash		6
<input type="radio"/>	1110	Cash in Banks	N	6
<input type="radio"/>	1120	Transit Account		7
<input type="radio"/>	1121	Other		9
<input type="radio"/>	1130	Short Term Investments	N	6
<input type="radio"/>	1131	Certificates of Deposit		7
<input type="radio"/>	1133	Treasury Bills		7

2. To print your chart of accounts, choose Chart of Accounts from the Report menu. Do not enter any data selection for the report.

Working with Subledgers

In addition to the business unit.object.subsidiary method of account coding, you can use subledgers to code accounts. Subledgers provide the most detailed record of accounting activity for a business unit. You might use subledger accounting to track the following:

- Revenues and expenses by account representative
- Receivables and payables by employee
- Intercompany settlements by detail entry

With subledger accounting, you can do the following:

- Review detailed account totals for specific subledgers by grouping posted transactions with the same subledger and subledger type.
- Review similar types of subledgers across accounts. For example, you can review all accounting activity by an asset ID or work order number.

You use the Trial Balance by Subledger program (P09215) to review subledger information.

Both the subledger number and subledger type for a G/L account provide detailed accounting activity. The subledger number becomes the audit trail for the posted subledger transactions.

Before you can use subledgers, you must decide which subledger types to use. The following list describes the predefined, hard-coded subledger types. The system verifies the subledger number for each type against a specific master table.

Subledger Types and Their Master Tables

Subledger Type A	Validates against the Address Book Master table (F0101). This type is the most commonly used subledger type. Use this type to track expenses that are associated with salespeople, employees, and so on. You also use it for the detail method of intercompany settlements.
Subledger Type C	Validates against the Business Unit Master table (F0006).
Subledger Type E	Validates against the Asset Master File table (F1201).
Subledger Type I	Validates against the Item Master table (F4101).
Subledger Type J	Validates against the Change Request Master Table (F5301).
Subledger Type L	Validates against the Tenant/Lease Master table (F1501).
Subledger Type O	Validates against the Sales Order Header File table (F4201).
Subledger Type S	Validates against the Chart of Accounts Format table (F0907). This is the structured subledger type.
Subledger Type W	Validates against the Work Order Master File table (F4801).

Defining Accounts That Require Subledgers

You assign posting edit codes to define which accounts require subledgers and how amounts are to be posted.

► To define accounts that require subledgers

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work With Accounts, locate the account, choose the account, and click Select.
2. On Revise Single Account, change the following field to S, L, X, or blank:

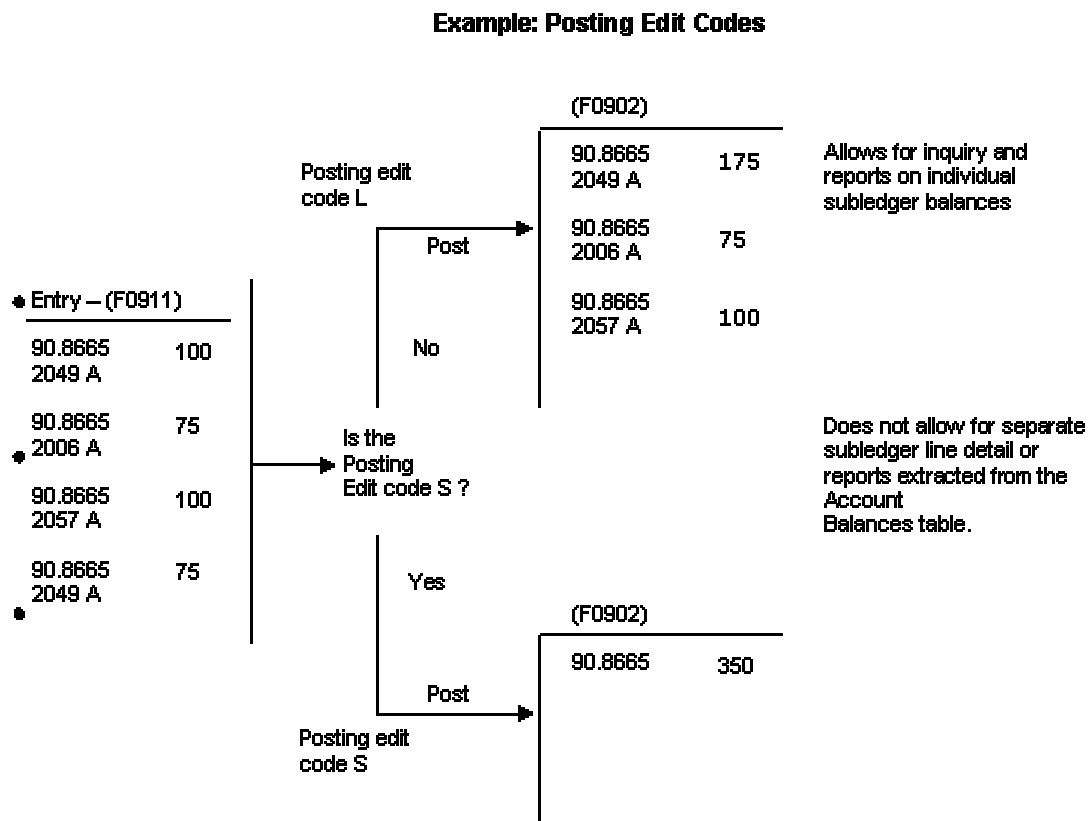
- Posting Edit
3. Click OK.

Related Tasks for Working with Subledgers

Defining multiple accounts that require subledgers	To define multiple accounts that require subledgers, choose either Account by BU or Account by Obj/Sub from the Row menu on the Work With Accounts form.
---	--

Example: Posting Edit Codes

The following diagram shows how information stored in the Account Balances table (F0902) is affected by the posting edit code:



Defining Additional Subledger Types

In addition to the predefined subledger types, you can define three subledger types (X, Y, and Z) in UDC (00/ST). Because these types are not validated against any PeopleSoft tables, you should define them only if you want the system to validate values against a format requirement rather than a

specific value. The first character of the Description 2 field controls which format the system validates against the subledger type. Values are as follows:

- A – Alphanumeric, left justify, blank fill
- N – Numeric, right justify, zero fill
- C – Alphanumeric, right justify, blank fill

► **To define additional subledger types**

From the General Accounting System Setup menu (G0941), choose Subledger Types.

1. On Work With User Defined Codes, click Add.
2. On User Defined Codes, complete the following fields in a blank line and click OK:
 - Codes
 - Description 1
 - Description 2

Inactivating Subledgers

You might need to make a subledger inactive. For example, if an employee takes a leave of absence, you can inactivate the employee's address book number to use as a subledger so that travel and entertainment expenses cannot be entered during the leave of absence. Or, when a project or job is on hold or is complete, you can inactivate a business unit from use as a subledger.

► **To inactivate a subledger**

From the Address Book menu (G010), choose Address Book Revisions.

1. On Work With Addresses, locate the subledger and click Select.
2. On Address Book Revision, click the Additional tab.
3. On the Additional tab, turn on the following option and then click OK:
 - Subledger Inactive Code

Creating a Model Chart of Accounts

To create a model chart of accounts, you can create one master model business unit that includes the complete chart of accounts. Or you can create a model business unit for every business unit type and assign object accounts to it. You can then use these models as a basis for your actual chart of accounts.

By creating a model chart of accounts, you ensure that when you copy the accounts from the model business units into your actual (or production) business units, the accounts are standardized across business units and companies.

Depending on your organizational structure, you can create more than one model chart of accounts. For example, you can create one model for balance sheet accounts, and another model for profit and loss (income statement) accounts.

You should create your model chart of accounts using a consistent numbering scheme for your object accounts so that they can be copied across all business units.

After you enter the business unit, object account, and subsidiary information for a new account, you can add a comment, memo, or other text.

Carefully proofread your model chart of accounts to ensure that the descriptions, spelling, level of detail assignments, and posting edit codes are accurate. The model chart of accounts provides the basis for your entire chart of accounts. Revise accounts as needed to correct errors before you copy the model accounts to business units. Copying the model reproduces any errors in multiple business units.

Prerequisite

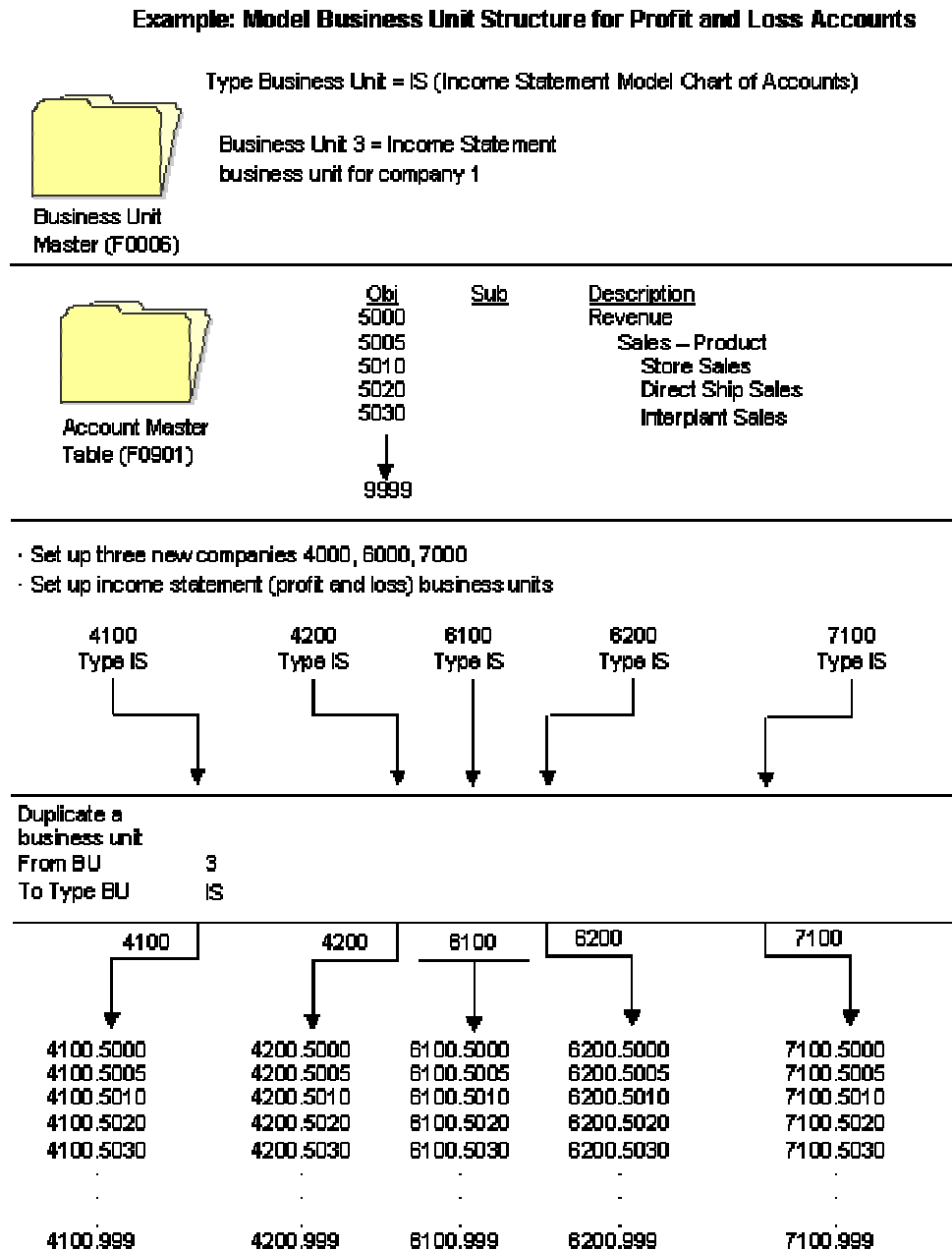
- ❑ Ensure that you have set up a business unit that is designated as a model in the Model/Consolidated field.

See Also

- ❑ *Setting Up Business Units* in the *General Accounting Guide* for more information about how to set up a business unit
- ❑ *Revising Accounts* in the *General Accounting Guide* for more information about how to revise an account

Example: Model Business Unit

The following graphic illustrates the structure of a business unit type for profit and loss accounts:



► To create a model chart of accounts

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work With Accounts, click Add.

2. On **Revise Single Account**, complete the following fields:

- **Business Unit**

The business unit that you enter must be a model business unit.

- **Object Account**
- **Description**
- **Posting Edit**

3. Complete the following optional fields and click **OK**:

- **Subsidiary**
- **Account Level of Detail**
- **Budget Pattern Code**
- **Account ID**

If you specify a level of detail, ensure that you do not skip a level. Non-sequential levels of detail cause rollup errors in financial reports that are run at a skipped level.

Note

You can add a comment, memo, or other text to an account. See *Media Object Attachments* in the *Foundation Guide* for more information about how to add such text.

Working with an Alternate Chart of Accounts

Some businesses need an alternate way to set up a chart of accounts. For example, some countries require businesses to submit reports using a government-defined (statutory) chart of accounts. You can use account category codes to set up an alternate chart of accounts that accommodates government requirements.

Using an alternate chart of accounts, you can do the following:

- Roll up accounts
- Display subtotals
- View several companies together
- View accounts that make up an alternate account
- View different levels of detail in other PeopleSoft inquiry programs

You can display account balances by alternate or statutory accounts from the **Account Balances** table (F0902). To do this, you use one of the category codes that are set up for a statutory chart of accounts.

An account category code indicates your statutory account number, and the category code description indicates the account description. You can assign one or more alternate account numbers to category codes 21, 22, and 23. These category codes allow up to 10 characters.

The system rolls up accounts that are based on the digit that you specify. All accounts in which the digit matches are rolled together. For example, if you specify the third digit, then accounts from 1040000 through 1049999 are rolled together.

Example: How Accounts Are Subtotaled Using Leading Digits

France's statutory chart of accounts uses the first three digits in the account as follows:

- The first digit defines the account, such as capital, fixed asset, or stock.
- The second digit defines the account type within the above category, such as tangible assets.
- The third digit further defines the account, such as land accounts.

In this example, if you specify three leading digits, then the program subtotals accounts each time one of the three leading digits changes.

Defining Alternate Accounts

You can use account category codes to set up an alternate chart of accounts to accommodate government requirements.

An account category code indicates your statutory account number, and the category code description indicates the account description. You can assign one or more alternate account numbers to category codes 21, 22, and 23. These category codes allow up to 10 characters.

► To define alternate accounts

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work with Accounts, click Find.
2. Choose the account you want to define as an alternate account, and then click Select.
3. On Revise Single Account, click the Category Codes 21-23 tab, complete the following fields, and click OK:
 - Category Code 21
 - Category Code 22
 - Category Code 23

Reviewing Alternate Account Information

You can review alternate accounts and account ledgers for one category code at a time. You specify the category code in the processing options.

You can also review alternate accounts by company or organization structure, and you can review their balances online by company or organization structure. By doing this review, you can see several companies that together are one legal entity.

► **To review alternate account information**

You can review selected alternate accounts and the associated detailed information. You can also review account ledgers.

From the Accounting Reports & Inquiries menu (G0912), choose Statutory Account Inquiry.

1. On Statutory Account Inquiry, complete the following optional fields:

- Company
- Business Unit

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Statutory Account Inquiry - Statutory Account Inquiry

Select Find Close Row Tools

Company 00070 Ledger Type AA

Business Unit * Digit To Use For Subtotal

From Account Level Of Rollup

Thru Account ☐ Period/Cumulative

Thru Date 06/30/05 ☐ Period Currency Code *

Records 1 - 10 ☒ Customize Grid ☐

	Alternate Account	Alternate Account Description	Debit Amount	Credit Amount	Balance
<input checked="" type="radio"/>	10100	Issued capital		15,000.00-	15,000.00-
<input type="radio"/>	17170	Subordinated loans			
<input type="radio"/>	17173	Credit institutions			
<input type="radio"/>	17174	Other income			
<input type="radio"/>	22221	Buildings	902,000.00	5,708.34-	896,291.66
<input type="radio"/>	23	Plant, Machinery and Equipment	2,400.00	200.00-	2,200.00
<input type="radio"/>	24	Furniture and vehicles	1,200.00		1,200.00
<input type="radio"/>	26	Other tangible fixed assets	600.00	166.67-	433.33
<input type="radio"/>	31310	Cost			
<input type="radio"/>	33	Finished goods			

2. To limit your search, complete the following fields:

- From Account
- Thru Account

3. To display amounts for a specific period, complete one of the following fields:

- Thru Date
- Period

If the Period option is selected, the system shows the through period in the Thru Period field. If the Period option is cleared, the system shows the through date in the Thru Date field.

4. To specify how many leading digits in the alternate account number to use for subtotalling, complete the following field:
 - Digit To Use For Subtotal
5. To specify the digit of the category code to use for rollup, complete the following field:
 - Level Of Rollup
6. To toggle between year-to-date and period totals, click the following option:
 - Period/Cumulative
7. Click Find.

The processing time depends on the number of accounts that you are viewing.

8. To review account ledger information for the category code that you specified in the processing options, choose an account and choose Ledger Inquiry from the Row menu.

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Statutory Account Inquiry - Work With Account Ledger By Category Code

Find Close Form Row Tools

Alternate Account Suppliers

Ledger Type 1 General Ledger From Company

Ledger Type 2 Foreign Currency Thru Company

Type/Subledger From Date

☐ Posted ☐ Unposted ☒ All Thru Date


☐ Display Company Subtotals Currency Code






Records 1 - 9

	Document Number	Do Ty	Doc Co	G/L Date	Explanation	LT 1 Amount	LT1 Debit	LT 1 Credit
<input checked="" type="radio"/>	3152	AE	00070	06/20/0	Offset By Document PV 3152	950.00-		950.00-
<input type="radio"/>	3154	AE	00070	06/20/0	Offset By DocumentPV 3154	1,600.00-		1,600.00-
<input type="radio"/>	3159	AE	00070	06/12/0	Offset By Document PV 3159	3,065.60-		3,065.60-
<input type="radio"/>	3165	AE	00070	06/30/0	Offset By DocumentPV 3165	1,536.65-		1,536.65-
<input type="radio"/>	3800	JE	00070	06/30/0	Account Balances Company 70	31,300.00	31,300.00	
<input type="radio"/>					Column Total	24,147.75	31,300.00	7,152.25-
<input type="radio"/>					Ledger Total	24,147.75	24,147.75	
<input type="radio"/>					Posted Total	24,147.75	31,300.00	7,152.25-
<input type="radio"/>					Unposted Total			

9. On Work With Account Ledger By Category Code, follow the steps for reviewing account ledgers by category code.
10. To display all of the accounts with the category code that you specified in the processing options, go back to Statutory Account Inquiry (if necessary) by clicking Close, and then choose Accounts from the Row menu.

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 **Statutory Account Inquiry - Accounts Within Statutory Account**

Select  Find  Close  Row  Tools 

Company *Luxe de France*

Business Unit

Alternate Account

Records 1 - 6		Customize Grid 
	Account Number	szDescription
<input checked="" type="radio"/>	70.4110	Accounts Payable-Trade
<input type="radio"/>	70.4110.FRF	A/P Trade FRF
<input type="radio"/>	70.4110.GBP	A/P Trade GBP
<input type="radio"/>	70.4111	Received Not Vouchered
<input type="radio"/>	70.4112	A/P Invoice Logging Distr.
<input type="radio"/>	70.4120	Drafts payable

11. On Accounts Within Statutory Account, choose an account to review.
12. From the Row menu, choose one of the following to review the detail:
 - Account Ledger
 - Account Balance
 - TB by Object

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Reviewing Account Ledgers by Category Code* for more information about how to review ledgers by category code
- ❑ *Printing a Debit/Credit T/B by Category Code Report* for more information about how to print a Debit/Credit Trial Balance report using category codes
- ❑ *Printing a G/L by Category Code Report* for more information about how to print a General Ledger report using category codes

Assigning Third G/L Account Numbers

The third G/L account number is one of the formats that you can use when you enter an account number during data entry. Other formats that you can use during data entry include the following:

- Business Unit.Object.Subsidiary
- Short ID (8-digit, system-assigned number)

You might use the third G/L account number as an alternative way of entering account numbers when you enter data. You might typically use this format if you want to continue using the same account numbers from a prior system.

You specify the format that you are using by preceding the account number with a symbol that indicates the format. You can also specify the symbol that separates the different components of the Business Unit.Object.Subsidiary account format.

If the third G/L account number is the one that you typically use, you can leave the field blank and the system uses the default of /. If the third G/L account number is seldom used, enter a symbol, such as *, to identify it to the system.

The third G/L account number consists of a free-form code. Typically, the account number from a prior system is used as the third G/L account number. No limitations exist for the characters that you can use.

Only one of the three fields that is used for account symbols can be blank. The other two must each be unique. Verify that no symbol such as . or , is used for another purpose in the system.

► To assign third G/L account numbers

From the Organization & Account Setup menu (G09411), choose Review and Revise Accounts.

1. On Work With Accounts, click Find.
2. Choose the account to which you want to assign a third G/L account number, and then click Select.
3. On Revise Single Account, click the More tab, complete the following field, and click OK:
 - Free Form (3rd Acct. No.)

Copying Accounts to Business Units

After you create your model chart of accounts, you must review and correct it. Then you can create your actual chart of accounts by copying the object and subsidiary accounts that are assigned to a model business unit to your actual business units. This process saves time and ensures consistency throughout your account structure. You can copy the following:

- All or a range of object accounts from one business unit to another
- Object accounts at a given level of detail
- All or a range of object accounts from one business unit to multiple business units of the same business unit type
- All or a range of object accounts to a specific company or across all companies

Prerequisite

- ❑ Verify that the model business unit from which you want to copy already exists and is accurate.

► To copy accounts to business units

From the *Organization & Account Setup* menu (G09411), choose *Copy Accts to Business Units*.

The screenshot shows the PeopleSoft interface for the 'Copy Accts to Business Units' form. The title bar includes 'PeopleSoft' and a menu bar with 'OK', 'Cancel', 'Form', and 'Tools'. The main form area is divided into several sections:

- From Business Unit:** A text box containing '3' and a label 'Central Branch'.
- To Business Unit:** A text box.
- OR:** A separator.
- Type Business Unit:** A text box containing 'IS' and a label 'Income Statement Business Unit'.
- Company:** A text box containing '00001' and a label 'Financial/Distribution Company'.
- (Blank for all companies):** A note.
- Exclude Consolidated BU's:** A checked checkbox.
- Account Level of Detail:** A text box containing '9'.
- Beginning Account:** A text box containing '5000' and a label 'Subsidiary'.
- Ending Account:** A text box containing '9000' and a label 'Subsidiary'.
- Execution Mode:** A section with a radio button selected for 'Batch Mode'.

1. On Copy Accounts to Business Units, complete the following field:
 - From Business Unit
2. Complete one of the following fields:
 - To Business Unit
 - Type Business Unit
3. To copy business units for a specific company, complete the following field:
 - Company

If you leave the Company field blank, the program copies the object and subsidiary accounts to all companies.

4. Complete the following fields for Beginning Account and Ending Account:

- Object
- Subsidiary

We recommend that you use an ending subsidiary number of 9999999 to ensure that the program copies all subsidiary accounts.

5. Click OK.

6. On Confirmation – Duplicate BU, click OK.

7. On Printer Selection, verify the information for the printer and click OK.

Creating Accounts Dynamically

The process for creating accounts dynamically allows you to create a business unit.object account combination that does not yet exist in your chart of accounts. This process allows you to create all or part of your chart of accounts for a business unit on an as-needed, or dynamic, basis. When you create accounts dynamically, your business units include only those accounts that you use. This process provides an initial framework for a business unit's chart of accounts.

Dynamic account creation uses model business units to determine whether to add an account. You must create a model business unit and chart of accounts for each business unit type that will use dynamic account creation. The system will create an account only if the following conditions are met:

- The business unit that you enter already exists in the Business Unit Master table (F0006).
- The object account that you enter exists in a business unit previously designated as a model.
- The business unit type of the business unit that you enter and that of the model must be the same.

To create accounts dynamically, you must turn on the Allow Invalid Accounts option in the General Accounting constants. Then when you enter a journal entry, you specify the invalid account by preceding the account number with #. After entering the journal entry with the invalid account, the batch status will be Error. You must review and approve the batch before posting. When you post your journal entry batch, the system adds the object account to the business unit specified in the journal entry.

Note

You cannot create header accounts when you create accounts dynamically. Header accounts are typically used for summary purposes during financial reporting and do not allow amounts to be posted to them. If you need to create a header account, use the Copy Accts to Business Units program (P09804) to copy the nonposting header accounts from the model business unit. You can also enter the account manually and assign it a posting code of N on the Revise Single Account form.

Prerequisites

- ☐ Turn on the Allow Invalid Accounts option in General Accounting Constants.
- ☐ Verify that the object or object.subsidiary account that you are trying to create exists in your model chart of accounts.

- ❑ Verify that a Type Business Unit is assigned to the business unit to which the account will be added.

► **To create accounts dynamically**

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Add.
2. On Journal Entry, complete the following optional field in the header area:
 - Doc Type/No/Co
3. Complete the following required fields:
 - G/L Date
 - Explanation
4. In the detail area, complete the following required fields:
 - Account NumberPrecede the account number with #.

Note

Observe the following rules when entering the account number:

- The business unit that you enter must exist in your Business Unit Master table (F0006)
- The object account that you enter must exist in a business unit that is designated as a model.
- The business unit type of the business unit that you enter must be the same value as the business unit type of the business unit designated as a model.

For example, if you want to enter 9.8115 as the invalid account:

- Business unit 9 must exist in the F0006 table.
- Object account 8115 must exist in a model business unit.
- If Business Unit 9 is an IS (income statement) business unit, the model business unit in which object account 8115 exists must also be an IS (income statement) business unit.

If the conditions above are not met, the Journal Entry program (P0911) does not issue an error; but the batch will not post.

- Amount
5. Complete other fields in the detail area, if necessary, and click OK.

The system displays a warning message indicating that dynamic accounts cause an error status for the batch.

6. Review the batch.

The status of the batch is Error because of the invalid account number.

7. Approve the batch.

This step changes the error status to approved so that the batch will post.

8. Post the batch.

The system compares the invalid account with the model chart of accounts. If the account exists in the model, the system adds the account to the business unit that is used in the journal entry and removes the invalid account symbol from the account in the journal entry.

See Also

- ❑ *Setting Up Constants for General Accounting* in the *General Accounting Guide* for more information about turning on the Allow Invalid Accounts constant.
- ❑ *Temporarily Accepting Invalid Account Numbers* in the *General Accounting Guide* for more information about when you would use the dynamic account creation feature.
- ❑ *Reviewing Transaction Batches* in the *General Accounting Guide* for more information about reviewing your batch.
- ❑ *Posting Financial Batches* in the *General Accounting Guide* for more information about posting your batch.

Translating Accounts

If you are operating in a multiple language environment, you can translate the descriptions of your accounts. The descriptions correspond to the language that you specify. For example, when you access an account that has a French translation, the description appears in French rather than in the base language.

The system stores account translation information in the Account Master - Alternate Description table (F0901D).

The translation of account descriptions enables you to see the translated account descriptions only when they are accessed by reports or by inquiry programs. You cannot see the translations directly from the Review and Revise Business Units program (P0006) or the Review and Revise Accounts program (P0901), but can from the reports and programs that access text from the Business Unit Master (F0006) and Account Master (F0901) tables.

To track the accounts for which you have translated and verified the translations, generate the Account Translation Report. This report shows the base language and one or all of the alternative languages, depending on what you specify in the Language Preference Code processing option.

You can also translate the descriptions of AAIs and user defined codes.

See Also

- ❑ *To translate AAIs* in the *General Accounting Guide* for more information about how to translate the description of AAIs
- ❑ *Translating User Defined Codes into Alternate Languages* in the *Foundation Guide* for more information about how to translate the descriptions of user defined codes

Prerequisite

- ❑ Set up the language preference in the user profile. See *Setting Up User Profiles* in the *System Administration Guide* for more information.

► To translate accounts

From the Organization & Account Setup menu (G09411), choose Translate Accounts.

1. On Work With Business Units, locate the business unit in which the accounts that you want to translate reside, choose the business unit, and click Select.
2. On Translate Account Descriptions, complete the following fields:
 - Business Unit
 - To Language
3. Complete the following optional field and click Find:
 - From Language
4. In the detail area, complete the following field for each account that you want to translate, and then click OK:
 - To Description

To clear a translated description, choose it and click Delete. The system displays the form again with the To Description field blank.

Reviewing and Revising the Structure of Your Organization

You can review a graphical representation of your company, business unit, and account structure by using the Company/Business Unit Tree Structure program (P0001). This program displays your organization's structure in tree structure format. You can also use this tree structure format to revise the structure of your organization.

Note

Do not use this program to perform "what if" analysis. This program uses your live data. If you make changes in this program, you are changing data in the live tables. Your changes affect the following tables:

- Business Unit Master (F0006)
 - Company Constants (F0010)
 - Account Master (F0901)
-

Prerequisite

- ☐ Run the following integrity reports to verify the integrity of your data before you make any changes:
 - ☐ Companies in Balance (R097001)
 - ☐ Intercompany Accts in Balance (R097011)
 - ☐ Acct Balance to Transactions (R09705)

► To review and revise the structure of the organization

From the Global Updates menu (G09316), choose Organization Structure.

1. On Company/BU Tree Structure, click Find to review all companies, or complete the following field to review one company, and then click Find:
 - Company
2. To view a lower level of the structure, click +.
The system displays the next lower level of the structure.
3. To hide a lower level of the structure, click –.
The system hides all levels of the structure below this level.
4. To move a business unit or an account within the structure, drag the business unit or account to the new location and drop it.

Note

Dragging and dropping a business unit or account immediately updates your live data.

5. To add a company, highlight an existing company and click Add.
6. On Company Setup, follow the steps for adding a company.
7. To add a business unit, highlight an existing business unit in the company to which you want to add the new business unit, and then click Add.
8. On Revise Business Unit, follow the steps for adding a business unit.
9. To add an account, highlight an existing account in the business unit to which you want to add the new account, and then click Add.
10. On Revise Single Account, follow the steps to add an account.
11. To revise a company, business unit, or account, highlight it, and then click Select.
12. On Company Setup, Revise Business Unit, or Revise Single account, follow the steps for revising a company, business unit, or account.

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Changing the Company Number on a Business Unit* for information about the additional steps that you must complete if you move a business unit to a different company
- ❑ *Setting Up Companies*
- ❑ *Setting Up Business Units*
- ❑ *Adding Accounts*
- ❑ *Revising Business Units Within an Organizational Structure*
- ❑ *Revising Accounts*

General Accounting System Setup

Before you use the General Accounting system, you must set up and define certain information that the system uses during processing. This information customizes the system for your business needs. For example, you can set up batch control so that when you enter journal entries, the system verifies the total amount of the batch after you enter it.

The following table describes the setup features in the General Accounting system:

Feature	Description
Constants	Constants establish system basics, such as the following: <ul style="list-style-type: none">• Whether the system verifies that the amount and number of documents in a batch of journal entries balance to the totals that you enter separately• Whether you require management to approve batches of documents before posting• Whether the system allows you to post batches to a prior accounting period within the current year• How the system manages invalid account numbers on journal entries• What symbols you use to identify the format of the account numbers that you enter during data entry• Whether the system uses multiple currencies and, if so, the currency method• How the system processes journal entries that cross company boundaries (intercompany settlements)
AAIs	Automatic accounting instructions (AAIs) define the rules for the chart of accounts and establish how the system creates automatic entries. If you are using the EnterpriseOne system in a multilingual environment, you can translate the descriptions of your AAIs.
User defined codes	User defined codes are codes that you can customize for your business needs. Various programs throughout the General Accounting system and other EnterpriseOne systems use these codes.
Next numbers	Next numbers establish an automatic numbering system for the documents that you enter into the system.

Prerequisite

- ❑ Set up your companies, fiscal patterns, business units, accounts, and category codes.

See Also

- ❑ *Checklist: Multicurrency Setup for General Accounting* in the *Multicurrency Guide* for information about how to set up the General Accounting system when you use multicurrency

Setting Up Constants for General Accounting

Constants provide a basic framework for how you want your General Accounting system to work. Generally, one person sets up the General Accounting constants. We recommend that you do not change constants after they have been set up because the results will be unpredictable.

Settings for constants are loaded during software initialization. Therefore, for the settings to take effect, you must restart the system after you set up or change existing constants.

Information about the General Accounting constants is stored in the Company Constants (F0010) and General Constants (F0009) tables.

Constant	Description
Batch Control Required	When you create a batch of documents, such as journal entries, you might want to verify the total number of documents and total currency amount for the batch. Doing this enables you to verify the total amount expected against the total amount entered immediately after you enter each batch.
Manager Approval of Input	The Manager Approval of Input constant enables you to specify whether management approval of batches is required before batches can be posted.
Allow PBCO Postings	<p>Circumstances might occur, especially during implementation, when you need to post batches to prior accounting periods. A constant controls whether the system allows you to do this.</p> <p>If the constant is not set to allow prior period posting, another method for posting to a prior period involves changing the current period for the company to a prior period and then posting to that period. In either case, you need to close the prior period again and process updated period-end financials for that period and subsequent periods.</p>
Allow Invalid Accounts	<p>You control whether you allow journal entries to be entered with invalid account numbers. Invalid account numbers are account numbers that have not yet been set up in the system for a business unit that already exists in the Business Unit Master table (F0006). By entering an invalid account number, you can complete a batch without exiting and losing your entries.</p> <p>If you allow an invalid account number, the system does one of the following:</p> <ul style="list-style-type: none">• Leaves the batch in an error status and unposted until you correct the invalid account number• Creates a new account dynamically if you have set up the system to do so

Constant	Description
Intercompany Settlements	<p>If your organization has transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or have the system create them automatically. You can choose one of the following intercompany settlement methods to use.</p> <ul style="list-style-type: none"> • Hub method • Detail method • Configured Hub method
Account Symbols	<p>When you enter an account number during data entry, you can use any of the following three formats:</p> <ul style="list-style-type: none"> • Business unit.object.subsidiary • Short ID (8-digit, system-assigned number) • Third account number <p>You specify the format that you are using by preceding the account number with a symbol that identifies the format. Normally, you do not specify an account symbol for the most commonly used format to allow for quicker data entry. You can also define the symbol that separates the different components of the business unit.object.subsidiary account format.</p>

Prerequisite

- ❑ Ensure that only authorized personnel can access and change the General Accounting constants.

► To set up constants for General Accounting

From the General Accounting System Setup menu (G0941), choose General Accounting Constants.

1. On System Setup, click General Accounting Constants.

PeopleSoft®

General Accounting Constants - General Accounting Constants

OK Cancel Form Tools

<input type="checkbox"/> Batch Control Required <input type="checkbox"/> Manager Approval of Input <input checked="" type="checkbox"/> Allow PBCO Postings <input checked="" type="checkbox"/> Allow Invalid Accounts	Symbol to Identify Short Number <input type="text" value="*"/> Symbol to Identify BU.Object.Sub <input type="text"/> Symbol to Identify 3rd G/L Account # <input type="text" value="J"/> Account Separator Character <input type="text" value="."/>
Intercompany Settlements <input type="text" value="2"/> <i>Detailed Interco Settlements</i>	Multi-Currency Conversion (Y, N, Z) <input type="text" value="Z"/> <input checked="" type="checkbox"/> Allow Multi-Currency Intercompany Trans

2. On General Accounting Constants, turn on the following option to require batch control:
 - Batch Control Required
3. To require management approval of batches, turn on the following option:
 - Manager Approval of Input
4. To allow posting to prior periods, turn on the following option:
 - Allow PBCO Postings
5. To allow users to enter invalid account numbers, turn on the following option:
 - Allow Invalid Accounts
6. To specify the method of intercompany settlements, complete the following field with *, 1, 2, 3, or N:
 - Intercompany Settlements
7. Enter the code or symbol that should precede the following types of account numbers during data entry:
 - Symbol to Identify Short Number
 - Symbol to Identify BU.Object.Sub
 - Symbol to Identify 3rd G/L Account #

Only one of these three fields can be blank. Use blank field for the type of account number that you typically use.
8. In the following field, specify the symbol that you want to use to separate the components of the business unit.object.subsidiary account format:
 - Account Separator Character

See Also

- ❑ *Setting Up Multicurrency Constants* in the *Multicurrency Guide* for information about the Multi-Currency Conversion (Y,N,Z) and the Allow Multi-Currency Conversion Intercompany Trans constants

Setting Up Batch Approval and Post Security

You can specify that management approve each batch of journal entries before the batch can be posted. If you do this, you must set up the following lists of users:

- Secured users – users that are restricted from approving and posting batches
- Approved by users – users that can approve and post batches for secured users.

You can restrict unauthorized users from viewing batches other than the ones they entered in the General Journal Review program (P0011).

Prerequisite

- ❑ Ensure that the constant for Manager Approval of Input is turned on in the General Accounting constants

► To set up approved users

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Approval / Post Security Constants.

1. On Batch Approval / Post Security Constants, turn on one or more of the following options:
 - G/L Batch Security
 - A/P Batch Security
 - A/R Batch Security
 - Batch Review Security
2. Choose Approved by Users from the Form menu.
3. On Work With Approved by Users, click Add.
4. On Approved by User, complete the following field and click OK:
 - Approved By User
5. On Work With Approved by Users, to run a report that lists users who can approve and post batches, choose Batch Security Rpt from the Report menu.

► To set up secured users

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Approval / Post Security Constants.

1. On Batch Approval / Post Security Constants, turn on one or more of the following options:
 - G/L Batch Security

- A/P Batch Security
 - A/R Batch Security
 - Batch Review Security
2. Choose Secured Users from the Form menu.
 3. On Work With Secured Users, click Add.
 4. On Secured User, complete the following field and click OK:
 - Secured User
 5. On Work With Secured Users, to run a report that lists users who cannot approve and post batches, choose Batch Security Rpt from the Report menu.

User Defined Codes for General Accounting

Each time that you enter a transaction for which the system creates a record, you probably need to enter a user defined code in a field. For example, when you create allocations, you must enter a user defined code that identifies a ledger type for the source and destination accounts.

The following user defined codes are used by the General Accounting system:

- Ledger type codes
- Business unit category codes
- Account category codes
- Document type codes
- Business unit type codes
- Subledger type codes
- Reconciliation codes
- Transaction codes

See Also

- *Customizing User Defined Codes* in the *Foundation Guide* for information about how to customize user defined codes

Ledger Type Codes (09/LT)

Ledger types (UDC 09/LT) define the ledgers that you maintain in the general ledger. These ledgers contain management and control information for the following:

- Statistics or units
- Budgets
- Forecasts
- Accrual basis amounts

- Cash basis amounts

The information for these ledger types is stored in the Ledger Type Master File table (F0025).

Some of the ledger types that PeopleSoft EnterpriseOne provides include the following:

- AA (actual amounts)
- AU (actual units)
- BA (budget amounts)

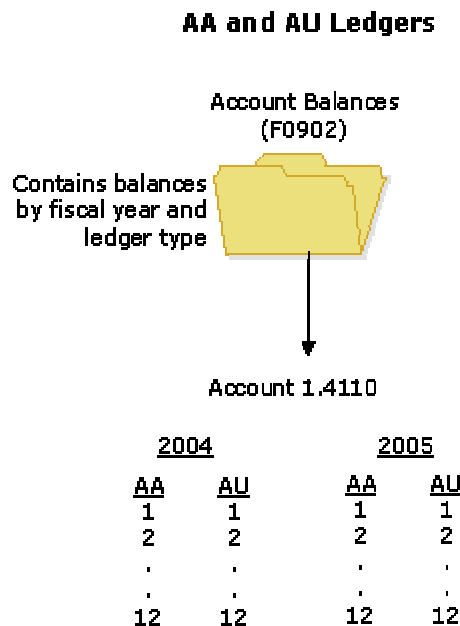
The system associates a units ledger with each primary amount ledger. For example, the AU (actual units) ledger is the units ledger that is associated with the AA (actual amounts) ledger.

When you enter a journal entry that has units, the system posts the units to the units ledger that is associated with the amount ledger. For example, if an amount is posted to the AA ledger, the units are posted to the AU ledger.

You can create additional ledger types. EnterpriseOne provides ledger types U1 through U9 and UA through UZ for your business needs. These ledger types are for your use only and cannot be overwritten or used for other purposes in future releases of EnterpriseOne software.

Example: Ledger Types

The following graphic illustrates how the Account Balances table (F0902) separates ledger types for actual amounts (AA) and actual units (AU) for each fiscal year:



Business Unit Category Codes (00/01–30)

You can classify your business units into groups for financial reporting purposes. You determine the groups and which business units belong to each group. For each group, you set up a business unit category code (UDC 00/01–30).

The 30 category codes that are used for business units are:

- Code types 01–20 - 3-character codes
- Code types 21–30 - 10-character codes

For searching purposes, you should set up a business unit category code of * or blank.

Business unit category codes are stored in the Business Unit Master table (F0006).

Account Category Codes (09/01–23)

You can combine object accounts into groups for financial reporting purposes. For each group, you set up an account category code (UDC 09/01–23). These codes describe your organizational structure for higher level or selective reporting.

Account category codes are commonly used to provide a second chart of accounts. For example, you might need a chart of regulatory accounts for government reporting as well as your internal chart of accounts. The system provides three 10-character codes that can accommodate secondary account numbers.

The 23 category codes that can be used for accounts are:

- Types 01–20 - 3-character codes
- Types 21–23 - 10-character codes

Account category codes are stored in the Account Master table (F0901).

Document Type Codes (00/DT)

You can combine similar transactions into groups by using document types (UDC 00/DT). For example, JE is the document type for journal entries. Other hard-coded document types that are used in the General Accounting system include:

- Percentage journal entries (%)
- Prior year transactions (##)
- Balance forward summary (BF)

You can set up document types that are based on your business needs. If you use cash basis accounting, for example, you must set up a document type for your cash basis entries.

Business Unit Type Codes (00/MC)

You can organize similar business units into groups by assigning them business unit type codes (UDC 00/MC). These codes are useful when you create accounts dynamically or duplicate business units.

For example, accounts that have the same business unit type codes can be duplicated automatically from a model business unit to a group of new business units.

You can also use the business unit type code to specify whether a business unit is billable by entering 10 in the Special Handling field. The Expense Management system uses billable business unit types to determine policy rules, expense account mapping, and tax mapping.

Subledger Type Codes (00/ST)

You can set up detailed auxiliary accounting within a general ledger account using subledger type codes (UDC 00/ST). A subledger type code, such as A for address book, is associated with a number, such as an employee number. Subledger type codes also control how the system validates a subledger value when you create a journal entry.

Reconciliation Codes (09/RC)

You might want to use a reconciliation code other than R (which is hard coded) during manual reconciliation if your business uses a different term for the reconciliation procedure. You can enter your own reconciliation codes in UDC 09/RC.

Transaction Codes (09/BJ)

Transaction codes are used in bank statement processing. When you enter transactions from your bank statement into the system, you assign a transaction code from UDC 09/BJ to the transaction. The transaction code identifies the type of transaction, such as a journal entry or customer payment, and specifies the detail information that the system requires for that specific transaction in order to reconcile the entry.

Setting Up System Next Numbers

When you create a document such as an invoice, a voucher, or a journal entry, you can assign a document number or let the Next Numbers program (P0002) assign one.

Next numbers is an automatic numbering feature. The Next Numbers program assigns numbers to documents using either or both of the following types of numbers:

- Standard next numbers. The system finds the next available number in the Next Numbers - Automatic table (F0002) and assigns that number to the document.
- Next numbers by company and fiscal year. The system finds the next available number by company and fiscal year, or by company only, in the Next Numbers by Company/Fiscal Year - Automatic table (F00021).

Next numbers work in conjunction with the data dictionary. Each data dictionary item that uses next numbers contains a next numbering index value that corresponds to the line number that contains the next number value for that data item.

We recommend the following when you set up next numbers:

- Do not use blank as a next number value.

- Do not change a next number. Changing the numbers can result in duplicate numbers, as well as the inability to locate previously added numbers. If you must change a next number, change it to a greater value only.
- Do not delete next number values. If you delete a next number value, you might get unexpected results.
- Do not change the sequence of the next numbers in the table. Each next number must remain on its current line because programs reference a specific line in the table. For example, in the General Accounting system, the next number for journal entries must be on the second line.

You can have the system assign check digits for any set of standard next numbers. Check digits prevent errors caused by transposition during data entry. For example, activating check digits in the address book for suppliers prevents a voucher from being assigned to the wrong supplier if digits are transposed during voucher entry. We recommend that you use check digits for next numbers only when a transposition error is likely to occur during data entry.

Note

If you choose to manually assign a document number instead of using next numbers, you must enter the number during data entry.

► To set up system next numbers

You can review the next numbers that the system assigns to documents and specify whether to assign check digits for a type of next number.

From the General Systems menu (G00), choose Next Numbers.

1. On Work With Next Numbers, choose the system that you want to review and click Select.



Set Up Next Numbers by System

OK Cancel Form Tools

System 03B Enhanced Accounts Receivable

Use	Next Number	Check Digit Used
Invoice Number	11543	<input type="checkbox"/>
Unapplied Cash	1467	<input type="checkbox"/>
Chargeback No	9100	<input type="checkbox"/>
Statement No	849	<input type="checkbox"/>
Check Number	747	<input type="checkbox"/>
Draft Number	897	<input type="checkbox"/>
Credit Memo	1045	<input type="checkbox"/>
Activity ID	849	<input type="checkbox"/>
		<input type="checkbox"/>
Payment ID	1126448	<input type="checkbox"/>

Caution: Changing the data on this screen may make it impossible to retrieve previously added addresses and may result in attempts to assign duplicate numbers.

- On Set Up Next Numbers by System, review the information supplied by the system in the following field:
 - Next Number
- Turn on the following option for each type of next number for which you want to activate check digits:
 - Chk Dgt

You should use check digits for next numbers only when a transposition error is likely to occur during data entry.

- Click OK.

► To assign next numbers by company and fiscal year

The system can assign a unique set of next numbers to invoices and other documents for a specific company and fiscal year. This is helpful if your organization needs to have a consecutive document number for each company by fiscal year.

From the General Systems menu (G00), choose Next Numbers.

1. On Work With Next Numbers, choose NN Constant from the Form menu.

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Next Numbers Constants

OK Cancel Tools

☒ Do Not Implement Next Numbers by Company / Fiscal Year.
Continue using the standard Next Numbers setup. (Method 0)

☐ Implement Next Numbers by Company/Fiscal Year.
If a company record is not set up for a document type,
a Next Number will be created and the next
number will default to 1. (Method 1)

☐ Implement Next Numbers by Company/Fiscal Year.
If a company record is not set up for a document type,
the standard Next Numbers setup will be used. (Method 2)

Note

If a next number method is already activated, and next numbers by company or document already exist, you must delete those next numbers before you can change the method or add the fiscal year.

2. On Next Numbers Constants, turn on the option for the method that you want to use and click OK.
 - If you choose Method 0, the system uses standard next numbers, and not next numbers by company. Do not complete the remaining steps.
 - If you choose Method 1, the system uses 1 as the default starting number for all companies. You can define a different starting number for the companies that you set up. Complete the remaining steps.
 - If you choose Method 2, the system uses the standard next number as the default starting number for those companies that you do not set up. You can define the starting number for companies that you set up, or let the system supply the default, which is 1. Do not complete the remaining steps.
3. On Work With Next Numbers, choose NN by Co/FY from the Form menu.
4. On Next Numbers by Co/Fiscal Year, complete the following fields and click OK:
 - Document Company
 - Doc Co
 - Do Ty

- Sm As
- Description
- Fiscal Year
- Century
- Imbed Digits
- Chk Dgt
- Next Number Range 1
- Auto Reset

Related Tasks for Next Numbers by Company and Fiscal Year

Adding a fiscal year	To add a fiscal year to a next numbers record that already exists for a company that has no fiscal year defined, you must delete the existing record and then add a new record for the company and include the fiscal year.
Removing a fiscal year	To remove a fiscal year from an existing next numbers record for a company and fiscal year, you must delete the existing record and then add a new record for the company with no fiscal year defined.

Automatic Accounting Instructions

Automatic accounting instructions (AAIs) are rules that define the relationships between your day-to-day accounting functions and your chart of accounts. Each system that interfaces with the General Accounting system has AAIs.

In the General Accounting system, AAIs can be used to do the following:

- Determine how the post program creates journal entries for intercompany settlements.
- Determine how the system distributes journal entries so that each company maintains a zero net balance.
- Debit an Accounts Receivable trade account or credit an Accounts Payable trade account when you are posting invoices or vouchers. AAIs eliminate the need to enter offsetting accounts manually or to know which offset account to update at the time of posting.
- Provide journal entries for many different kinds of transactions in the Sales Order Management and Procurement systems.
- Identify accounts that post to fixed assets and equipment in the Fixed Assets system, and create asset master records, depreciation account records, and other transactions.

Because the PeopleSoft EnterpriseOne software includes AAIs, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up others as needed.

Each AAI is associated with a specific general ledger account that consists of a business unit, object, and optionally, a subsidiary.

AAI Prefixes and Suffixes

Automatic accounting instruction (AAI) items with a common purpose have a similar prefix. Typically, the prefix is two or three characters. Each software system has its own rules for prefixes, so be sure that you understand the rules for the systems that you are working with.

To allow for flexibility, some AAIs use a suffix (characters that follow the item name or prefix) that can be from one to four characters. The length of the suffix is limited by the length of the prefix. An AAI, including the suffix, cannot be more than six characters. In many systems, a three-character suffix identifies the currency code of the accounts that make up the AAI.

In the General Accounting system, the suffix is commonly used as follows:

- The *x* suffix on a three-character AAI item, such as GLG1, GLG2, and GLG3, identifies general purpose accounts, beginning assets, and beginning liabilities, respectively, in your chart of accounts.
- The *xx* suffix on a four-character AAI item identifies the beginning and end of account ranges for a particular transaction. For example, GLRC01 and GLRC02 identify the beginning and end of a range of accounts to be reconciled.

In the Accounts Payable system, the suffix is commonly used as follows:

- The *xxxx* suffix identifies the general ledger offset accounts to use for particular transactions, such as PREP for prepayments or WHLD for withholding taxes payable.
- The *xxxx* suffix (from one to four characters) attached to AAI item PB identifies alternate bank accounts.
- The *xxxx* suffix identifies type of 1099 return, box number, and range of accounts to be used in the G/L method of 1099 processing. For example, for AAI item PXA101, A identifies the 1099-MISC form, 1 identifies box 1 on the form, and 01 is the beginning of an account range.
- The *xx* suffix identifies a range of accounts, with odd numbers being the beginning of a range and even numbers being the end.

In the Accounts Receivable system, the suffix is commonly used as follows:

- The *xxxx* suffix (from one to four characters) identifies general ledger offset accounts to use in particular transactions, such as NOTE for notes receivable, EMP for employee accounts receivable, or UC for unapplied receipts.
- The *xxxx* suffix identifies the accounts receivable offset account to which invoice and receipt amounts are posted.
- The *xx* suffix identifies the expense account associated with a type of adjustment. The *xx* suffix for a type of adjustment must match the reason code, for example, MW for minor write-offs or BD for bad debt.

In the Fixed Assets system, the suffix *xx* is commonly used to identify the beginning or end of a range of accounts.

Default AAIs

Systems that use automatic accounting instructions (AAIs) use a combination of company number and AAI item to determine which account to use in a particular situation. You can create AAIs for each unique combination of company and G/L offset code that you anticipate using.

Your system includes AAIs that are already assigned to company 00000. You can customize them for your company, business unit, or object account setup. You can assign any valid account to the default AAIs for company 00000. If the system cannot find an AAI for a specific company, it uses the one for company 00000. You do not need to set up an AAI for any company that uses the default.

Example: AAI Item PC

AAI item PC, used in Accounts Payable to identify an offset account for payable transactions, can use the default for company 00000 or it can use a full account structure of business unit.object.subsidiary. If you use the default, you can leave the business unit blank on the AAI, and the system will do the following:

- Find an AAI that has the company number and use the business unit on the AAI for that company. If no business unit exists on the AAI with the company number, the system will do the following:
- Locate the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for the company. If no AAI for the company exists, the system will do the following:
- Locate the AAI for company 00000 and use the corresponding account. If no business unit exists on the AAI for company 00000, the system will locate the voucher, find its business unit, and attach that business unit to the object and subsidiary on the AAI for company 00000.

Account Ranges

When the system validates account ranges for AAIs, it reads and sorts alphabetic characters before numeric characters. If you use alphabetic characters in object accounts, be sure to define complete AAI account ranges that include both alphabetic and numeric characters. An alphabetic character should begin each range. A subsidiary comprising the number 99999999 generally ends each range.

The following example shows a range that includes all possible objects. AAI item CR01 represents the beginning of the range and AAI item CR02 represents the end of the range:

AAI	Company	Business Unit	Object	Subsidiary
CR01	00001	blank	AAAA	blank
CR02	00001	blank	9999	99999999

The AAI item that begins the first range in a series, such as item CR, should have a suffix of 01 (for example, CR01), and the AAI item that ends the range should have a suffix of 02 (for example, CR02).

Always use consecutive suffixes to define ranges. In the example above, CR03 would begin the second range, and CR04 would end the second range. Do not skip CR03 and CR04 and start the second range with CR05. If the system searches the AAIs for an account and finds a gap in the range

numbering, it stops the search. Although AAI items with ranges must be consecutive, the object accounts associated with those AAIs can be in any order.

You can exclude specific account numbers from an AAI account range by defining two ranges. The easiest way to keep track of these exclusions is to set up ranges so that the first range ends *before* the excluded numbers and the second range begins *after* the excluded numbers.

AAIs for General Accounting

The name of an AAI item, such as GLG, is hard coded. Each AAI item includes a general ledger account that consists of a business unit, object, and subsidiary, and is mapped to your chart of accounts.

In the General Accounting system, AAIs determine how to distribute general ledger entries that the system generates. The AAIs in the General Accounting system are used to define the following:

- General purpose accounts, including retained earnings
- Financial statement totals
- Speed codes
- Account summarization
- Reconcilable ranges
- Prior year account purges
- Hub company and accounts for intercompany accounts

Information about AAI items is stored in the Automatic Accounting Instructions Master table (F0012).

See Also

- ❑ In the *General Accounting Guide*:
 - ❑ *Setting Up Intercompany AAIs for the Hub Method*
 - ❑ *Setting Up Intercompany AAIs for the Detail and Configured Hub Methods*
- ❑ *Setting Up Multicurrency AAIs for General Accounting in the Multicurrency Guide*

General Purpose Accounts

The automatic accounting instructions (AAIs) for GLGx define account ranges for the different categories in your chart of accounts. For example, the account range for assets (GLG2) might begin with object account 1000, the account range for liabilities (GLG3) might begin with object account 2000, and so on. AAI items GLGx are used primarily for financial reporting.

The following table shows the information that you need in order to set up AAI item GLG1:

AAI Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLG1	General Purpose Accounts	00000	Not used	Required	Optional	1.010

You set up AAI items GLGx for company 00000 only. (The system assumes that your account structure is consistent across all companies.) The exception is AAI item GLG4, which you must set up for each company because it defines the retained earnings account.

The following table describes AAI items GLGx and their setup considerations:

AAI	Setup Considerations
GLG2	The beginning account range for assets. Enter the object account only.
GLG3	<p>The beginning account range for liabilities and equities. Enter the object account only.</p> <p>You can use this AAI item to reverse the sign on financial reports.</p>
GLG4	The account number for retained earnings. Enter the object account. The business unit is optional.
GLG5	<p>The ending account number for year-to-date income and loss. Enter the object account only.</p> <p>This account number should indicate the last balance sheet account, which must be nonposting. The system uses this AAI item in the balance sheet to ensure that assets are equal to liabilities plus equity (a calculated figure).</p>
GLG6	<p>The beginning account range for revenue. Enter the object account only.</p> <p>The system uses this AAI item for automatic sign reversal on reports and to calculate the percentage of revenue on some reports and the retained earnings for the G/L annual close.</p>
GLG7	<p>The ending account range for revenue. Enter the object account and, if applicable, the subsidiary.</p> <p>The system uses this AAI item for automatic sign reversal and to calculate the percentage of revenue on some reports.</p>
GLG8	The beginning account range for cost of goods. Enter the object account only. You can use this AAI item to reverse the sign of expense accounts on some financial reports.
GLG9	The ending account range for cost of goods. Enter the object account and, if applicable, the subsidiary.
GLG11	<p>The beginning account range for other income. Enter the object account only.</p> <p>You can use this item to reverse the sign of income accounts on some financial reports.</p>

AAI	Setup Considerations
GLG12	<p>The account for ending profit and loss (income statement), which is used to calculate retained earnings for the G/L annual close. Enter the object account and, if applicable, the subsidiary. If you do not enter an object account, the system uses account 999999.</p> <p>Revenues (GLG6)</p> <p><u>+Expenses (GLG12)</u></p> <p>Retained Earnings (GLG4)</p> <p>Revenues (GLG6) + Expenses (GLG12) = Retained Earnings (GLG4)</p>
GLG13	<p>The beginning account range for other expenses. Enter the object account only.</p> <p>You can use this AAI item to reverse the sign of other expense accounts on some financial reports.</p>

AAI Items GLG11 and GLG13

Do not leave the beginning range for GLG11 (other income) blank. If you do not want to enter an account, enter the same account number as the beginning range for GLG13 (other expenses).

If you do not want to enter an account number in the beginning range of either GLG11 or GLG13, enter the same account number as the beginning range for GLG12 (ending profit and loss accounts).

Retained Earnings

AAI item GLG4 defines the account that the system uses for the retained earnings of each company. The account must be a posting account that allows machine-generated entries. During the G/L annual close, the system posts retained earnings to the account assigned to AAI item GLG4.

We recommend that you use the company number for the business unit number on the balance sheet so that, for example, company 00100 uses the default of business unit 100. If your companies and business units are set up this way, you need to set up only one GLG4 item. If your company number is different from the business unit number on your balance sheet, you must set up AAI item GLG4 for each company and specify each company's balance sheet business unit.

GLG4 is the only AAI item for general purpose accounts that you can set up by company. All other general purpose items are set up only for company 00000.

The system searches AAI item GLG4 for the appropriate company and item combination to determine the retained earnings account. For example, if you close company 00100, the system uses GLG4 for company 00000 or business unit 100 and the specified retained earnings object account to post the retained earnings amount.

Financial Statement Totals

When you produce financial statements, the system creates report subtotals based on AAI items FSxx. These AAI items, which are used for profit and loss accounts only, are optional. Do not use AAI items FSxx for accounts other than profit and loss accounts or your financial statement results will be

unpredictable. Your account numbers must be consistent across all companies for your reports to be meaningful.

The subtotal for each AAI item (FS01 through FS98) prints before the specified account range on your financial statement. The following examples are subtotals that might appear on an income statement:

- Gross Margin
- Operating Income
- Net Profit Before Taxes
- Net Income (Loss)

You can specify the text that you want to appear for each subtotal in the first description line under the heading Account Use Description on the Set Up Single AAI Item form.

The following table shows the information that you need to set up AAI item FS01:

AAI Item	Description	Business Unit	Object	Subsidiary	Sequence Number
FS01	Financial Statement Totals	Not used	Required	Optional	1.130

Follow these guidelines when setting up AAI item FSxx:

- Set up AAI item FSxx only for company 00000.
- Do not enter a business unit in the Business Unit field.
- To avoid unpredictable results, do not enter an object account to which the system posts transactions.
- Do not set up AAI item FSxx for balance sheet accounts.

For each financial statement, PeopleSoft provides a report version with subtotals based on AAI items FSxx. You must select the report version that contains the subtotals. For example, select the report version Income Statement by Branch with AAI Subtotals instead of Income Statement by Branch for the Simple Income Statement report (R10211B) to print subtotals for AAI items FSxx.


AAI Item FS99





AAI item FS99 provides the net income wording on your financial statements and specifies whether to print a single or double line before or after the report totals. For AAI item FS99, the text that you enter on the first line under Account Use Description on the Set Up Single AAI Item form is the description that prints on the last line of your financial statement. Unlike most other AAIs, AAI item FS99 does not require account information.

Note

EnterpriseOne financial statements provide a processing option that allows you to specify whether the system calculates net income. If you enter 1 for the processing option and you also set up AAI item FS99, the system prints two net income lines on the financial statement. To prevent two net income lines from printing on the financial statement, either set up AAI item FS99 or enter 1 in the processing option.

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 **Automatic Acctg Instructions - Set Up Single AAI Item**

OK Cancel Form Tools
   

Item Number	FS99	Company	00000
System	09	Sequence No.	1.180

Account Codes	Required	Optional	Not Used
Business Unit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Object Account	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subsidiary	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Account Use Description

Net Income (Loss)
Special wording for "Bottom
Line " total of P&L as defined
by the first line of descript
*AFTER(=)

To print single or double lines before or after the report totals, enter one of the following values on the fourth or fifth line under the Account Use Description heading on the Set Up Single AAI Item form:

Value	Description
*BEFORE(-)	Prints a single line before the totals.
*BEFORE(=)	Prints a double line before the totals.
*AFTER(-)	Prints a single line after the totals.
*AFTER(=)	Prints a double line after the totals.

Speed Codes

The AAI items for SP x define one-character speed codes that you can use instead of the standard combination of business unit.object.subsidiary for a general ledger account.

You can use a speed code to replace the entire business unit.object.subsidiary, the object number and subsidiary, or the object number only. You cannot set up a speed code to replace only the subsidiary.

The following table shows the information that you need in order to set up AAI item SP x :

AAI Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
SP x	Speed Code		Optional	Required	Optional	1.289

Speed codes can be company specific if you enter the business unit in the AAI item.

The x in the speed code item is a user-defined single character. We recommend that you use only alphabetic characters (letters A through Z) in this field if your business units are numeric.

If you use a flexible format for your chart of accounts, you cannot use AAI speed codes. After you set up the speed codes, you must exit and then restart your EnterpriseOne system before you can enter speed codes instead of account numbers.

Example: Speed Codes

In the following example for AAI item SPB, only the object account is defined as a speed code. During data entry, you type a business unit and subsidiary (if appropriate). For example, if you enter 1.B, the system reads it as 1.1110.

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Automatic Acctg Instructions - Set Up Single AAI Item

OK Cancel Form Tools

Item Number Company

System Sequence No.

Account Codes	Required	Optional	Not Used
Business Unit <input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Object Account <input type="text" value="1110"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subsidiary <input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Account Use Description

Account Summarization

The AAI items GLSMxx define account ranges that you do not want to summarize. For example, if you do not want liquid asset accounts summarized, you might set up an account range as follows:

- GLSM01 - Object 1000
- GLSM02 - Object 1199, Subsidiary 99999999

You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLSM01. We recommend that you end the first range with GLSM02, which is the next consecutive number. Define the next range, if needed, to begin with GLSM03 and end with GLSM04, and so on.

The following table shows the information that you need in order to set up AAI item GLSMxx:

AAI Item	Description	Business Unit	Object	Subsidiary	Sequence Number
GLSMxx	Bypass Summarization Accounts	Not used	Required	Optional	1.300

Reconcilable Ranges

The AAI items GLRCxx define ranges of accounts that you want to reconcile as part of your account reconciliation process. You must reconcile these accounts before you can summarize them.

You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLRC01. We recommend that you end the first range with GLRC02, which is the next consecutive number. Define the next range, if needed, to start with GLRC03 and end with GLRC04, and so on.

The following table shows the information that you need in order to set up AAI item GLRCxx:

AAI Item	Description	Business Unit	Object	Subsidiary	Sequence Number
GLRCxx	Reconcilable Ranges	Not used	Required	Optional	1.400

Prior Year Account Purges

The AAI items for GLPRxx define account ranges that you do not want to purge.

You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLPR01. We recommend that you end the first range with GLPR02, which is the next consecutive number. Define the next range, if needed, to begin with GLPR03 and end with GLPR04, and so on.

The following table shows the information that you need in order to set up AAI item GLPRxx:

AAI Item	Description	Business Unit	Object	Subsidiary	Sequence Number
GLPRxx	Bypass Purge Accounts	Not used	Required	Optional	1.440

Working with AAI

Because the PeopleSoft EnterpriseOne system already has automatic accounting instructions (AAIs) in place, you must verify that they are appropriate for your business needs. You can revise existing AAI's and set up additional AAI's as needed.

Before you revise or set up AAI's, review the existing information. For each AAI item, verify that a default AAI item exists for company 00000. For each company requiring specific instructions, verify that a company, business unit, and object account exist.

Depending on your needs, you can review, revise, and set up AAI's on either of the following forms:

- Set Up Single AAI Item – this form displays all of the detail for one AAI at a time.
- Set Up Multiple AAI Items – this form displays the detail for more than one AAI item at a time, which might be more useful if you have multiple items to review, revise, or set up.

Although the procedures for using these two forms are similar, the sequence and names of some fields are different.

Prerequisite

- ❑ Set up your chart of accounts. See *Creating Your Chart of Accounts* in the *General Accounting Guide*.

► To review and revise a single AAI

Use one of the following navigations:

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, do one of the following:
 - To view a list of AAI items for an application, click Find if necessary.
 - To begin the list of AAI items with a specific sequence number, complete the following field and click Find:
 - Sequence No.
AAIs for the Accounts Receivable system have sequence numbers that begin with 3. Those for the Accounts Payable system have sequence numbers that begin with 4. Those for the General Accounting system have sequence numbers that begin with 1.
2. To narrow your search, enter additional search criteria in the QBE row and click Find.
3. Choose an AAI item and click Select.
4. On Set Up Single AAI Item, review the following fields and, if applicable, change them as needed:
 - System
 - Sequence No.
 - Business Unit
 - Object Account
 - Subsidiary

You cannot change the following fields for existing AAI items:

 - Item Number
 - Company
5. Click OK.

If you enter a business unit in the Business Unit field, the system validates the object account and subsidiary against the Account Master table (F0901) when you click OK. If the object account and subsidiary do not exist in the F0901 table for the specified business unit, the system generates an error message. If, however, you do not enter a business unit in the

Business Unit field, the system does not validate object account and subsidiary information against the F0901 table.

You can change the value in the Business Unit, Object Account, and Subsidiary fields if that portion of the account was originally defined as required or optional. You cannot change the value if the Business Unit, Object Account, or Subsidiary field was originally defined as not used unless you first change the Not Used option to Required or Optional. We recommend that you not change the Required, Optional, and Not Used options on existing AAI items.

► To review and revise one or more AAIs

Use one of the following navigations:

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, click Find to review a list of AAI items, if necessary.
2. To review and revise multiple AAI items, choose an item and then choose Multiple AAIs from the Row menu.

Seq. No.	Item No.	Co	Business Unit	BU Op	Obj Acct	Obj Op	Sub	Sub Op	Description Line 1	Description Line 2
1.245	ICCC	00000		R	1291	R		O	Intercompany Settlement	Default Account
1.245	ICCC	00001		1 R	1291	R		O	Intercompany Settlement	Account for Company 1
1.245	ICCC	00020		21 R	1291	R		O	Intercompany Settlement	Account for Company 20
1.245	ICCC	00028		28 R	1170	R		R	Intercompany Settlement	Account for Company 28
1.245	ICCC	00050		50 R	1291	R		O	Intercompany Settlement	Account for Company 50
1.245	ICCC	00060		60 R	1291	R		O	Intercompany Settlement	Account for Company 60
1.245	ICCC	00070		70 R	1291	R		O	Intercompany Settlement	Account for Company 70
1.245	ICCC	00075		75 R	1291	R		O	Intercompany Settlement	Account for Company 75
1.245	ICCC	00077		77 R	1291	R		O	Intercompany Settlement	Account for Company 77
1.245	ICCC	00080		80 R	1291	R		O	Intercompany Settlement	Account for Company 80

3. On Set Up Multiple AAI Items, verify the value in the following field in the header area of the form:

- Item Number

To review all AAI items, type * in this field. To narrow your search, type an initial letter followed by * in the Item No. field in the QBE row.

4. Review the following fields and, if applicable, change them as needed:

- Seq. No.

- Business Unit
- Obj Acct
- Sub

You can change the value in the Business Unit, Object Account, and Subsidiary fields if that portion of the account was originally defined as required or optional. You cannot change the value if the Business Unit, Object Account, or Subsidiary field was originally defined as not used unless you first change the Not Used option to Required or Optional on the Set Up Single AAI Item form. To access this form and change an option, choose Detail from the Row menu. We recommend that you not change the Required, Optional, and Not Used options on existing AAI items.

- Description Line 1
- Description Line 2
- Product Code

Do not change the following fields for existing AAI items:

- Item No.
- Co

5. Click OK.

If you enter a business unit in the Business Unit field, the system validates the object account and subsidiary against the Account Master table (F0901) when you click OK. If the object account and subsidiary do not exist in the F0901 table for the specified business unit, the system generates an error message. If, however, you do not enter a business unit in the Business Unit field, the system does not validate object account and subsidiary information against the F0901 table.

► To set up AAIs

After you review and revise the existing AAIs for your business needs, you might need to set up additional AAI items.

You must use a valid item number when you set up an AAI. The Description and Subsidiary fields are optional for all AAIs. The Business Unit field is optional for some AAI items. If a business unit is not entered for an AAI, the business unit of the invoice or voucher is used in conjunction with the object and subsidiary entered for the AAI.

Use one of the following navigations:

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, do one of the following:

- To set up one AAI item, click Add.
- To set up multiple AAI items, choose an item and then choose Multiple AAIs from the Row Menu.

Note

The Set Up Multiple AAI Items form is useful for adding and changing AAIs because you can review more than one AAI item at a time.

2. On Set Up Single AAI Item or Set Up Multiple AAI Items, complete the following fields and then click OK:

- Item Number
- Co
- System

On Set Up Multiple AAI Items, this field is called Product Code.

- Sequence No.
- Business Unit
- Obj Acct
- Sub
- Description Line 1

► **To copy an AAI**

When you copy an existing AAI, the system retains the existing AAI and adds a new one. This procedure is an efficient way to set up a new AAI.

Use one of the following navigations:

From the Accounts Receivable Setup menu (G03B41), choose Automatic Acctg Instructions.

From the Accounts Payable Setup menu (G0441), choose Automatic Acctg Instructions.

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

From the Plant & Equipment Management Setup menu (G1341), choose Automatic Accounting Instructions.

1. On Work With Automatic Accounting Instructions, choose an existing AAI and click Copy.
2. On Set Up Single AAI Item, enter the values for the new AAI item in the following fields and click OK:
 - Item Number
 - Company
 - System
 - Sequence No.

- Business Unit
- Object Account
- Subsidiary
- Description Line 1

► To translate AAIs

Multinational businesses have the option to translate the descriptions of their AAIs. The descriptions work in conjunction with the language specified for each person who uses the system. For example, when a French-speaking user accesses an AAI that has a French translation, the description appears in French.

You cannot see the translated AAIs directly from the Automatic Accounting Instructions Master table (F0012), but you can see them from reports and online inquiries and programs that access text from the master table. Translation information is stored in the AAI Alternate Description Master table (F0012D).

From the General Accounting System Setup menu (G0941), choose Translate AAIs.

AAI	From Description 01	To Description 01
<input type="checkbox"/>	Netting Suspense Account	
<input type="checkbox"/> GT	Journal Entry with VAT	
<input type="checkbox"/> GV	Unrealized gain on Monetary	
<input type="checkbox"/> GW	Unrealized loss on Monetary	
<input type="checkbox"/> HRLT	Ledger Type Where Budget	
<input type="checkbox"/> HRSB	Beginning Salary Range	
<input type="checkbox"/> HRSE	Ending Salary Range	
<input type="checkbox"/> ICC	Intercompany Settlement	
<input type="checkbox"/> P3I	Promotional Fund Voucher	
<input type="checkbox"/> PB	Default Bank Account	

1. On Work with Companies, click Find to display a list of companies.
2. Choose a company and then choose Translate AAI's from the Row menu.

3. On Translate AAI Descriptions, complete the following fields:
 - From Language
 - To Language
4. To skip to a specific AAI, complete the following field in the detail area of the form and click Find:
 - AAI
5. Complete the following field for each AAI:
 - To Description 01
6. To add more translated text to an AAI, choose Expanded Desc from the Row menu.

PeopleSoft®

Translate AAI Descriptions - Review Expanded AAI Descriptions

OK Cancel Tools

Company 00001 Financial Distribution From Language E English

AAI ICCC To Language F French

From Description:

Intercompany Settlement

Account for Company 1

To Description:

7. On Review Expanded AAI Descriptions, enter additional text in the To Description fields and click OK.
8. On Translate AAI Descriptions, click OK.

You must click OK on Translate AAI Descriptions for any additions or changes to take effect. For example, if you add an expanded description and click OK on Review Expanded AAI Descriptions, you must also click OK on Translate AAI Descriptions. If you click Cancel, the system does not accept your changes.

► To review translated AAIs in multiple languages

From the General Accounting System Setup menu (G0941), choose Automatic Acctg Instructions.

On Work With Automatic Accounting Instructions, choose an AAI and then choose Translate AAI from the Row menu.

On the AAI Translations form, the system displays AAI descriptions for each language in which a translation has been entered.

Processing Options for Automatic Accounting Instructions (P0012)

Sequence No.

Enter the desired values and press OK to continue.

Enter the Starting Sequence Number

Setting Up Ledger Type Rules for General Accounting

The General Accounting system includes different types of ledgers, which are used for statistical purposes to track units, to maintain budgets, to control the annual close, and so on. You must set up financial rules for each ledger that you define in UDC 09/LT. The rules that you set up are consolidated on one form, which you access from the Ledger Type Master Setup program (P0025).

The financial rules for ledger types are stored in the Ledger Type Master File (F0025).

► To set up ledger type rules for General Accounting

From the General Accounting System Setup menu (G0941), choose Ledger Type Master Setup.

1. On Work with Ledger Types, choose the ledger for which you want to set up rules and click Select.

The screenshot shows the PeopleSoft interface for the 'Ledger Type Master Setup - Ledger Type Rules Setup' form. The form is titled 'Ledger Type Master Setup - Ledger Type Rules Setup' and has two tabs: 'Work with Ledger Types' and 'Ledger Type Rules Setup'. The 'Ledger Type Rules Setup' tab is active. The form contains several sections:

- Ledger Type:** A dropdown menu showing 'AA' and the text 'General Ledger'.
- Units Ledger Type:** A dropdown menu showing 'AU' and the text 'General Ledger Units'.
- Financial Rules:** A section with six checkboxes:
 - ☒ Close to Retained Earnings Account
 - ☒ Ledger is Required to Balance
 - ☒ Create Intercompany Settlements
 - ☐ Prevent Direct Balance Update
 - ☐ Roll Original Budget to Next Year
 - ☐ Override Budget "Do Not Spread" Code
 - ☐ Use as Restatement "To" Ledger
 - ☐ Prevent Creation of Journal Entry
- Ledger Comparison Column Titles:** A section with two text boxes:
 - Upper: Actual
 - Lower: Amounts
- Ledger Currency:** A section with a text box labeled 'Denominated Currency Code'.

2. On Ledger Type Rules Setup, complete the following field to assign a corresponding unit ledger:

- Units Ledger Type

With the exception of the AZ ledger, you typically set up the unit ledger type with the same first character as the actual amounts ledger type to which it applies. For example, the units ledger for AA is AU. You can set up a units ledger to be used with any of the ledgers that you set up in UDC 09/LT. However, unit ledger types FU, HU, and IU can be used only with the FA, HA, and IA ledgers, respectively. For example, you cannot set up an FX ledger for actual amounts and use it with the FU ledger for units.

3. Turn on any of the following options that apply to the ledger type with which you are working:

- Close to Retained Earnings Account

This option specifies whether the Annual Close program (R098201) closes accounts in this ledger to a retained earnings account.

- Ledger is Required to Balance

This option specifies whether this ledger is required to balance. You must turn on this option for the AA, CA, and AZ ledgers.

- Create Intercompany Settlements

This option specifies whether to allow intercompany settlements for this ledger. You must turn on this option for the AA, CA, and AZ ledgers; otherwise, the system issues an error message.

- Prevent Direct Balance Update

This option allows you to control whether to allow updates to this ledger. Specifically, this option controls whether the system prevents direct balance updates to this ledger. If you turn on this option, you cannot change, delete, or add to account balances in the Account Balances table (F0902). You must turn on this option for the AA, CA, and AZ ledgers; otherwise, the system issues an error message. If you turn off this option, you can update account balances in the F0902 table.

For example, if you are entering amounts for ledger type BA, you will turn off this option so that you can enter amounts using the budget programs and then when finished, you might turn on this option to prevent future updates to the F0902 table.

- Roll Original Budget to Next Year

This option specifies whether the Annual Close program rolls the original budget to the next year. This option is used by the Job Cost system.

- Override Budget "Do Not Spread" Code

This option specifies whether you can override the DNS budget pattern code that is set at the account level.

- Prevent Creation of Journal Entry

This option allows you to control whether to allow updates to this ledger. Specifically, this option controls whether the system prevents the creation of journal entries for this ledger. If you turn on this option and try to create a journal entry for this ledger type, the system issues the error message Cannot create JE for Ledger Type.

You cannot turn on this option for the AA, CA, or AZ ledger; the system issues an error message.

4. Complete the following fields to create a ledger description for column headings on reports and forms and click OK:

- Upper
- Lower

Note

For information about the Use as Restatement “To” Ledger option and the Denominated Currency Code field, see the following tasks in the *Multicurrency Guide*:

- *To set up ledger type rules for balance restatement*
 - *To set up ledger type rules for detailed currency restatement*
 - *To set up ledger type rules for “as if” restatement*
-

See Also

- ❑ *Setting Up Ledger Types for Job Cost* in the *Job Cost Guide* for more information about how to set up ledger type rules for the Job Cost system
- ❑ *Setting Up Ledger Type Rules for Fixed Assets* in the *Fixed Assets Guide* for more information about how to set up ledger type rules for the Fixed Assets system

Intercompany Settlements

If your organization has transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. You create intercompany settlements to ensure that each company's net balance equals zero (that is, debits equal credits). You can either create these settlements yourself or have the system create them automatically. You choose the method of intercompany settlements to use.

The following methods of creating intercompany settlements are available:

- Hub method
- Detail method
- Configured Hub method

When you post using the hub, detail, or configured hub method for intercompany settlements, the system creates journal entries for intercompany settlements based on AAIs. Two AAI items exist for intercompany settlements. Depending on the method that you choose, you must set up one or both.

The system tracks settlements through subledgers. Each company involved in an intercompany settlement has an automatic offset to the appropriate intercompany account with the subledger equal to the address book number of the offsetting company. The system uses the subledger field to record the other company that is involved in the transaction. The subledger type is A (address book), and the companies must be set up in the Address Book system.

We recommend that you manually reconcile intercompany settlements on a periodic basis. To do this, run the Companies in Balance and Intercompany Accounts in Balance integrity reports.

See Also

- ❑ *Setting Up Intercompany AAIs for the Hub Method and Setting Up Intercompany AAIs for the Detail and Configured Hub Methods* in the *General Accounting Guide* for more information about the specific AAIs required for each method.
- ❑ *Working with AAIs* in the *General Accounting Guide* for more information how to set up AAIs.
- ❑ *Setting Up Companies for Intercompany Settlements* in the *General Accounting Guide* for more information about how you must set up your companies in the address book for intercompany settlements.
- ❑ *Correcting Company Imbalances and Correcting Intercompany Account Imbalances* in the *General Accounting Guide* for more information on manually reconciling intercompany settlements.
- ❑ *Multicurrency Intercompany Settlements* in the *Multicurrency Guide* for information on intercompany settlements in multiple currencies.

Which Method You Should Use

Hub Method

When you choose the hub method, the system creates summarized journal entries by batch and G/L date between a hub (main) company and related subsidiary companies. The hub method is more commonly used than the detail method. You can have only one hub company. The system reconciles transactions between subsidiary companies through the hub company.

Detail Method

When you choose the detail method, the system creates detailed journal entries by document between companies, using the company on the first line of a journal entry as the hub company. Because no designated hub company exists, the system reconciles transactions between the companies involved.

The detail method could create more records in the Account Ledger table (F0911) than the hub method when you post entries. The detail method is commonly used by companies and government agencies that want or need a detailed audit trail.

Note

For Accounts Receivable and Accounts Payable, the system uses the company number on the invoice or voucher as the hub company.

Configured Hub Method

Your organization might need to settle transactions across companies in a manner that does not conform to the detail method or the hub method of intercompany settlements. For example, you might have two hub companies in the same environment at the same time. Each hub company would have its own set of companies within its hub. Or you might need to designate one hub company for certain intercompany settlements and a different hub company for other settlements.

Configured hubs are groups of companies that your organization can define, or configure, to accommodate intercompany settlements. When you configure a hub, you define the relationships between the companies in the hub. You also designate which company in the hub can settle transactions with other hubs. The designated hub company is the only company that can make intercompany settlements with other hub companies. The system uses your configured hub definitions to ensure that only authorized intercompany settlements occur.

Two methods of settlement within the relationship for a configured hub are available:

- **Modified Hub.** All companies in the hub can settle only through a single company (designated as the hub company) in the hub
- **Modified Detail.** All companies in the hub can settle through any other company in the hub. A hub company is not designated in this method.

When you use the configured hub method for intercompany settlements, the system will validate the user defined intercompany settlement relationships at the document level.

The system maintains configured hub information in the Inter/Intra Company Account Relationships table (F09190).

Note

If your organization uses multiple currencies, you must use either the detail or configured hub method for intercompany settlements. See Multicurrency Intercompany Settlements in the Multicurrency Guide.

See Also

- ❑ The following topics in the *General Accounting Guide* for examples of how the system creates automatic intercompany settlement entries when you use each of the three methods:
 - ❑ *Examples for the Hub Method*
 - ❑ *Examples for the Detail Method*
 - ❑ *Examples for the Configured Hub Method*

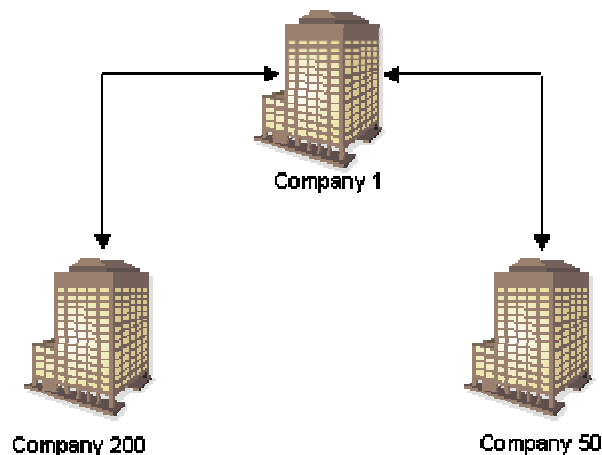
Examples for the Hub Method

The following examples show three scenarios of how the system creates the automatic entries for intercompany settlements using the hub method. The first example shows the entries that the system creates when you enter a journal entry between two companies. The second example shows the entries that the system creates when you enter a journal entry between three companies. The third example shows how the system creates summarized entries when you enter two journal entries in one batch.

Example: Journal Entry between Two Companies

In the following example, company 200 accrues a liability incurred by company 50. Accounts for these companies are cleared through the hub, company 1. In the journal entries, assume that the business unit on the balance sheet matches the company number.

Journal Entry Between Two Companies – Hub Method



You enter the following journal entry:

Document	Company	Account	Description	Debit	Credit
JE 1000	50	50.8150	Expenses	500	
JE 1000	200	200.4110	Accounts Payable		500

When you post this journal entry, the system automatically generates the following intercompany entries:

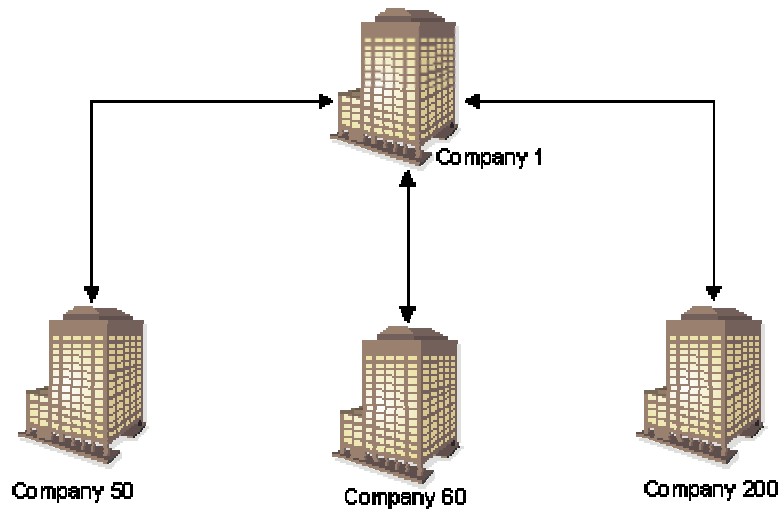
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1212	50	50.1291/00000001/A	Intercompany Receivables/Payables		500
AE 1212	1	1.1291/00000050/A	Intercompany Receivables/Payables	500	
AE 1212	200	200.1291/00000001/A	Intercompany Receivables/Payables	500	
AE 1212	1	1.1291/00000200/A	Intercompany Receivables/Payables		500

- The highlighted rows in the chart above are entries to the hub (company 1) from companies 50 and 200.
- The entries to the hub company use a subledger that is equal to the company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (1, 50, and 200) and object account (1291) are determined by the ICC and ICH AAs.
- The system creates the automatic entries with a document type of AE (automatic entry), a document number equal to the batch number of the journal entry, and a G/L date equal to the last day of the accounting period.

Example: Journal Entry between Three Companies

In the following example, company 200 accrues liabilities incurred by companies 50 and 60. Accounts for these companies are cleared through the hub, company 1. In the journal entries, assume that the business unit on the balance sheet matches the company number.

Journal Entry Between Three Companies – Hub Method



You enter one journal entry that involves more than two accounts, but does not involve the hub company:

Document	Company	Account	Description	Debit	Credit
JE 2000	50	50.8150	Expenses	300	
JE 2000	60	60.1800	Prepaid Expenses	200	
JE 2000	200	200.4110	Accounts Payable		500

When you post the entry, the system generates the following intercompany entries:

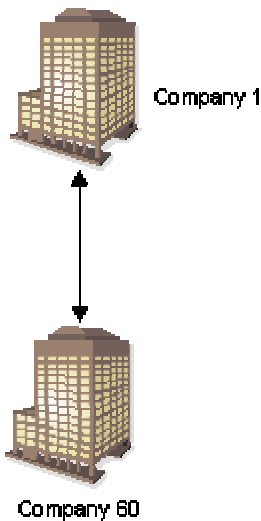
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1213	60	60.1291/00000001/A	Intercompany Receivables/Payables		200
AE 1213	1	1.1291/00000060/A	Intercompany Receivables/Payables	200	
AE 1213	50	50.1291/00000001/A	Intercompany Receivables/Payables		300
AE1213	1	1.1291/00000050/A	Intercompany Receivables/Payables	300	
AE 1213	200	200.1291/00000001/A	Intercompany Receivables/Payables	500	
AE 1213	1	1.1291/00000200/A	Intercompany Receivables/Payables		500

- The highlighted rows in the chart above are entries to the hub (company 1) from companies 50, 60, and 200.
- The entries use a subledger that is equal to the offsetting company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (50, 60, and 200) and object account (1291) are determined by the ICCC and ICH AAI's.
- The system creates the automatic entries with a document type of AE (automatic entry), a document number equal to the batch number of the journal entry, and a G/L date equal to the last day of the accounting period.
- Although the hub company (1) is not in the original journal entry, all intercompany settlements are cleared through the hub company.

Example: Two Journal Entries in One Batch

In the following example, company 1 transfers cash to company 60 and prepays an expense on behalf of company 60.

Two Journal Entries in One Batch Hub Method



You enter two journal entries in one batch:

Document	Company	Account	Description	Debit	Credit
JE 3000	1	1.1110.BEAR	Cash		100
JE 3000	60	60.1110	Cash	100	
JE 4000	1	1.1110.BEAR	Cash		100
JE 4000	60	60.1800	Prepaid Expense	100	

When you post the entries, the system automatically generates the following intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 1214	60	60.1291/00000001/A	Intercompany Receivables/Payables		200
AE 1214	1	1.1291/00000060/A	Intercompany Receivables/Payables	200	

- The highlighted row in the chart above is the entry to the hub (company 1) from company 60.
- The entry to the hub company uses a subledger that is equal to the company number and uses subledger type A (Address Book) so that you have an audit trail.
- The business units (1 and 60) and the object account (1291) are determined by the ICCC and ICH AAI's.
- The system creates the automatic entries with a document type of AE (automatic entry), a document number equal to the batch number of the journal entry, and a G/L date equal to the last day of the accounting period.
- The hub method summarizes the four lines of the two documents by account and by subledger and subledger type.

See Also

- ❑ *Setting Up Intercompany AAI's for the Hub Method* in the *General Accounting Guide* for more information about setting up the ICCC and ICH AAI's
- ❑ *Setting Up Intercompany Accounts* in the *General Accounting Guide* for more information about setting up the business units and object accounts specified in the ICCC and ICH AAI's

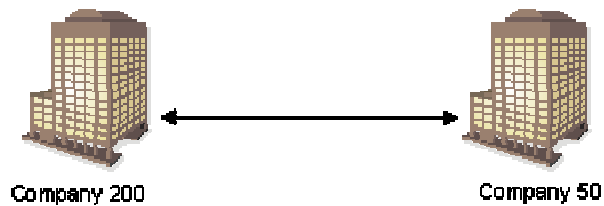
Examples for the Detail Method

The following examples show how the system creates intercompany entries using the detail method. The first example shows how the system creates entries when you enter a journal entry between two companies. The second example shows how the system creates entries when you enter a journal entry between three companies. The third example shows how the system creates entries when you enter two journal entries in one batch.

Example: Journal Entry between Two Companies

In the following example, company 200 accrues a liability incurred by company 50. In the journal entries, assume that the business unit on the balance sheet matches the company number.

Journal Entry Between Two Companies – Detail Method



You enter one journal entry with 2 lines:

Document	Company	Account	Description	Debit	Credit
JE 5000	50	50.8150	Expenses	500	
JE 5000	200	200.4110	Accounts Payable		500

When you post the entry, the system generates the following automatic intercompany entries:

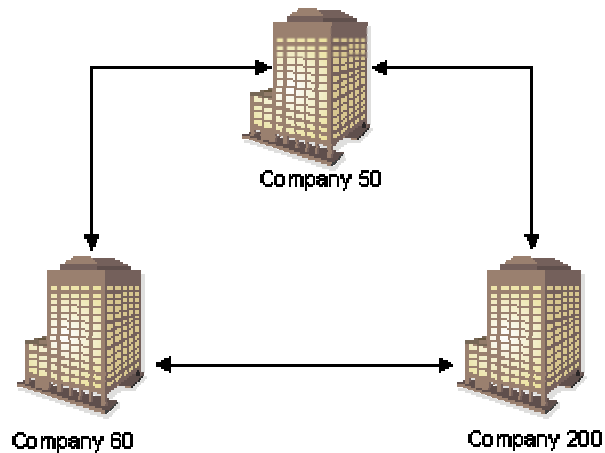
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 5000	200	200.1291/0000050/A	Intercompany Receivables/Payables	500	
AE 5000	50	50.1291/00000200/A	Intercompany Receivables/Payables		500

- The highlighted row in the chart above is the entry to the hub (company 50) from company 200. When you are using the detail method, the company on the first line of the journal entry determines the hub company.
- The entry to the hub company uses a subledger that is equal to the offsetting company number and uses subledger (type A) so that you have an audit trail.
- The business units (50 and 200) and object account (1291) are determined by the ICCA AAls.
- The automatic entries have the same document number and G/L date as the journal entries.

Example: Journal Entry between Three Companies

In the following example, company 200 accrues liabilities incurred by companies 50 and 60. In the journal entry, assume that the business unit on the balance sheet matches the company number.

Journal Entry between Three Companies – Detail Method



You enter a journal entry that involves more than two accounts:

Document	Company	Account	Description	Debit	Credit
JE 6000	50	50.8150	Expenses	300	
JE 6000	60	60.1800	Prepaid Expenses	200	
JE 6000	200	200.4110	Accounts Payable		500

When you post the entry, the system generates the following automatic intercompany entries:

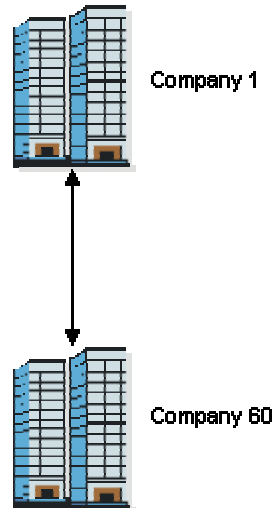
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 6000	60	60.1291/00000050/A	Intercompany Receivables/Payables		200
AE 6000	50	50.1291/00000060/A	Intercompany Receivables/Payables	200	
AE 6000	200	200.1291/00000050/A	Intercompany Receivables/Payables	500	
AE 6000	50	50.1291/00000200/A	Intercompany Receivables/Payables		500

- The highlighted rows in the chart above are entries to the hub (company 50) from companies 60 and 200. When you are using the detail method, the company on the first line of the journal entry determines the hub company.
- The entries to the hub company use a subledger that is equal to the offsetting company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (50, 60, and 200) and object account (1291) are determined by the ICCA AAls.
- The automatic entries have the same document number and G/L date as the journal entries.

Example: Two Journal Entries in One Batch

In the following example, company 1 transfers cash to company 60 and prepays an expense on behalf of company 60.

Two Journal Entries in One Batch – Detail Method



You enter two journal entries:

Document	Company	Account	Description	Debit	Credit
JE 7000	1	1.1110.BEAR	Cash		100
JE 7000	60	60.1110	Cash	100	
JE 8000	1	1.1110.BEAR	Cash		100
JE 8000	60	60.1800	Prepaid Expense	100	

When you post the entries, the system generates the following intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 7000	60	60.1291/00000001/A	Intercompany Receivables/Payables		100
AE 7000	1	1.1291/00000060/A	Intercompany Receivables/Payables	100	
AE 8000	60	60.1291/00000001/A	Intercompany Receivables/Payables		100
AE 8000	1	1.1291/00000060/A	Intercompany Receivables/Payables	100	

- The highlighted rows in the chart above are entries to the hub (company 1) from company 60. When you are using the detail method, the company on the first line of the journal entry determines the hub company.
- The entries to the hub company use a subledger that is equal to the offsetting company number and use subledger (type A) so that you have an audit trail.
- The business units (1, 60) and object account (1291) are determined by the ICCC AAI's.
- Unlike the hub method, the detail method creates separate entries for each document in the batch.
- The automatic entries have the same document number and G/L date as the journal entries.

See Also

- *Setting Up Intercompany AAI's for the Detail and Configured Hub Methods* in the *General Accounting Guide* for more information about setting up the ICCC AAI's
- *Setting Up Intercompany Accounts* in the *General Accounting Guide* for more information about setting up the business units and object accounts specified in the ICCC AAI's

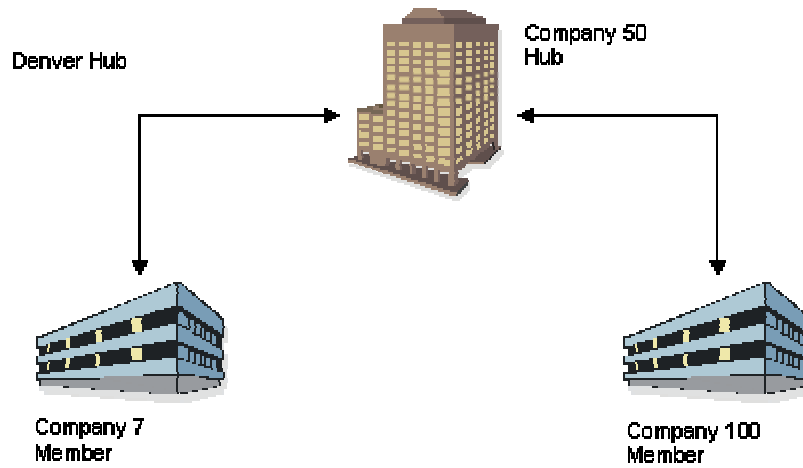
Examples for the Configured Hub Method

The following two examples show how the system creates entries when using the configured hub method. The first example shows how the system creates the intercompany settlement entries when you are using the configured hub method with a designated hub company (modified hub). The second example shows the entries that the system creates when you have not designated a hub company (modified detail).

Example: Configured Hub with Hub Company

The following example shows how intercompany settlements occur in a configured hub with a hub company.

Configured Hub With Hub Company



In this example, Denver is set up as a configured hub in the Intercompany Hub UDC table (09/HB). One company (7) accrues a liability incurred by two companies (50 and 100). The designated hub company in the Denver configured hub is company 50.

You enter one journal entry involving the three companies:

Document	Company	Account	Description	Debit	Credit
JE 9000	100	100.8150	Expenses	200	
JE 9000	50	50.8110	Expenses	300	
JE 9000	7	7.4110	Accounts Payable		500

When you post the entry, the system generates the following automatic intercompany entries:

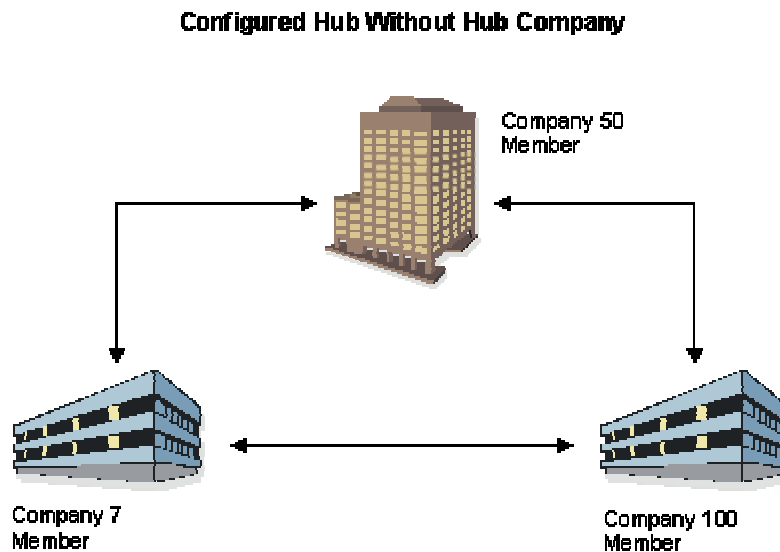
Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 9000	100	100.1291/00000050/A	Intercompany Receivables/Payables		200
AE 9000	50	50.1291/00000100/A	Intercompany Receivables/Payables	200	
AE 9000	7	7.1291/00000050/A	Intercompany Receivables/Payables	500	

AE 9000	50	50.1291/00000007/A	Intercompany Receivables/Pay ables		500
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- The highlighted rows in the table above show the entries to the hub (company 50) from companies 100 and 7. When you use the configured hub method and you designate a hub company in the Configured Hub Companies program (P09190), the system uses that company as the hub.
- The entries use a subledger that is equal to the offsetting company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (50, 100, 7) and object account (1291) are determined by the ICCA AAs.
- The system creates the automatic entries with a document type of AE, assigns a document number and a G/L date that are the same as the journal entry.
- The automatic entries are identical to those created using the detail method. However, with configured hubs, the designated hub remains the same regardless of which company is on the first line of the journal entry.

Example: Configured Hub without Hub Company

The following example illustrates how intercompany settlements occur in a configured hub without a hub company.



In this example, one company (7) accrues a liability incurred by two companies (50 and 100). No hub company is designated.

You enter a journal entry that involves three companies as follows:

Document	Company	Account	Description	Debit	Credit
JE 9100	50	50.8150	Expenses	300	
JE 9100	100	100.8110	Expenses	200	
JE 9100	7	7.4110	Accounts Payable		500

When you post the entry, the system generates the following automatic intercompany entries:

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 9100	100	100.1291/00000050/A	Intercompany Receivables/Payables		200
AE 9100	50	50.1291/00000100/A	Intercompany Receivables/Payables	200	
AE 9100	7	7.1291/00000050/A	Intercompany Receivables/Payables	500	
AE 9100	50	50.1291/00000007/A	Intercompany Receivables/Payables		500

- The highlighted rows in the chart above show the entries to the hub company (50) from companies 100 and 7. When you use the configured hub method and do not designate a hub company in the Configured Hub Companies program (P09190), the system uses the company on the first line of the journal entry as the hub.
- The entries use a subledger that is equal to the offsetting company number and use subledger type A (Address Book) so that you have an audit trail.
- The business units (50, 100, 7) and the object account (1291) are determined by the ICCA AAI.
- The system creates the automatic entries with document type AE (automatic entries), assigns a document number and a G/L date that are the same as the journal entry.
- The automatic entries are identical to those that the system would create using configured hubs *with* a designated hub company. However, the company that is on the first line of the journal entry becomes the designated hub for the transaction.

See Also

- ❑ *Setting Up Intercompany AAIs for the Detail and Configured Hub Methods* in the *General Accounting Guide* for more information about setting up the ICCA AAIs
- ❑ *Setting Up Intercompany Accounts* in the *General Accounting Guide* for more information about setting up the business units and object accounts specified in the ICCA AAIs

- ❑ *Additional Setup for the Configured Hub Method* in the *General Accounting Guide* for more information about how to designate a company as a hub company

Setting Up Intercompany Settlements

Whether you decide to use the hub, detail, or configured hub method, you must complete the following tasks before the system can create intercompany settlement entries for you:

- Setting up the intercompany settlement constant
- Setting up companies for intercompany settlements
- Setting up intercompany accounts
- Setting up intercompany AAls

If you choose the configured hub method, additional setup tasks are required. These additional tasks include:

- Setting up configured hubs in user defined codes
- Adding companies to configured hubs
- Verifying configured hubs

Prerequisites

- ❑ Decide whether you want to use the hub, detail, or configured hub method. See *Which Method You Should Use* in the *General Accounting Guide* for more information about the differences between the three methods.
- ❑ If you decide to use the hub method, decide which company is the hub. All other companies are non-hub companies. See *Setting Up Intercompany AAls for the Hub Method* in the *General Accounting Guide* for more information about how you specify which company is the hub company.

Setting Up the Intercompany Settlement Constant

Use the Intercompany Settlements field in the General Accounting Constants to specify which method of intercompany settlements you want to use. Complete the Intercompany Settlements field with one of the following values:

Method	Value	Description
Method 1	1	Use the hub method to create summarized journal entries for your intercompany settlements between a designated hub company and related companies.
Method 2	2	Use the detail method when you do not want to specify one company as the main company or headquarters company.
Method 3	3	Use the configured hub method when you need to designate more than one company as a hub company.

No Intercompany Settlements Method	N	Do not use intercompany settlements. The system does not post a batch that contains intercompany transactions. If documents in a batch contain more than one company, but each company is in balance, the system will post the batch. It is not considered an intercompany settlement.
No Intercompany Settlements Method	*	Do not use intercompany settlements. The system posts intercompany transactions but does not create balancing entries for the companies. You must manually create the balancing entries that show on the General Ledger Post Report.

Note

When choosing a method of intercompany settlements, you must also consider which offset entry method you want to use for Accounts Payable and Accounts Receivable. The offset entry method is the method that the system uses when posting vouchers, payments, invoices, receipts, and drafts to the Account Ledger table (F0911). When choosing the method for intercompany settlements, consider the following guidelines:

- For intercompany settlement method 1, you can use offset method B, S, or Y.
 - For intercompany settlement method 2, you can use offset method B, S, or Y.
 - For intercompany settlement method 3, you can use offset method S or Y.
-

See Also

- ❑ *Setting Up the Automatic Offset Method* in the *Accounts Payable Guide* for more information about how to set up the offset method in the Accounts Payable system
- ❑ *Setting Up Accounts Receivable System Controls* in the *Accounts Receivable Guide* for more information about how to set up the offset method in the Accounts Receivable system

Setting Up Companies for Intercompany Settlements

For all three intercompany settlement methods, the system uses subledgers with subledger type A (address book) when creating the intercompany settlement entries. Therefore, all companies in your Company Constants table (F0010) must be set up in the address book (even those that will not use intercompany settlements). If any companies in your F0010 table are not set up in the address book, the Post General Journal program (R09801) generates an error message and does not post your batch.

We recommend that when you set up the company using the Address Book Revisions program (P01012), you use the same number that is assigned to the company in the Company Names & Numbers program (P0010). If you are unable to use the same number, you must create a cross-reference between the two different numbers by entering the address book number in the Company Address Number field on the Company Setup form. If you do not create this cross-reference and you attempt to post an intercompany batch using this company, the Post General Journal program generates an error.

See Also

- ❑ *Setting Up Companies* in the *General Accounting Guide* for more information about how to set up companies
- ❑ *To enter address book and mailing information* in the *Address Book Guide* for more information about how to set up your companies in the address book
- ❑ *R09801 Error Messages Caused By Incorrect Intercompany Setup* in the *General Accounting Guide* for more information about the error messages that occur when you do not set up your companies in the address book and when you do not create a cross-reference between the company number and the address book number

Setting Up Intercompany Accounts

Set up intercompany accounts using the Accounts by Object program (P0901). For the hub, detail, or configured hub method, set up one intercompany settlement account for each company as follows:

- Enter both a business unit and object account.
- You can enter a subsidiary account, but this is not required.

We recommend that you use the following:

- A business unit number that is equal to the company number.
- The same object account for all intercompany receivables and payables accounts to facilitate inquiry, reconciliation, and consolidation.
- A posting edit code of M (machine-generated only). This posting edit code allows only entries that were created by the system and protects the integrity of the account.

See Also

- ❑ *To add accounts* in the *General Accounting Guide* for more information about how to set up accounts

Example: Intercompany Accounts

The following example shows the recommended setup for each company and intercompany object account (hub or detail method):

Company	Accounts (BU.Object)	Posting Edit Code	Level of Detail
00001	1.1291	M (machine only)	6
00200	200.1291	M (machine only)	6
00050	50.1291	M (machine only)	6

Setting Up Intercompany AAls for the Hub Method

After you set up the intercompany settlement accounts for each company, you can reference these accounts in the intercompany AAls. Thus, the system knows the accounts for which to create balancing entries during the post.

Set up AAls for intercompany settlements on the Set Up Single AAI Item form or the Set Up Multiple AAI Items form.

Two AAls are available for intercompany settlements. For the hub method, you must use both of them, as follows:

- ICH (Intercompany Hub). This item defines the hub company.
 - Only one AAI item ICH can exist.
 - You must set up AAI item ICH for company 00000.
 - You must enter a business unit and an object account.
 - You can enter a subsidiary account (optional).
- ICC (Intercompany Business Unit). This item defines the non-hub companies.
 - You must set up a separate AAI item ICC for each non-hub company that exists in your Company Constants table (F0010).
 - You do not need to set up an ICC for the hub company.
 - You must enter a business unit and an object account.
 - You can enter a subsidiary account (optional).

See Also

- *Working with AAls* in the *General Accounting Guide* for more information about setting up single or multiple AAI items

Example: AAls for the Hub Method

The following example shows the AAls for items ICH and ICC with separate items for ICC:

Item	Company	Business Unit	Object	Subsidiary
ICH	00000	1	1291	(optional)
ICC	00200	200	1291	(optional)
ICC	00050	50	1291	(optional)

Setting Up Intercompany AAls for the Detail and Configured Hub Methods

After you set up the intercompany settlement accounts for each company, you can reference these accounts in the intercompany AAls. Thus, the system knows the accounts for which to create balancing entries during the post.

Set up AAIs for intercompany settlements on the Set Up Single AAI Item or Set Up Multiple AAI Items form.

Two AAIs are available for intercompany settlements. For the detail and the configured hub method, you use only the AAI item ICCC. This item defines the intercompany account for each company. Observe the following guidelines when setting up the ICCC AAI:

- You must set up a separate AAI item ICCC for each company in your Company Constants table (F0010), even those that will not be involved in intercompany settlements.
- You must enter a business unit and an object account.
- You can enter a subsidiary account (optional).

Example: AAIs for the Detail and Configured Hub Methods

The following example shows the recommended AAI setup for the detail method:

AAI Item	Company	Business Unit	Object	Subsidiary
ICCC	00001	1	1291	(optional)
ICCC	00200	200	1291	(optional)
ICCC	00050	50	1291	(optional)

See Also

- *Working with AAIs* in the *General Accounting Guide* for more information about setting up single or multiple AAI items

R09801 Error Messages Caused By Incorrect Intercompany Setup

Error Message in Workcenter	Causes	Resolutions
Subledger X (where X equals the company number) invalid	The Address Book Master table (F0101) does not contain a record for this company.	Create an address book record using the Address Book Revisions program (P01012) for Company X using the same number that is assigned in the Company Names & Numbers program (P0010). If this number has already been assigned, create an address book record using a different number; and then enter this number in the Company Address Number field on the Company Setup form in P0010.

Error Message in Workcenter	Causes	Resolutions
	The address book record for the company noted in the error message has the Subledger Inactive Code field selected.	Locate the address book record for the company noted in the error message using the Address Book Revisions program (P01012). Go to the Additional tab on the Address Book Revision form and turn off the Subledger Inactive Code option.
Interco Settlement AAI Error	The Automatic Accounting Instructions Master table (F0012) does not contain either an ICCA AAI or an ICH AAI for this company.	<p>If you are using the Detail or Configured Hub method, you must set up an ICCA AAI for every company in the Company Constants table (F0010). Use the Automatic Accounting Instructions Master table (F0012) to determine which company does not have an ICCA AAI and create the missing AAI.</p> <p>If you are using the Hub method, you must set up the ICH AAI for the hub company and an ICCA AAI for every company (except the hub company). Use the Automatic Acctg Instructions program (P0012) to determine whether you are missing the ICH AAI or an ICCA AAI and create the missing AAI.</p>
Interco Settlement Acct error	The Account Master table (F0901) does not contain the intercompany settlement account that is referenced in the intercompany AAIs for one or more companies in this batch.	Create the missing intercompany settlement account for the company using the Accounts by Business Unit program (P0901).
	The company number on the ICCA or ICH AAI does not match the company number for the account to which the AAI is directed.	Change the company number on the AAI to match the company number on the account.

Error Message in Workcenter	Causes	Resolutions
	The business unit of the account to which the ICCC or ICH AAI is directed is a model or non-posting business unit.	<p>If the business unit is a model, you cannot change it to a non-model business unit. You must change the business unit to which the AAI is directed.</p> <p>If the business unit is a non-posting business unit, use the Review and Revise Business Units program (P0006) to change the posting edit code of the business unit.</p>
	The account to which the ICCC or ICH AAI is directed belongs to a model business unit or is a non-posting account.	Change the account to which the ICCC or ICH AAI is directed to a non-model account or to an account that allows posting.
Incompatible Posting Methods	The offset method constant in either Accounts Payable or Accounts Receivable is set to B; but the intercompany settlement constant is set to 3.	<p>Either change the offset method for A/P or A/R to S or Y, or change the intercompany settlement method to 1 or 2. Use the following guidelines when choosing the intercompany settlement method and the offset method:</p> <ul style="list-style-type: none"> • For intercompany settlement method 1, you can use offset method B, S, or Y. • For intercompany settlement method 2, you can use offset method B, S, or Y. • For intercompany settlement method 3, you can use offset method S or Y.

Additional Setup for the Configured Hub Method

Before you can use configured hubs to settle intercompany transactions, you must set up the configured hub relationships for your organization. The system uses these relationships to process intercompany settlements.

Setting up configured hub relationships involves the following tasks:

- Setting up configured hubs in user defined codes
- Adding companies to configured hubs

- Verifying configured hubs

The system maintains configured hub information in the Inter/Intra Company Account Relationships table (F09190).

Guidelines for Configured Hubs

Observe the following guidelines when using the configured hub method:

- A configured hub must have a valid name.
- You can create multiple hubs.
- Each company in the Company Constants table (F0010) *must* be either assigned to a hub or designated as a hub.

If you do not designate each company in your F0010 table as either a hub or a member company, you will receive the message, *Error: Base CO xxxxx Not Found in F09190* when you enter transactions for the company.

- Each company can be assigned to only one hub.
- No more than one designated hub company can exist within a configured hub. The other companies within the hub are member companies.

Observe the following guidelines when designating a hub company:

- A member company can settle only with the hub company or another member company of the same hub.
- An intercompany settlement between two member companies goes through the hub company.
- A hub company can settle with a member company of the same hub or exclusively with other hub companies.

If you do not designate a company as the hub company, observe the following guidelines:

- The member companies can settle only with other companies of the same hub.
- When you are entering journal entries, the company that is on the first line of the journal entry becomes the designated hub for that transaction.
- When you are entering vouchers or invoices, the company on the header of the voucher or invoice becomes the designated hub for that transaction.

Setting Up Configured Hubs in User Defined Codes

You must set up the name of each configured hub in the Intercompany Hub user defined codes table (09/HB). Each name can be up to six characters in length.

Configured hub names do not have to be actual company names in your organization.

► To set up configured hubs in user defined codes

From the Configured Hub Intercompany Setup menu (G094115), choose Configured Hub Companies.

1. On Work with Configured Hubs, choose Hub UDC's from the Form menu.

2. On Work With User Defined Codes, click Add:
3. On User Defined Codes, complete the following fields for each configured hub that you want to set up and click OK:

- Codes

For example, enter AMER to represent a hub for companies in America.

- Description 1

For example, enter Hub Company Group – America to describe the hub.

Adding Companies to Configured Hubs

You can set up one or more configured hubs for intercompany settlements within your organization.

To use configured hubs, you must assign every company to a hub. In each hub, you can designate a hub company, but a hub company is not required. All other companies should be set up as member companies. If no hub company exists, set up all the companies as member companies.

► To add companies to configured hubs

After you have created a configured hub in UDC 09/HB, you can add companies to this hub. You can designate the companies as either the hub company or as member companies. Each hub can have only one hub company.

From the Configured Hub Intercompany Setup menu (G094115), choose Configured Hub Companies.

1. On Work with Configured Hubs, click Find and choose one of the hubs listed.
2. Choose REV Hub Members from the Row menu.
3. On Configured Hub Members, complete the following fields for each company within the hub and click OK:

- Company
- Hub Designator

Enter 1 for the Hub company or 2 for a member company.

Note

If you have several new members to add, you can choose Add Member from the Form menu and then add members on the Configured Hub Member Additions form.

See Also

- *Guidelines for Configured Hubs* in the *General Accounting Guide* for a complete list of guidelines that you must follow when creating configured hubs

Verifying Configured Hubs

From the Configured Hub Intercompany Setup menu (G094115), choose Configured Hub Integrity Report.

You can run the Configured Hub Integrity report to verify that you have assigned every company to a hub. The system compares the hub information in the Inter/Intra Company Account Relationships table (F09190) with the company information in the Company Constants table (F0010).

You should run this report periodically to ensure that no new companies are added to the F0010 table without being added to a hub. Running this report periodically prevents users from receiving errors that indicate that a company has not been assigned to a hub when transactions are entered.

You can choose one of two versions of this report. The first version prints without page breaks on each configured hub and the second version prints with page breaks.

The Configured Hub Integrity report shows the following:

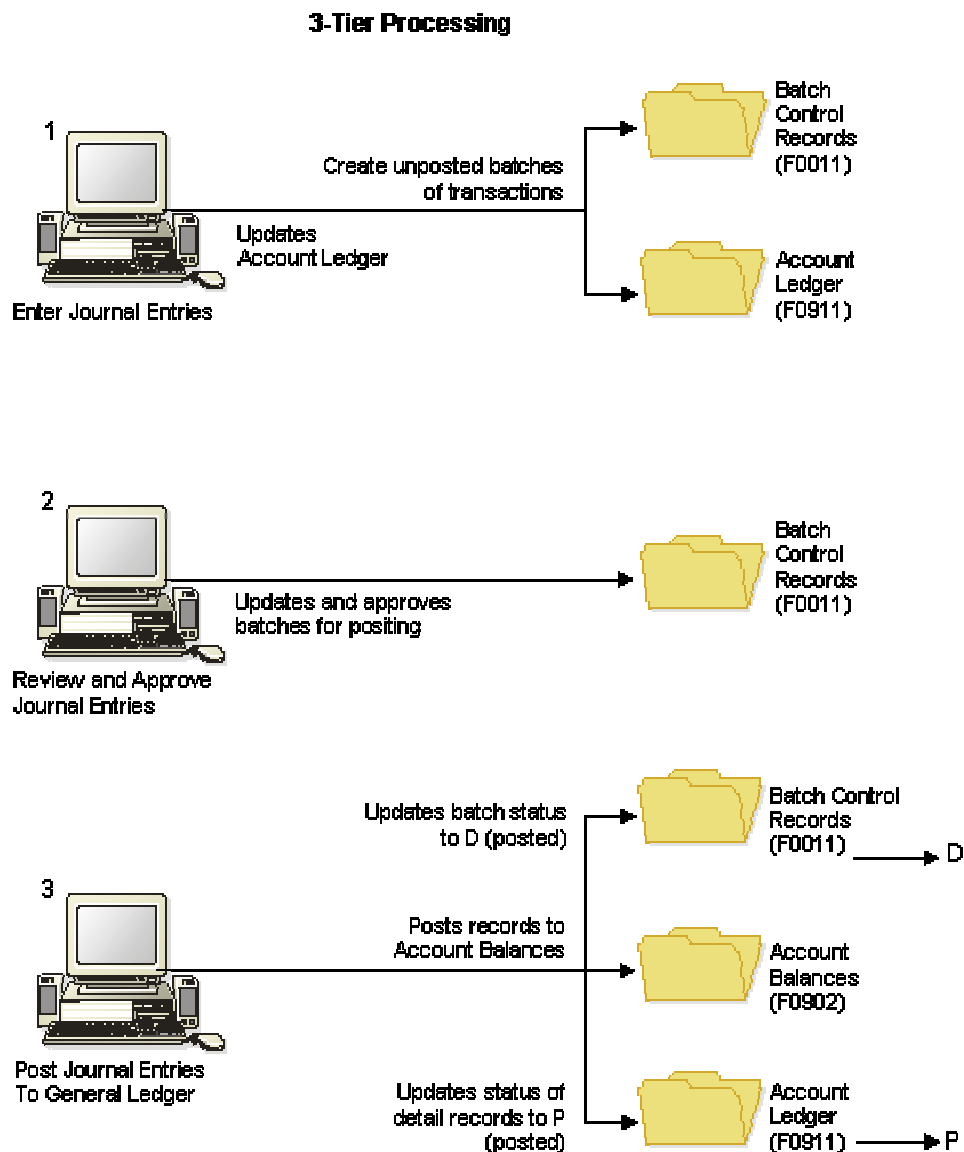
- For each configured hub, the companies that are assigned to the hub and whether each company is a member company or a hub company.
- For each configured hub, whether the hub company is not designated.
- Companies that are assigned to configured hubs but do not exist in the F0010 table.
- Companies in the F0010 table that are not assigned to any configured hub in the F09190 table.
- This report does not have any processing options.

Journal Entry Processing

Use journal entries to adjust or add transactions to accounts in your general ledger. Effective journal entry processing is fundamental to the accuracy of your general ledger.

All EnterpriseOne systems use three-tier processing to manage batches of transactions. Journal entry processing is an example of three-tier processing.

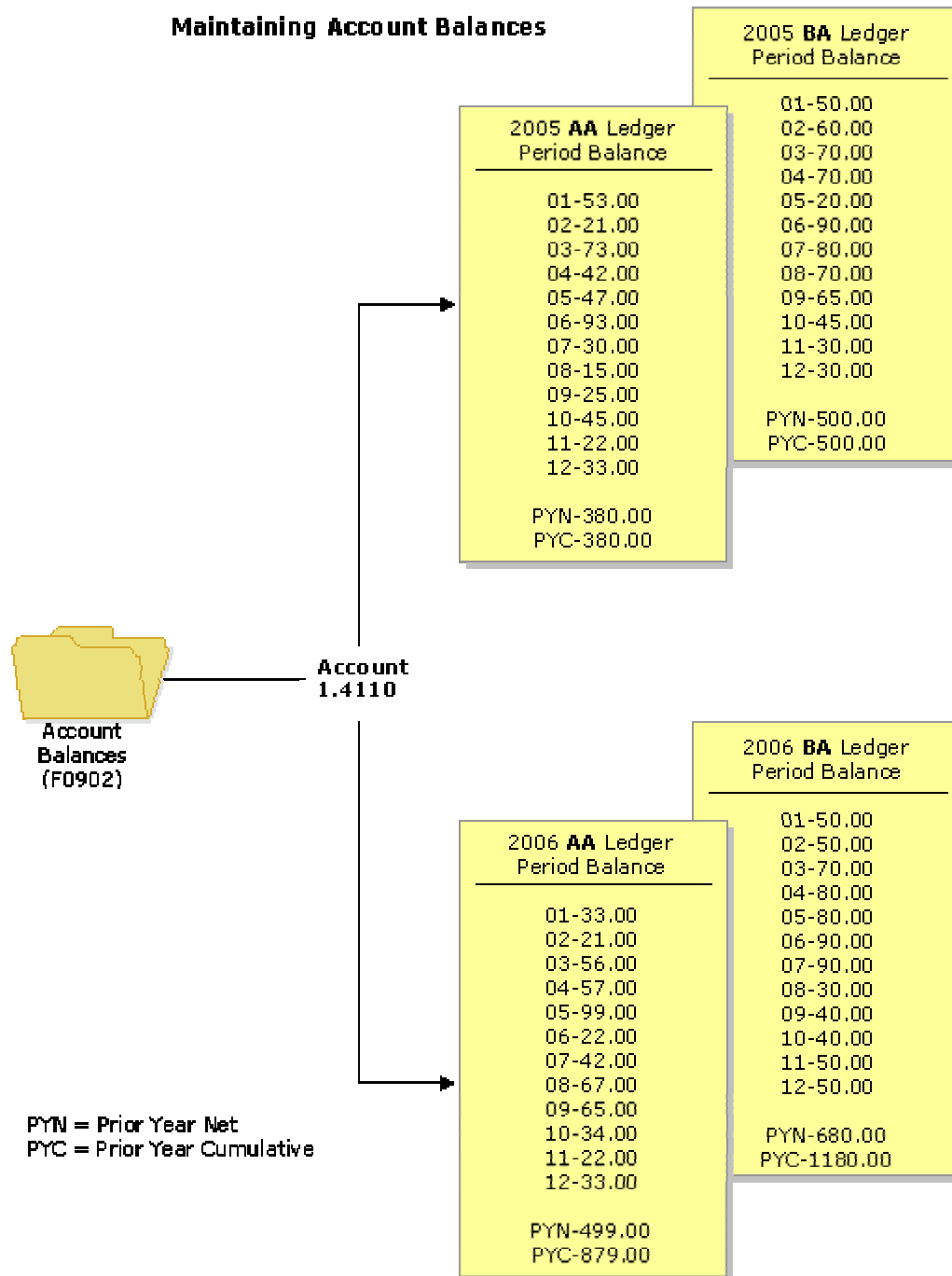
The term *three-tier* refers to three necessary steps that you perform, which are illustrated by the following graphic:



You can enter journal entries for the various ledgers that you have set up for budgets, statistical information, units, and so on. You can process journal entries for different types of accounting-information needs using different ledgers. The system uses ledger type codes to separate balance amounts and units for each ledger. The following list shows some examples of ledger type codes and their corresponding ledgers:

- AA – Actual amounts
- BA – Budget amounts
- AU – Actual units
- BU – Budget units

The following graphic illustrates how the system maintains various account balances:



Where Journal Entries Are Created

In addition to journal entries that you manually enter for accruals, adjustments, reclassification of transactions, and so on, the system creates journal entries based on transactions from another system, such as Accounts Payable, Accounts Receivable, or Payroll.

Journal entries can also be created in the following ways:

- You can upload journal entries from an external system or third-party software package through batch processing.
- You can create journal entries in a local environment on your PC and then upload them to the server using store-and-forward journal entry processing.
- If you create journal entries using a spreadsheet, you can import them directly into the Account Ledger table (F0911) using either of the selections for the Journal Entry program (P0911) on the Journal Entry Reports, & Inquiries menu (G0911), or using the Journal Entry Revisions program (P0911Z1).
- You can use the following allocations programs to create journal entries:
 - Recurring journal entries (P0912 and R09302)
 - Indexed allocations (P09121 and R093021)
 - Variable numerator allocations (P09122 and R093022)
- You can use the Financial Report Writing tool to design a report that creates journal entries.

See Also

- ❑ *Batch Journal Entry Processing* in the *General Accounting Guide* for more information about uploading journal entries from a third-party software package or external system
- ❑ *Storing and Forwarding Journal Entries* in the *General Accounting Guide* for more information about how to store and forward journal entries
- ❑ *Importing Data into the Grid* in the *Foundation Guide* for more information about importing journal entries from a spreadsheet
- ❑ *Allocations* in the *General Accounting Guide* for more information about how to create journal entries using the allocations programs
- ❑ *Creating Journal Entries with Report Design* in the *Enterprise Report Writing Guide* for more information about how to design a report that creates journal entries

Using Batch Control to Manage the Entry Process

Before you enter transactions, you can activate batch control to help manage your entry process. The batch control feature allows you to quickly determine whether you entered your transactions correctly. You specify the number of transactions and the total amount that you plan to enter in the batch on the manual batch record. You use batch control to verify whether the batch of transactions that you enter equals the manual record of the batch. Instead of reviewing each transaction individually, you can determine at a glance whether the total amount and number of documents entered requires further review.

Batch control is for your information only. The system does not prevent you from posting the batch if differences exist between the amounts that you entered and the amounts that you expected.

You activate batch control in the constants for your system by clicking the appropriate option. When you activate batch control, you activate it for the entire system. For example, if you activate batch control in the Accounts Receivable system, it is activated for both the invoice and receipt applications.

Batch control information is stored in the Batch Control Records table (F0011).

See Also

- *Setting Up Constants for General Accounting* in the *General Accounting Guide* for information about how to set up batch control

Entering Batch Information

When you activate batch control in the constants, the system displays an additional form whenever you add a transaction. You use this form to enter information about the batch before you enter the transactions. This form works the same regardless of the system or entry program that you use. If you do not want to enter information into the batch control form, you can bypass the form.

► To enter batch information

Use one of the following navigations, depending on the transaction that you want to enter:

For journal entries, from the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

For invoices, from the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry or Speed Invoice Entry.

For vouchers, from the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry or Speed Voucher Entry.

For manual billings, from the Manual Billing menu (G1512), choose Manual Billing Entry.

1. On the transaction entry Find/Browse form, click Add.

Note

When you choose Speed Invoice Entry or Speed Voucher Entry, the system displays the Batch Control form automatically; you do not click Add.

2. On Batch Control, complete the following fields and click OK:

- Batch Date

This field is optional. If you leave it blank, the system uses today's date.

- Batch Number

This field is optional. If you leave it blank, the system assigns the batch number from Next Numbers.

- Total Batch Amount

The data dictionary setting for this item (AICU) specifies the number of decimals that the system displays in this field when you enter a value.

Note

When you enter transactions using the Journal Entry program (P0911), enter the cumulative amount for all debit entries in the batch. For example, if you enter journal entry 1 and journal entry 2 in the same batch, sum together all debit amounts for journal entry 1 and journal entry 2 to determine the total batch amount.

When you enter transactions using the Standard Invoice Entry (P03B11), the Speed Invoice Entry (P03B11SI), or the Manual Billing Entry (P1511) program, enter the net amount for all invoices in the batch. For example, if you enter invoice 1 and invoice 2 in the same batch, sum together all debit and credit amounts to determine the total batch amount.

When you enter transactions using the Standard Voucher Entry (P0411) or the Speed Voucher Entry (P0411SV) program, enter the net amount for all vouchers in the batch. For example, if you enter voucher 1 and voucher 2 in the same batch, sum together all debit and credit amounts to determine the total batch amount.

- Total Documents

Reviewing Batch Totals

After you enter transactions and exit the batch, the system subtracts the totals that you entered for the batch from the totals that you expected to enter and displays the result in the Difference row on the Batch Control form. This can help you locate missing or duplicate entries before you post them. Batch control is for your information only; you do not need to correct the information on the form. If the amount entered differs from the amount expected, the system does not prevent you from posting the batch.

When you finish entering transactions and exit the batch, one of two things happens:

- If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears. The following two options are available on this form:
 - Retry. The Batch Control form appears when the system has finished processing the batch. Continue to click Retry until the Batch Control form appears.
 - Cancel. The Batch Control form does not appear, and you will not be able to compare the totals that you entered on the Batch Control form with the totals you entered for the batch. Bypassing the Batch Control form does not affect the transactions that you entered or the status of the batch.
- The system has finished processing the batch, and the Batch Control form appears.

Review the form to compare the totals that you entered on the Batch Control form with the totals that you entered for the batch. In the event of a difference, you should review your data to locate the discrepancy.

On Batch Control, review the following fields:

- Total Expected Amount
- Total Expected Documents
- Total Entered Amount
- Total Entered Documents

Note

If you did not enter information on the Batch Control form before you entered transactions, the system displays negative numbers in the Difference row for Amount and Documents. The Batch Control form always uses the following formula: Total Expected minus Total Entered. If you do not complete the Total Expected fields, the system assumes zero and your difference is negative.

Entering Journal Entries

You can use journal entries to enter many types of transactions. When you enter a journal entry to a ledger type that is required to balance, the debit and credit amounts must balance.

You can enter the following types of journal entries:

- Basic journal entries

You can use either of the selections for the Journal Entry program (P0911) on the Journal Entry Reports, & Inquiries menu (G0911) to enter basic journal entries. (The two selections are Journal Entry and Journal Entries with Debit/Credit Format.) The Journal Entries with Debit/Credit Format has separate columns for debit and credit amounts so that you do not have to enter the minus sign for credit amounts.

- Reversing journal entries

You can mark accrual journal entries to be reversed. After they are posted, the system creates and posts the reversing entries to the first day of the next period

- Percent journal entries

You can allocate amounts to different accounts in your G/L distribution based on the percentage that is entered for each line item.

- Model journal entries

You can reduce data entry time by creating a set of templates for frequently used journal entries.

When you complete a journal entry, the system displays the assigned batch and document numbers. You can use these numbers to facilitate locating and reviewing a journal entry. The system assigns batch and document numbers from the Next Numbers program (P0002).

You can enter journal entries that use different ledger types and unlimited detail lines that distribute amounts to various accounts.

As you enter data, the General Accounting system validates the information in certain fields to ensure that the integrity of your financial data remains intact.

When you enter a journal entry, the system marks it as unposted and adds it to the Account Ledger table (F0911). When you post, the system updates the Account Balances table (F0902) and marks the journal entry as posted in the F0911 table.

Features of the Journal Entry Program

The Journal Entry program provides three features that can increase your efficiency and speed when entering journal entries. These features allow you to do the following tasks:

- Duplicate account number segments
When you are entering journal entries, you can duplicate account numbers from one detail line to another to save time and reduce entry errors.
- Use speed account entry for journal entries for work orders
When you are entering journal entries for work orders, you can use speed account entry to save time and reduce entry errors.
- Temporarily accept invalid account numbers
You can set up the system to temporarily accept an invalid account number when you enter a journal entry, which is useful in either of the following situations:
 - You are not sure what the correct account number is.
 - You are not authorized to add new accounts.

See Also

- ❑ *Entering Journal Entries with VAT* in the *Tax Reference Guide* for more information about how to enter journal entries with tax
- ❑ *Multicurrency Journal Entries* in the *Multicurrency Guide* for more information about how to enter journal entries in multiple currencies
- ❑ *Duplicating Account Number Segments* in the *General Accounting Guide* for more information about how to duplicate account number segments
- ❑ *Using Speed Account Entry for Journal Entries for Work Orders* in the *General Accounting Guide* for more information about how speed account entry works
- ❑ *Temporarily Accepting Invalid Account Numbers* in the *General Accounting Guide* for more information about how to enter invalid account numbers in a journal entry

► To enter a journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Add.
If you are using batch control, the Batch Control form appears next. Enter the date and expected totals, and then click OK.
2. On Journal Entry, complete the following optional fields:

- Document Type
 - Document Number
 - Document Company
3. Complete the following required fields:
 - G/L Date
 - Explanation
 4. Complete the remaining fields in the header area of the form, as necessary:
 5. To enter the G/L distribution, complete the following fields for each G/L account to which amounts will be distributed:
 - Account Number

Note

If you want to duplicate account number segments, see *Duplicating Account Number Segments* in the *General Accounting Guide*.

If you are entering journal entries with work orders and want to use speed account entry, see *Using Speed Account Entry for Journal Entries for Work Orders* in the *General Accounting Guide*.

If you want to enter an invalid account number, see *Temporarily Accepting Invalid Account Numbers* in the *General Accounting Guide*.

- Amount

After you enter an account number, the system validates it against the chart of accounts in the Account Master table (F0901). If an account number is not set up in your chart of accounts, the system displays an error message and does not accept the entry.

When you complete the account number, the system fills in the account description. The system uses the business unit in the account number on the first line of the detail area to fill in other information in the header area, such as document company and currency code.

6. Complete other fields in the detail area, as necessary.
7. Review the following field to ensure that it is correct:
 - Batch Number

8. Click OK.

If the remaining amount has a balance, you will receive the message *Amount Does Not Balance to Gross*. You can either correct or accept the out-of-balance journal entry. To correct the out-of-balance journal entry, proceed to the task to correct an out-of-balance condition.

To accept the out-of-balance entry, proceed to the task to accept an out-of-balance journal entry. You might need to accept an out-of-balance journal entry in certain situations, such as the following:

- You are entering a journal entry to correct an out-of-balance condition in the general ledger for one or more companies. This condition could occur if the Post General Journal program (R09801) terminated abnormally and the system posted only part of an original journal entry.
- You are entering a journal entry with many lines of detail and need to leave your workstation, but you want to save your work-in-process before you exit EnterpriseOne.

► **To correct an out-of-balance condition**

*Perform this task if you received the message **Amount Does Not Balance to Gross** after entering a journal entry and you want to correct the entry.*

1. On Work With Journal Entries, review the following field to determine the adjustment amount:
 - Remaining Amount
2. If you want to correct the entry, correct the journal entry so that the debits balance to the credits, and then click OK.
3. If you want to delete the entry, click Cancel to delete the journal entry.

► **To accept an out-of-balance journal entry**

Perform this task if you received the message **Amount Does Not Balance to Gross** after entering a journal entry and you want to accept the out-of-balance journal entry.

1. On Journal Entry, choose Features from the Form menu.
2. On Features, turn on the Out of Balance JE Mode option, and then click OK.
3. On Journal Entry, click OK.

Entering Journal Entries in the Debit and Credit Format

The system provides a processing option for a debit and credit format, as well as a separate menu selection for that format. The debit and credit format allows you to enter an amount into a debit or a credit field. In this format, you do not need to include the minus sign for credit amounts.

You can rearrange the order that the system displays fields in the detail area of the form. In addition, you can save your changes as a new format. As you add formats to the Journal Entry form, the system adds tabs with the names that you define for the formats.

The following example shows a Journal Entry form in the debit and credit format:

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Journal Entries with Debit/Credit Format - Journal Entry

OK Delete Cancel Form Row Tools

Batch Number 1049 ☐ Model ☐ Percent ☐ Reverse

Doc Type/No/Co JE 1031 00001 G/L Date 06/30/05

Explanation D Abbot's Entertain Allow Ledger Type AA USD

Currency USD Exchange Rate Base Currency USD ☐ Foreign

Records 1 - 3						
	Account Number	Debit Amount	Credit Amount	Account Description	Subledger Type	Subledger
<input type="checkbox"/>	4.8740	1,000.00		Travel, Meals and Lodging	A	00006002
<input type="checkbox"/>	1.1110.BEAR		1,000.00	Bear Creek National Bank		
<input type="checkbox"/>						

Remaining Amount

Duplicating Account Number Segments

When you are entering journal entries, you can duplicate account numbers from one detail line to another to save time and reduce entry errors.

The following table shows how duplication works in a single journal entry. It shows a series of account numbers that you might enter, followed by the corresponding account numbers that the system will use.

You type:	The system uses:
1.1110.FIB	1.1110.FIB
..BEAR	1.1110.BEAR
200..	200.1110.BEAR
1..	1.1110.BEAR
.1810	1.1810

The system replaces each separator character with the missing part of the account number by copying the same part from the preceding account number. If only one separator character exists, the system copies the business unit.object from the preceding detail line.

To duplicate account number segments, enter a separator character in the account number field for each segment (business unit, object account, and subsidiary account) that you want to duplicate for each subsequent line in your journal entry.

For example, if you entered 9.8720 for the account number in the first line of the journal entry and you want to duplicate the business unit for the second line, enter .8730 and the system completes the account number field with 9.8730.

Using Speed Account Entry for Journal Entries for Work Orders

When you are entering journal entries for work orders, you can use speed account entry to save time and reduce entry errors. In the Account Number field, you enter a backslash, the work order number, a period, and the object account number. The system locates the business unit for the work order and does the following:

- Replaces the work order number with the business unit. The object account number remains in the Account Number field.
- Updates the Subledger field with the work order number.
- Updates the Subledger Type field with W.
- Updates the Subsidiary field with the cost code from the work order.
- Updates the Phase field with the phase from the work order.
- Updates the Asset Number field with the equipment number from the work order.

During journal entry, enter a backslash, the work order number, a period, and the object account number in the account number field.

Temporarily Accepting Invalid Account Numbers

When you enter a journal entry with an account number that is not set up in your chart of accounts, the system displays an error message and does not accept the entry. You must either correct the entry so that the account number is valid or temporarily accept the invalid account number.

Depending on your general accounting constants, you might be able to accept an invalid account number temporarily, which is useful in either of the following situations:

- You are not sure what the correct account number is.
- You are not authorized to add new accounts.

If you temporarily accept an invalid account number, the system sets the status of the batch to "error." Unless you set up the system to create accounts dynamically, you cannot post the batch, even if it is approved. Account numbers must be in the Account Master table (F0901), or you must set up the system to create accounts dynamically before the batch can successfully be posted.

Depending on your setup, you can fix invalid account numbers in three ways:

- Change the account number on the Journal Entry form.
- Add the account number to the chart of accounts. Then you can approve the batch and post as usual. You do not have to remove the # symbol from the account number on the Journal Entry form.
- Let the post program create the account number dynamically.

To temporarily accept an invalid account number, precede the account number with # in the account number field. For example, enter #9.1107 to temporarily accept object account 1107 in business unit 9.

Note

To temporarily accept invalid account numbers, the business unit portion of the account number that you enter must already be in the Business Unit Master table (F0006). For example, to temporarily accept object account 1107 in business unit 9, business unit 9 must already be in the F0006 table.

See Also

- ❑ *Creating Accounts Dynamically* in the *General Accounting Guide* for more information about how dynamic account creation works
- ❑ *Setting Up Constants for General Accounting* in the *General Accounting Guide* for information about how to set up the General Accounting constants to allow invalid accounts

Adding Attachments to Journal Entries

After you enter a journal entry, you can add attachments, such as a comment or memo, to it. The attachment is for internal reference only.

The system displays a paper clip icon to the left of the journal entry line as follows:

- On the Work With Journal Entries form, when you add text or another attachment to the journal entry
- On the Journal Entry form, when you add text or another attachment for a detail line

For performance reasons, the attachment icon does not subsequently appear unless you place your cursor over the far left column on the form in the row heading.

See Also

- ❑ *Attaching Media Objects* in the *Foundation Guide* for more information about working with attachments

► To add an attachment to a journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, verify that the journal entry to which you want to add an attachment is in the summarized format.
2. Choose the journal entry.
3. From the Row menu, choose Attachment.
4. On Media Object Viewer, click Text.
5. Enter the text and then click Save.

► To add an attachment to a detail line of a journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, verify that the journal entry to which you want to add an attachment is in the detailed format.
2. Choose the journal entry and click Select.

3. On Journal Entry, choose the detail line for which you want to add text.
4. From the Row menu, choose Attachment.
5. On Media Object Viewer, click Text.
6. Enter the text, and then click Save.

Related Tasks for Entering Journal Entries

Reviewing Unposted Journal Entries	<p>Use the Journal Entry program (P0911) to review journal entries.</p> <p>The Work With Journal Entries form displays journal entries summarized by document number.</p> <p>If you need to view all journal entries within a batch, use the General Journal Review program (P0011).</p>
Revising Unposted Journal Entries	<p>You can revise any of the fields in an unposted journal entry except for the following fields:</p> <ul style="list-style-type: none"> • Document Type • Document Number • Document Company • G/L Date • Ledger Type <p>If you need to change any of the fields above, you must do one of the following:</p> <ul style="list-style-type: none"> • Delete and re-enter the journal entry. • Copy the journal entry and change these fields on the new journal entry before you click OK, and then delete the incorrect journal entry

Copying a Journal Entry

You can create a new journal entry by copying an existing journal entry and then revising the copy. This is useful when you need to do the following:

- Correct errors in fields that you cannot change on an existing journal entry, such as the G/L date. In this case, you can use the copy to replace the existing journal entry.
- Enter a journal entry that is similar to an existing lengthy journal entry.

You can copy a posted or an unposted journal entry.

► **To copy a journal entry**

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, locate the journal entry that you want to copy, choose the journal entry, and click Copy.

The system displays a copy of the journal entry. The Document Number and G/L Date fields are set to zero or blank.

2. On Journal Entry, complete the following fields:

- Document Type
- G/L Date

3. Complete the following optional fields:

- Document Number
- Document Company

4. Move through each G/L distribution line and change account numbers, amounts, and other information as needed; and then click OK.

The system returns to Work With Journal Entries.

5. If you want the new journal entry to replace the original one:

- Choose the original journal entry.
- Delete or void it.

If you need similar journal entries on an ongoing basis, consider creating a model journal entry or a recurring journal entry.

See Also

- ❑ *Model Journal Entries* in the *General Accounting Guide* for more information about how to enter a model journal entry
- ❑ *Setting Up Recurring Journal Entry Allocations* in the *General Accounting Guide* for more information about how to enter a recurring journal entry

Deleting Unposted Journal Entries

To remove unposted journal entries from the system, you can delete them. If you delete an unposted journal entry, you will not have an audit trail. The system deletes the records from the system completely. If you want an audit trail for the journal entry, you must first post the journal entry and then void it.

You can delete either an entire journal entry, or one or more detail lines of a journal entry.

Do not change or delete journal entries that originated in another system, such as Accounts Payable, because doing so results in a one-sided journal entry. To change a journal entry that is associated with an invoice or a voucher, use the Accounts Receivable or Accounts Payable system.

► To delete an unposted journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, locate the journal entry.
2. To delete the journal entry, choose the journal entry, click Delete, and then click OK to confirm the deletion.
3. To delete a detail line from the journal entry, complete steps 4–7.
4. Choose the journal entry and click Select.
5. On Journal Entry, choose the detail line and click Delete.
6. Click OK to confirm the deletion.
7. Change other detail lines or add lines to adjust the journal entry for the detail line that you deleted, and click OK.

Alternatively, you can delete an unposted journal entry using the General Journal Review selection from the Journal Entry, Reports, & Inquiries menu. Deleting journal entries using this selection is similar to deleting journal entries on the Work With Journal Entries form. The difference is that the General Journal Review form displays summarized information only. Therefore, you can delete a journal entry, but not individual detail lines.

When you delete an unposted journal entry using the General Journal Review selection, the system updates the General Journal Review form, removing the journal entry. When you exit to Work With Batches, click Find to update that form. If the batch included other journal entries, it is still listed. Choose the batch again and verify that the system deleted the journal entry.

See Also

- ❑ *Posting Financial Batches* in the *General Accounting Guide* for more information about how to run the General Ledger Post Report program (R09801)

Entering a Reversing Journal Entry

You can enter journal entries that you want to reverse on the first day of the next G/L accounting period. Reversing journal entries are used most often for periodic accruals. The G/L date of a reversing journal entry is the first day of the next accounting period.

After posting a journal entry, you cannot change it to a reversing journal entry. To reverse a posted journal entry, you must do the following in sequential order:

- Void the entry.
- Resubmit the batch to post.
- Re-enter the journal entry as a reversing journal entry.

Related Tasks for Entering Reversing Journal Entries

Locating Reversing Journal Entries	<p>When you locate an unposted journal entry, the system displays only the original journal entry. Reversing entries do not appear because the system does not create them until you post the original journal entries. After posting the journal entry, you can do the following:</p> <ul style="list-style-type: none">• Enter the original G/L date to locate only the original journal entry.• Enter the G/L date of the first day of the next period to locate only the reversing entry.
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► To enter a reversing journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Add.

When you locate an unposted journal entry, the system displays only the original journal entry. Reversing entries do not appear because the system does not create them until you post the original journal entries. After posting the journal entry, you can do the following:

- Enter the original G/L date to locate only the original journal entry.
- Enter the G/L date as the first day of the next period to locate only the reversing entry.

2. On Journal Entry, turn on the Reverse option.
3. Follow the steps to enter a basic journal entry.

After you post a reversing journal entry, the system creates the reversing entry on the first day of the following period. To void a reversing journal entry, you must void both the original entry, using a date in one G/L period, and the automatic reversing entry, which is created during the post, using a date in a different G/L period.

See Also

- ❑ *To enter a Journal Entry* in the *General Accounting Guide* for more information about how to enter a basic journal entry
- ❑ *Voiding a Posted Reversing Journal Entry* in the *General Accounting Guide* for more information about how to void a reversing journal entry that is posted

Entering a Percent Journal Entry

You can use percentages to distribute the total amount of a journal entry among accounts. This type of journal entry is called a percent journal entry.

► To enter a percent journal entry

From the *Journal Entry, Reports, & Inquiries* menu (G0911), choose *Journal Entry*.

1. On *Work With Journal Entries*, click *Add*.

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Journal Entry - Journal Entry

OK Delete Cancel Form Row Tools

Batch Number 29122 ☐ Model ☒ Percent ☐ Reverse

Doc Type/No/Co JE 00001 G/L Date 06/30/05

Explanation Percent Journal Entry Ledger Type AA USD

Currency USD Exchange Rate Base Currency USD ☐ Foreign

Distributed Amount 1,000.00

Records 1 - 2

	Account Number	%	Amount	Account Description	Subledger Type
<input type="checkbox"/>	9.8350	25.00	250.00	Rent Expense	
<input type="checkbox"/>					

Remaining Amount 250.00

2. On *Journal Entry*, turn on the *Percent* option.
The system displays the *Distributed Amount* field in the header area and the *%* field in the detail area.
3. Follow the steps to enter the header information for a journal entry.
4. Complete the following field:
 - *Distributed Amount*
5. Complete the following fields for each G/L distribution percentage:
 - *Account Number*
 - *%*
6. Complete the following optional field:
 - *Remark*
7. Click *OK*.

The total debit percentages for balanced journal entries must equal the total credit percentages. The total debit or credit percentages do not have to equal 100 percent.

The system calculates and displays each amount, based on the percentage that you enter.

See Also

- ❑ *To enter a journal entry in the General Accounting Guide for more information about how to enter a basic journal entry*

Model Journal Entries

You can set up model journal entries as reusable templates to predefine, store, and retrieve regular or recurring transactions. Use models as the basis for journal entries to save time and reduce the potential for error.

You can vary the information included in the model to fit the situation. For example, you might include the following:

- Account numbers, amounts, and explanations
- Account numbers and explanations only (because amounts can vary)
- Account numbers, percentages, and explanations

The system stores model journal entries in the Account Ledger table (F0911) with a model posted code (M) and without a G/L date. Actual journal entries contain a G/L date and a posted code that indicates whether they are posted or unposted (P or blank).

In addition to creating a model journal entry, you can also perform the following tasks:

- Enter a model for a percent journal entry
- Create a model journal entry from an existing journal entry
- Enter a journal entry based on a model journal entry

Creating a Model Journal Entry

You can create models to serve as templates for entering monthly accruals and other recurring journal entries. You can enter the G/L distribution information in the model journal entry. When you reuse the model journal entry, the G/L distribution has already been entered, thereby saving you data entry time. If you are creating a model journal entry for vouchers or invoices, you can assign the model to either a supplier or customer record.

► To create a model journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Add.
2. On Journal Entry, turn on the Model option.

The G/L Date field disappears from the header area.

3. Complete the following fields:
 - Explanation
 - Document Type
4. Complete the following optional fields:
 - Document Number
 - Document Company
5. Complete the following field in the QBE row for each G/L distribution:
 - Account Number
6. Complete the following optional field in the QBE row for each G/L distribution:
 - Amount

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Journal Entry - Journal Entry

OK Delete Cancel Form Row Tools

Batch Number 29126 ☒ Model ☐ Percent ☐ Reverse

Doc Type/No/Co JE 00001

Explanation Monthly Sales Accrual Ledger Type AA USD

Currency USD Exchange Rate Base Currency USD ☐ Foreign

Records 1 - 3

	Account Number	Amount	Account Description	Subledger Type	Subledger
<input type="checkbox"/>	1.1280		Unbilled Accounts Receivat		
<input type="checkbox"/>	3.5030		Contract Sales		
<input type="checkbox"/>					

Remaining Amount

7. Click OK.

See Also

- *Creating a Model for a Percent Journal Entry* in the *General Accounting Guide* for more information about how to create a model journal entry that is based on percentages

Creating a Model for a Percent Journal Entry

You can create models for journal entries that have fixed percentages of a variable amount. When you subsequently enter an amount based on the model, the system uses the percentages to distribute the gross amount.

► **To create a model for a percent journal entry**

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Add.
2. On Journal Entry, turn on the Model option.
The G/L Date field disappears from the header area.
3. Enter % in the following field:

- Document Type

The % field appears in the detail area.

The total debit percentages for balanced journal entries must equal the total credit percentages. The total debit or credit percentages do not have to equal 100%.

4. Complete the following field:
 - Explanation
5. Complete the following optional fields:
 - Document Number
 - Document Company
6. Complete the following fields for each G/L distribution percentage and click OK:
 - Account Number
 - %
 - Remark

Creating a Model Journal Entry from an Existing Journal Entry

You can create a model journal entry from an existing journal entry. If you want to create a model journal entry from an existing journal entry, you must copy the existing journal entry and then turn on the Model option on the Journal Entry form.

► **To create a model journal entry from an existing journal entry**

From the Journal Entry, Reports, and & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Find.
You can limit your search by entering additional information such as the batch number or document type in the QBE row.
2. The system displays all journal entries that you specified. Choose the journal entry that you want to change to a model journal entry and click Copy.
3. On Journal Entry, turn on the Models option.

You can now revise the journal entry if necessary.

4. Click OK.

If you want to find the model journal entry that you just created, follow the steps to locate model journal entries.

See Also

- ❑ *Related Tasks for Model Journal Entries* in the *General Accounting Guide* for more information about how to locate your model journal entry after you create it

Related Tasks for Model Journal Entries

Locating Model Journal Entries	Use the Journal Entry program (P0911) to locate model journal entries if you need to review or revise them. When you are searching for a journal entry, verify that the Models option on the Work With Journal Entries form is turned on so that you search for only model journal entries.
Revising Model Journal Entries	<p>Use the Journal Entry program to first locate the model journal entry that you want to revise. You can change any of the fields for a model journal entry except the following:</p> <ul style="list-style-type: none">• Document Type• Document Number• Document Company• Ledger Type <p>You cannot change the following options for a model journal entry:</p> <ul style="list-style-type: none">• Model• %

Entering a Journal Entry Based on a Model

After you create a model journal entry, you can use it as a template for an actual journal entry. Choosing a model journal entry saves time if you are adding ordinary journal entries and a journal entry based on a model at the same time.

After you choose the appropriate model, you can enter a journal entry based on it.

Two methods are available for entering a journal entry based on a model:

- Copying a model for a journal entry
- Choosing a model for a journal entry

After you have selected your model journal entry, you must enter information that is specific to your journal entry.

► **To copy a model for the journal entry**

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, turn on the Models option.
2. To display models for a document type, complete the following field in the QBE row:

- Document Type

3. Click Find.
4. Choose the appropriate model and click Copy.

The Journal Entry form appears, displaying the model journal entry. You can now create a journal entry based on the model.

5. On Journal Entry, complete the following field:

- G/L Date

6. For all journal entries except percent journal entries, complete the following field for each G/L distribution:

- Amount

7. For a percent journal entry based on a percent model, complete the following field:

- Distributed Amount

This field appears only if you selected a percent model.

8. Replace or clear information in other fields as necessary, and then click OK.

► **To choose a model for the journal entry**

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Add.
2. On Journal Entry, choose Models from the Form menu.
3. On Search & Select a Model JE, click Find.
4. Choose a model and click Select.

The Journal Entry form appears, displaying the model journal entry. You can now create a journal entry based on the model.

5. On Journal Entry, complete the following field:

- G/L Date

6. For all journal entries except percent journal entries, complete the following field for each G/L distribution:

- Amount

7. For a percent journal entry based on a percent model, complete the following field:

- Distributed Amount

Replace or clear information in other fields as necessary, and then click OK.

Processing Options for Journal Entry (P0911)

Defaults Tab

1. Batch Type

Blank = *

Enter a valid value from the UDC 98/IT or blank will default * for all batch types.

Use this processing option to specify the system and type of entries the batch produces. Examples of batch types include G for General Accounting, V for Voucher Entry, and IB for Invoices. If you leave this field blank, the system processes all batch types.

Display Tab

1. Debit/Credit Format

Blank = No Debit/Credit Format

1 = Debit/Credit format

Use this processing option to specify whether to display journal entries in a Debit or Credit format .

Versions Tab

1. Journal Entry MBF Version (P0900049)

Blank = ZJDE0001

Use this processing option to specify whether to override the journal entry MBF version for journal entry processing. You must specify a valid version for P0900049. If you leave this processing option blank, the system uses version ZJDE0001.

This processing option should be changed only by personnel responsible for your system setup.

Edits Tab

1. Fixed Asset ID

Blank = Fixed Asset ID not required in entry

1 = Fixed Asset ID is required in entry

Use this processing option to specify whether to require an Asset ID if an account is in the AAI asset account range.

Valid values are:

Blank

Do not require an Asset ID in the journal entry.

1

Require an Asset ID in the journal entry.

Reviewing the Journal Entry MBF Processing Options

The master business function (MBF) provides a central location for standard business rules about entering documents such as vouchers, invoices, and journal entries.

The master business function is composed of processing options that are shared by certain programs. The processing options for the Journal Entry MBF are used by the following journal entry programs:

- Journal Entries (P0911)
- Journal Entries with VAT (P09106)
- Journal Entry Batch Processor (R09110Z)
- Store and Forward JE Batch Processor (R09110ZS)
- Recurring Journal Entry Compute & Print (R09302)
- Indexed Comps Compute And Print Report (R093021)
- Variable Numerator Compute and Print (R093022)

It is the responsibility of the programs that use the journal entry MBF to state which version of the MBF will be used. If no version is specified, the system uses version ZJDE0001.

Processing Options for Journal Entry Master Business Function (P0900049)

Defaults Tab

1. Ledger Type

Blank = AA

Use this processing option to specify the default ledger type. Enter the ledger type to use as the default or select it from UDC 09/LT.

Currency Tab

1. Effective Date

Blank = No edit

1 = Edit the exchange rate effective date

Use this processing option to edit the exchange rate effective date period against the G/L period of the transaction. This is used for currency conversion. Valid values are:

Blank

The exchange rate effective date period will not be compared to the G/L period of the transaction.

1

The exchange rate effective date period will be compared to the G/L period of the transaction.

2. Tolerance

Blank = No warning

Enter a tolerance limit

Use this processing option to specify a tolerance limit that triggers a warning if you enter a currency exchange rate that is over or under this limit. For example, 15.00 indicates +/- 15.00%.

Zero Amounts Tab

1. Zero Amounts

Blank = Allow zero amounts

1 = Omit zero amounts

Use this processing option to specify whether to prevent the creation of journal entry line items with zero amounts and no units. This might be useful when creating journal entries from models. Valid values are:

Blank

Journal entry line items with zero amounts and no units can be created.

1

Journal entry line items with zero amounts and no units will not be created.

2. Audit Information

Blank = Audit information updated

1 = Bypass audit information update

Use this processing option to specify whether to bypass updating the audit information when a change is made to a posted account ledger. If this option is left blank, the audit information will be updated on all posted records that are changed. Valid values are:

Blank

Audit information will be updated on all posted records that are changed.

1

The system will bypass updating the audit information when a change is made to a posted record.

Interop Tab

1. Interoperability Version

Blank = ZJDE0001

Enter a version of Write Interoperability Records (P0900160).

Use this processing option to specify a version of F0911 Interoperability Processing Options (P0900160). If you specify a version, outbound records will be written. If you leave this processing option blank, ZJDE0001 will be used.

What You Should Know About Processing Options

Versions If you use the appropriate processing option to specify a version to run, the version must already exist on the server.

Using the Batch Review Program

After you enter transactions into the system, you might want to review them before you post them to the general ledger. Additionally, depending on the settings in your constants, you might need to approve the batch. You use the same program, Batches (P0011), when you review transaction batches online; therefore, the process to review transactions and approve batches is the same, regardless of the system. The only difference between the various batch review programs is the default batch type that displays on the form, which you can override. You can review all batch types from any batch review program.

Because invoices and vouchers are two-sided entries, you can review the invoice or voucher, as well as the G/L distribution (journal entry).

When to Review and Approve Journal Entries

After you enter journal entries, you can review and approve them at any time during the general ledger period before posting. Only approved batches of transactions are eligible to be posted. Use the review function to do the following:

- Review and approve a batch for posting
- Place a batch in pending status so that it cannot be posted until further analysis is completed
- Review and change journal entries

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences displayed are informational only.

Reviewing Transaction Batches

You use the Batches program (P0011) to review transaction batches. You can display a list of batches based on your user ID, a posting status, or a specific date range. For example, you might want to review all batches with a posting status of pending.

Note

If the batch review security feature is activated, the system might not display all batches. Instead, the system displays only the batches that you are authorized to review and approve.

When you review a list of batches, you can access transaction detail for a specific batch. For example, you can review the number of invoices, vouchers, and journal entries within a batch and the total amount of the transaction. You can also select a specific transaction to review.

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter. These differences are shown for both the input total and the number of documents. If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences.

The batch review program displays information in the Batch Control Records table (F0011).

► To review transaction batches

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, click Find to display all batches for all users. To limit the information that appears, complete one or both of the following fields and click Find:
 - User ID
 - Batch Number / Type
2. Click one of the following options to display batches by batch status:
 - Posted Batches
 - Unposted Batches
 - Pending
 - All Batches
3. To limit the search further, complete one or both of the following fields:

- Batch Date
- Batch Status

4. Click Find.

► **To review or revise journal entries using General Journal Review**

From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.

1. On Work With Batches, follow the steps to review a batch.
2. Choose a batch and click Select.

Document Type	Document Number	Document Company	G/L Date	Explanation	Domestic Amount
JE	3829	61000	06/30/05	Reclass funds	300,000.00
				Total	300,000.00

3. On General Journal Review, choose the journal entry that you want to review or revise, and then click Select.

You can delete an unposted journal entry or void a posted journal entry by choosing the journal entry and clicking Delete.

The amount fields appear blank on General Journal Review if the journal entries are in balance.

4. On Journal Entry, enter any necessary changes and click OK.

Adding Transactions to an Existing Batch

When you cannot revise a transaction, you need to delete it and re-enter it in the system. Ideally, you might want to add the transaction to its original batch. To add a transaction to an existing batch, you must use the Batches program (P0011). The process to add transactions is the same regardless of the type of transaction.

Approving Transaction Batches

After you enter and review a batch of transactions, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on

the settings in your system constants, the system assigns either a pending or an approved status to the batch.

If you do not turn on the Manager Approval of Input option in the constants, the system automatically assigns an approved status to the transaction batches.

► **To approve transaction batches**

From the transaction entry or process menu, choose the review menu selection (P0011).

1. On Work With Batches, follow the steps to review the batch:
2. Choose one or more batches.
3. From the Row menu, choose Batch Approval.
4. On Batch Approval, turn on the following option:
 - Approved - Batch is ready to post
5. Click OK to approve a single batch or OK to All to approve multiple batches.

To temporarily prevent a batch from posting, change the batch status from approved to pending on Batch Approval.
6. To verify the approval, review the following fields on Work With Batches:
 - Batch Status
 - Status Description

Processing Options for Batches (P0011)

Batch Type

1. Batch Type
-

The Financial Post Process

After you enter, review, and approve transactions, you must post them. All financial transactions such as journal entries, invoices, and vouchers must be posted to the Account Balances table (F0902) and the Asset Account Balances table (F1202) for fixed assets to update their respective systems with current transaction records and maintain the integrity of the systems.

Note

All journal entries that are within the FX range of accounts in the AAIs must be posted to the Asset Account Balances table to update the Plant & Equipment Management system with current transaction records.

The post program performs the following tasks in sequential order:

1. Selects Data to Post

The program performs the following actions to select the data for posting:

- Selects all approved batches that match the criteria specified in the data selection from the Batch Control Records table (F0011).
- Changes the batch status in the Batch Control Records table to indicate that the selected batches are in use.
- Selects the unposted transactions for the selected batches from the applicable transaction table.

2. Validates Information and Performs Error Processing

After selecting the batches and transactions to post, the program performs numerous edits. These edits validate the information for the job, the batches, and the transactions. The program verifies the following:

- The processing option versions and constants are valid.
- Transaction data is valid and can include the following information:
 - The account exists in the Account Master table (F0901) and is a posting account.
 - The business unit exists in the Business Unit Master table (F0006).
 - The G/L date is valid.
- Intercompany setup is correct for intercompany settlements.
- Each batch is in balance.

If the program finds errors, it does the following:

- Sends workflow messages to the Employee Work Center for the user who ran the Post program. For example, you receive messages for transactions that are in error and batches that do not balance.
- Prints an Out of Balance Post Error Report (R09801E) if a batch for a required-to-balance ledger type does not balance and is not specified as allowed to post.
- Places the entire batch in error if any transactions are in error, which prevents the batch from posting.

For batches with errors, no posting occurs. Only the final step of the process applies (updating the batch status to E).

3. Creates Automatic Entries

For batches that do not contain errors, the post process continues. The program creates and posts transactions for automatic entries. The type of automatic entry varies by system and batch type. For example, if you use intercompany settlements, the post program creates automatic entries to the intercompany account for the appropriate companies. If you post accounts receivable or accounts payable transactions, the system creates automatic entries for the A/P and A/R trade accounts. For more information about the type of automatic entries that the post creates, see the corresponding concept that is associated with posting specific types of transactions.

4. Updates the Posted Codes

After validating the integrity of the information in the job, batches, and transactions, the program does the following:

- Updates the posted code for each transaction to D in the respective ledger tables of the system
- Updates the posted code for each transaction to P in the Account Ledger table (F0911)
- Posts transactions to the Account Balances table (F0902)
- Prints the General Ledger Post Report (R09801)

The program posts to the appropriate ledgers. For example, the program posts domestic amounts to the AA (actual amount) ledger.

The program also creates transactions for automatic offsets that are required for intercompany settlements, if applicable.

5. Updates the Taxes Table

The program updates the tax amount in the Taxes table (F0018), based on a processing option setting.

6. Updates the Batch Status

After posting each transaction to the Account Balances table, the program updates the transaction in the Account Ledger table with a G/L posted code of P (posted).

After posting all of the transactions for a batch, the program updates the status of the batch in the Batch Control Records table (F0011). The program sets each posted batch to D (posted) and each unposted batch to E (error).

7. Updates the Line Extension Code Field

When the post generates Account Ledger table (F0911) records, the system updates the Line Extension Code field (EXTL) with a value of AE. This differentiates Account Ledger records that you enter through voucher or invoice entry from those records generated by the post, such as payments, automatic entries, and receipts.

8. Initiates Programs Defined in Processing Options

Depending on processing option settings, the program processes other programs when the post process is complete.

- The Post G/L Entries to Assets program (R12800) updates asset information if you set the appropriate processing option.
- The 52 Period Accounting Post program (R098011) updates the Account Balances - 52 Period Accounting table (F0902B) if you set the appropriate processing option.

Prerequisites

- ☐ Verify that the batch has an approved status.
- ☐ Ensure that all post menu selections are routed to the same job queue and that the job queue allows only one job to process at a time.

See Also

- ❑ *Posting Journal Entries to Fixed Assets* in the *Fixed Assets Guide* for more information about updating asset information
- ❑ *Setting Up Batch Approval and Post Security* in the *General Accounting Guide* for information about establishing security for approving and posting batches
- ❑ *Multicurrency Journal Entries* in the *Multicurrency Guide* for information about how the system posts journal entries with multicurrency

Posting Financial Batches

You can access the General Ledger Post program (R09801) in either of the following ways:

- From menu selections that describe the process that you want to run, such as Post General Journal, Post Vouchers to G/L, or Post Receipts to GL. This allows you to post directly from a menu.
- From one of the versions of the Batches program (P0011), such as Invoice Journal Review or Review Payments. This allows you to post without exiting the Batches program.

The way that you access the General Ledger Post program determines the methods that are available for posting batches.

When you run the General Ledger Post program from a menu selection that describes the process that you want to run, the system accesses the Work With Batch Versions - Available Versions form. The following method is available for posting batches:

G/L Post by Version	<p>From the Work With Batch Versions - Available Versions form, choose and run a version of the General Ledger Post program.</p> <p>Advantage:</p> <ul style="list-style-type: none">• The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.
----------------------------	--

When you choose to run the General Ledger Post program from a version of the Batches program, the system accesses the Work With Batches form. The following methods are available for posting batches:

Post by Version	<p>From the Work With Batches form, choose Post by Version from the Form menu. You then choose and run a version of the General Ledger Post program.</p> <p>Advantages:</p> <ul style="list-style-type: none">• The program posts all of the approved batches at one time unless you use data selection to specify a batch, a range of batches, or a list of batches.• You can run the post by version locally or on a server.
------------------------	---

Post by Batch	<p>From the Work With Batches form, choose one or more batches, and then choose Post by Batch from the Row menu. The program selects the version to run that corresponds to the batch type and completes the data selection in the version for you.</p> <p>Advantage:</p> <ul style="list-style-type: none"> • Data selection occurs automatically. <p>Disadvantage:</p> <ul style="list-style-type: none"> • You cannot run the Post by Batch selection locally.
Subsystem G/L Post	<p>From the Work With Batches form, choose one or more batches, and then choose Subsystem G/L Post from the Row menu. The program sends the data selection to a subsystem table.</p> <p>Advantage:</p> <ul style="list-style-type: none"> • Data selection occurs automatically, and system resources can be better used. For example, the system administrator might hold batches in the subsystem and run them at night when system resources are more readily available.

Each version of the General Ledger Post program has data selection set for a specific batch type. The following table lists the system, the version of the post program, and the corresponding batch type for each financial post program:

System	Description of Transaction	Version	Batch Type
General Accounting	Journal Entries	ZJDE0001	G
	Allocations	ZJDE0010	D
Accounts Payable	Vouchers	ZJDE0002	V
	Automatic Payments	ZJDE0003	K
	Manual Payments with Voucher Match	ZJDE0004	M
	Manual Payments without Voucher Match	ZJDE0005	W
Accounts Receivable	Invoices	ZJDE0006	IB
	Receipts	ZJDE0007	RB
	Drafts	ZJDE0020	DB

Do not change the data selection for the batch type. Use the version of the General Ledger Post program that corresponds to the type of batch that you want to post.

Caution

The post program performs a number of complex tasks. PeopleSoft strongly recommends that you observe the following constraints:

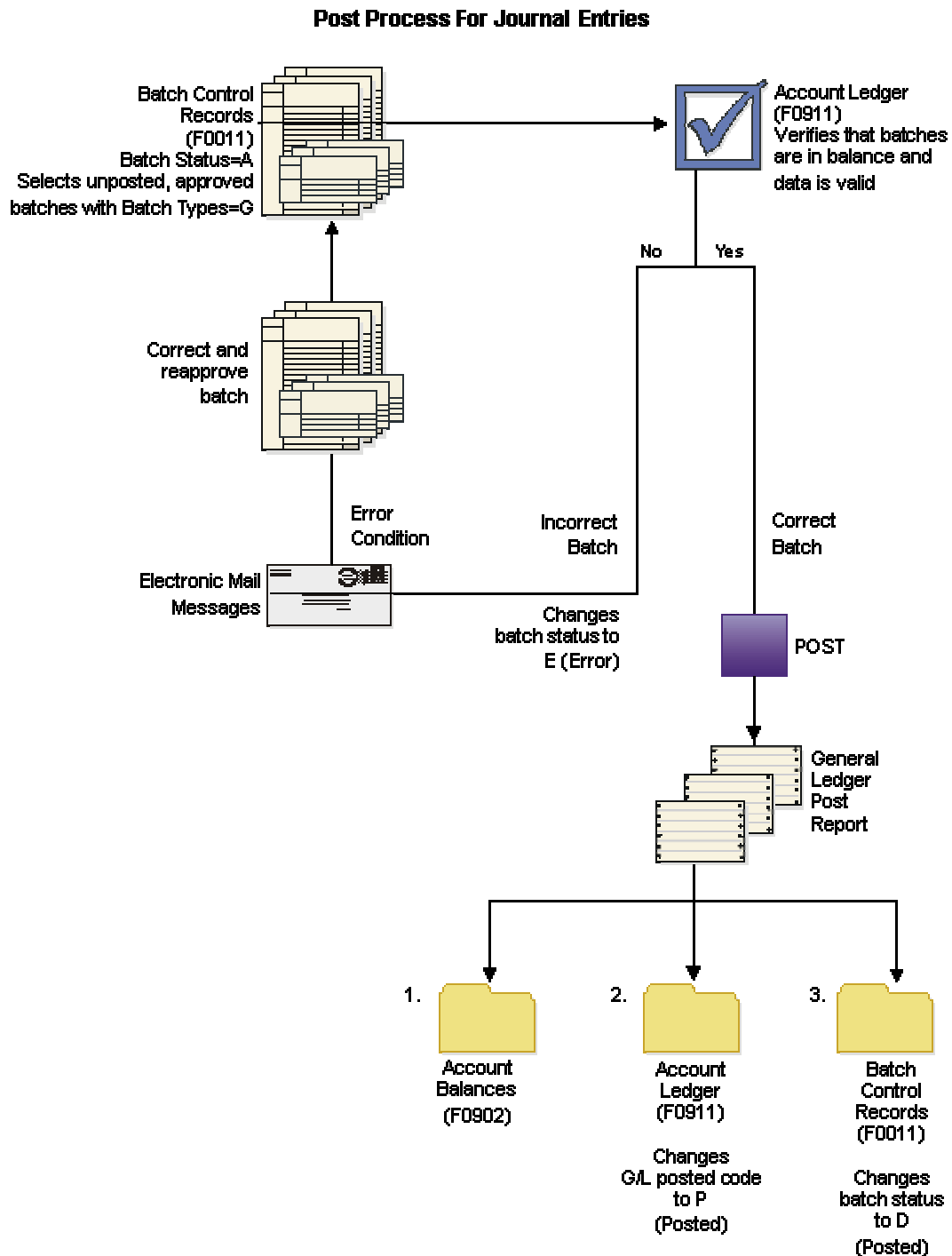
- Do not customize the programming.
 - Do not change accounts, AAIs for the General Accounting system, intercompany settlements in the General Accounting constants, or processing options for the post program while it is running.
-

The Journal Entry Post Process

After you review and approve journal entries, you post them to the general ledger. The General Ledger Post Report program (R09801) does the following:

- Selects unposted, approved batches of journal entries and validates each transaction
- Posts accepted transactions to the Account Balances table (F0902)
- Changes the status of the journal entry batch to indicate that it is posted
- Marks the detail lines of the journal entry as posted in the Account Ledger table (F0911)
- Sends electronic mail messages for transactions that are in error and produces a General Ledger Post report, which lists successfully posted batch details

The following graphic illustrates the post processes in EnterpriseOne for journal entries:



Processing Options for General Ledger Post (R09801)

Print Tab

These processing options specify which account format prints on the report and whether the report includes error messages.

1. Account Format

Blank = Default Account Format

1 = Structured Account

2 = Short Account ID

3 = Unstructured Account

Use this processing option to specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages

Blank = No error message will print

1 = Error message will print

Use this processing option to specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Valid values are:

Blank

Do not print error messages.

1

Print error messages.

Versions Tab

These processing options specify versions of the corresponding programs to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Detail Currency Restatement Version

Blank = No Detail Currency Restatement entries created

Use this processing option to specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.

2. Fixed Asset Post Version

Blank = No Fixed Asset entries created

Use this processing option to specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.

3. 52 Period Post Version

Blank = No 52 Period Post entries created

Use this processing option to specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances table (F0902) and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

Edits Tab

This processing option specifies whether the system updates the specific fields on the transaction.

1. Update Transaction

Blank = No editing

1 = Update transaction

Use this processing option to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L date field of the unposted record in the Account Ledger table.

The system will update the Fiscal Quarter field on the unposted record in the Account Ledger table to blank.

Taxes Tab

These processing options specify how the system updates tax information.

1. Update Tax File

Blank = No update to Tax File

1 = VAT or Use Tax only

2 = For all Tax Amount

3 = For all Tax Explanation Codes

Use this processing option to specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Valid values are:

Blank

The system does not update the Taxes table.

1

The system updates the Taxes table for the following tax explanation codes only: V, VT, V+, U, and UT.

2

The system updates the Taxes table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code E (exempt).

3

The system updates the Taxes table for all tax explanation codes including E (exempt).

2. Update VAT Discounts

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

Note: The following options in the tax rules must be turned on to use this processing option:

- o Tax on Gross Including Discount
- o Discount on Gross Including Tax

Valid values are:

Blank

The system does not adjust tax amounts for discounts taken.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

-
- o Adjustment to the gross amount (extended price) = discount taken
 - o Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken
 - o Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax Rate = 25%

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- o Adjustment to the Gross Amount = 12.50
- o Adjustment to the Taxable Amount = 10.00
- o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- o Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$
- o Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$
- o Adjusted Tax Amount: $250.00 - 2.50 = 247.50$

3. Update VAT Receipts and W/O

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Valid values are:

Blank

The system does not adjust tax amounts for write-offs.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

- o Adjustment to the gross amount (extended price) = write-off amount
- o Adjustment to the taxable amount = (taxable amount / gross amount) x write-off amount
- o Adjustment to the tax amount = (tax amount / gross amount) x write-off amount

For example:

Tax Rate = 25%

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- o Adjustment to the Gross Amount = 12.50
- o Adjustment to the Taxable Amount = 10.00
- o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- o Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$
- o Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$
- o Adjusted Tax Amount: $250.00 - 2.50 = 247.50$

Process Tab

This processing option specifies whether the system explodes the parent item.

1. Explode parent item time

Blank = No exploding

1 = Explode parent item time

Use this processing option to specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a 1 for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Valid Values are:

Blank

Do not explode the time entries for a parent asset down to the children of the parent asset.

1

Explode the time entries for a parent asset down to the children of the parent asset.

Cash Basis Tab

These processing options specify the units ledger type to assign to cash basis entries, and the version of the Create Cash Basis Entries program (R11C850) to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Units Ledger Type

Blank = ZU

Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

2. Create Cash Basis Entries Version

Blank = No Cash Basis entries created

Use this processing option to specify which version of the Create Cash Basis Entries program (R11C850) to run. If you leave this processing option, the system does not create cash basis entries.

Verifying the Post

After posting your transactions, verify that your batches posted successfully. If any of the batches did not post, you must correct all of the errors and set the batch to approved status before the program will post the batch. The system creates a variety of messages and reports to help you verify the posting information.

Reviewing Your Workflow Messages

The General Ledger Post program (R09801) sends workflow messages either when a job finishes normally or when errors occur. After you run the General Ledger Post program, review your workflow messages to determine the status of a job.

If a job did not finish normally, review the error messages. Typically, one message notifies you that a job had errors, followed by one or more detailed messages defining the errors. After reviewing your error messages, you can access the batches in error and correct the errors interactively.

See Also

- ❑ *Messages and Queues* in the *Foundation Guide* for more information about how to review error messages

Reviewing the Post Detail Error Report

When you set up ledgers, you specify whether a ledger is required to balance. If the General Ledger Post program (R09801) finds an out-of-balance condition in a ledger type that is required to balance, the program generates a report. If you determine that an out-of-balance journal entry is in error, correct the error and post the batch again.

In some cases, you might need to post an out-of-balance journal entry. For example:

- A power failure occurred during entry or posting.

- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

Reviewing the General Ledger Post Report

To verify the transactions that were posted to the Account Balances (F0902) and Account Ledger (F0911) tables, review the General Ledger Post report (R09801).

The General Ledger Post report lists batches that posted successfully. At the end of the report, if one or more batches contained errors, the report also includes a text box to alert you that the program found errors. You should review your workflow messages in the Employee Work Center for messages that provide more detail. Then you can access the Work With Batches and Journal Entry forms, where you can correct errors.

A General Ledger Post report that contains only heading information indicates that the Post program could not post any batches and has sent messages to your electronic mail.

If you use Fixed Assets, the program produces a separate General Ledger Post Report.

Revising Batches to Post Out of Balance

To correct a problem found on an integrity report, you can revise a batch to post or not post out of balance. In some cases, you might need to post an out-of-balance journal entry. The following are examples:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

► To revise batches to post out of balance

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.

1. On Work With Batches, complete the following field to narrow your search, and then click Find to locate the batch.
 - Batch Type
2. Choose the batch and then choose Revise from the Row menu.
3. On Create/Revise Batch Header, choose Overrides from the Form menu.
4. On Batch Overrides, turn on the following options and click OK:
 - Allow batch to post out of balance
 - Exclude batch from integrity report

Revising and Voiding Posted Journal Entries

You can change a limited amount of information in journal entries that have been posted. To remove a posted journal entry, you must void it. For a change or void to be reflected in both the Account Ledger (F0911) and the Account Balances (F0902) tables, you must post the batch again.

Revising a Posted Journal Entry

After you post a journal entry, you can change its associated explanations. You can also add lines to the G/L distribution.

The system maintains an audit trail when you revise a posted journal entry.

If you revise a posted journal entry, the system changes the batch status on the original batch from posted to pending or approved (depending on the settings of your general accounting constants). If the batch status is pending, you must approve the batch before you can post it. If the batch status is approved, the batch is eligible to post.

To correct information that you cannot change, you must void the existing journal entry and enter a new one.

► To revise a posted journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Find to display all journal entries, or complete any of the following fields to narrow your search and then click Find:
 - Batch Number
 - Batch Type
2. Choose the journal entry that you want to change, and then click Select.
3. On Journal Entry, change the following fields, if necessary:
 - Explanation
 - Remark
 - Reference 2
 - Purchase Order
 - Purchase Order Suffix
 - Service/ Tax Date
4. If necessary, add lines to the G/L distribution by completing the following fields on the next blank line in the detail area:
 - Account Number
 - Amount
5. Click OK.

Voiding a Posted Journal Entry

You can void a posted journal entry in any open fiscal period. The system creates a reversing journal entry as of the G/L date that you specify.

You cannot delete a posted journal entry.

► To void a posted journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, click Find.
2. Choose the journal entry.
3. From the Row menu, choose Void.
4. On Void Journal Entry, change the following field, if necessary:
 - G/L Date
5. Click OK to proceed with the void.
6. To verify the void, choose the voided journal entry and click Select.
7. On Journal Entry, review the following field in the detail area:
 - R V

The field should contain V (void).
8. Review the lines for the reversing journal entry that the system created as a result of the void.

Alternatively, you can void posted journal entries on the General Journal Review form. Voiding on this form is similar to voiding on Work With Journal Entries.

After you void a posted journal entry, the system recalculates the total amount of the batch and updates the Work With Batches form.

See Also

- *Deleting Unposted Journal Entries* in the *General Accounting Guide* for more information about how to delete an unposted journal entry

Voiding a Posted Reversing Journal Entry

You can void reversing journal entries that are posted if both of the applicable fiscal periods are open. This process has two parts. You must void each of the following journal entries individually to keep the periods in balance:

- The original journal entry that you marked for reversing
- The reversing journal entry that the system generated for the following period

To keep your periods in balance, use a date in the same period as the journal entry that you are voiding, as shown in the following example:

Original journal entry	05/15/05
Void of original	05/15/05
System-generated reversing journal entry	06/01/05
Void of reversing	06/01/05

► To void a posted reversing journal entry

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

1. On Work With Journal Entries, locate the original journal entry by completing one or more of the following fields and clicking Find:
 - Document Type
 - Document Number
 - G/L Date
2. Follow the steps to void a posted journal entry.
3. Locate the reversing journal entry by completing the same fields that you used to locate the original journal entry and clicking Find.
4. Select the reversing journal entry, which is dated the first of the month following the date of the original journal entry.
5. Follow the steps to void a posted journal entry.

Printing General Journals

Normally, you review the general journal online. However, if you need to perform a detailed analysis, a printed general journal might provide a more workable format. Printed reports are especially helpful when you are resolving out-of-balance conditions. You can generate the following types of reports:

- Unposted General Journal report (R09301)
This report displays unposted journal entries only.
- General Journal by Batch report (R09301)
This report displays posted and unposted journal entries in batch number sequence.
- General Journal by Account report (R09311)
This report displays posted and unposted journal entries in account number sequence.

In addition, you can generate the Post Detail Error report, which contains information about out-of-balance entries.

All the general journals print transactions from the Account Ledger table (F0911).

The reports contain the following abbreviated column headings:

- Do Ty - Document Type
- PC - Posted Code
- LT - Ledger Type
- RV - Reverse/Void

If you are using multiple currencies, both the CA foreign amounts and the AA domestic amounts print for foreign transactions.

The processing time for these reports is related to the number of Account Ledger records in your system.

Printing the Unposted General Journal Report

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Unposted General Journal.

You can print a general journal report to analyze journal entry transactions before you post them to the general ledger.

Processing Options for Unposted General Journal (R09301)

Account Mode

1 = Account Number

2 = Short Account ID

3 = Unstructured Account

4 = Number entered

Units

Enter '1' to print units.

Printing the General Journal by Batch Report

From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal by Batch.

You can print both posted and unposted transactions by batch. The totals printed on this report are by document number and document type within each batch.

Worldwide Company General Journal by Batch Report										3/20/2004	14:37:33
Page - 1											
R09301	Batch Number :	959	Batch Date :	3/24/1997	User ID :	CA5957071					
	Batch	Do	Document	Co	G/L	Account Number	Account Description	Debit Amount	Credit Amount	LT	P R
	Number	Ty	Number	Number	Date	Explanation				C	V
	959 JE	1.0	1011	00060	4/30/2005	60 1110	Cash in Banks	59,000.00		AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 5100	Sales - Product Class 1		486,000.00-	AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 5300	Sales - Product Class 2		138,000.00-	AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 6100	Costs - Product Class 1	323,000.00		AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 6300	Costs - Product Class 2	94,000.00		AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 5100	Salaries and Benefits	43,000.00		AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 5200	Maintenance Costs	20,000.00		AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 5300	Insurance Expense	23,000.00		AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 5400	Equipment Expense	19,000.00		AA	P
	Line No					April Monthly Activity					
	959 JE			00060	4/30/2005	61 5100		43,000.00		AA	P
	Line No					April Monthly Activity					
Document Total								624,000.00	624,000.00-	AA	Total
Batch Total							Posted	624,000.00	624,000.00-	AA	Total
Grand Total							Unposted				
Grand Total							Posted	624,000.00	624,000.00-	AA	Total
Grand Total							Unposted				
Grand Total							Posted				CA Total
Grand Total							Unposted				

See Also

- *Printing the Unposted General Journal Report* in the *General Accounting Guide* for the processing options for this program

Printing the General Journal by Account Report

From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal by Account.

You can print both posted and unposted transactions by account. The General Journal by Account report provides totals by account number.

Processing Options for General Journal by Account (R09311)

Account Mode

1 = Account Number

2 = Short Account ID

3 = Unstructured Account

4 = Number entered

Units

Enter '1' to print units.

See Also

- ❑ *Printing the Unposted General Journal Report* in the *General Accounting Guide* for the processing options for this program

Reports and Inquiries for General Accounting

You can access the most current general ledger information that is available in your system by using reports and online inquiries.

In general, the reports and inquiries use information from the Account Balances (F0902) and Account Ledger (F0911) tables as follows:

- Trial Balance reports and inquiries: F0902 table
- General Ledger reports: F0911 table
- Transaction Journal reports: F0911 table
- Account Balance inquiries: F0902 table
- Account Ledger inquiries: F0911 table

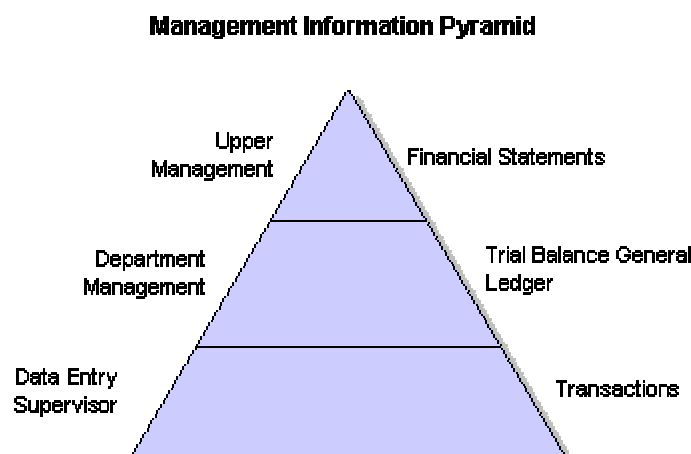
When generating reports and displaying inquiries, the system uses two automatic accounting instructions (AAIs) to determine income statement accounts:

- GLG6 – Beginning Revenue Account
- GLG12 – Ending Income Statement Account

Accounts outside this range (GLG6–GLG12) are considered balance sheet accounts. These AAI accounts are also used to calculate the cumulative balance for a trial balance report or inquiry.

For each report or inquiry, you can summarize accounting information at different levels of detail, depending on your needs.

The management information pyramid below helps you work with and interpret many of the EnterpriseOne reports and online inquiries.



You can summarize information at multiple levels using the level-of-detail code that is assigned to each general-ledger account number. The information at the top of the pyramid summarizes the supporting detail from the lower levels. As you descend the pyramid, the information becomes more

detailed. At the lowest level of detail are business transactions, such as journal entries, payroll entries, invoices, vouchers, and so on. A manager's access to summary information (at the top of the pyramid) depends on an accurate compilation of detailed information at the bottom of the pyramid.

See Also

- ❑ *Multicurrency Inquiries and Reports for General Accounting* in the *Multicurrency Guide* for more information about how to use the General Accounting reports and inquiries when your organization uses multiple currencies

Statutory Reports and Inquiries

European governments have guidelines dictating the account numbers that businesses must use. To accommodate these guidelines, you can assign one or more alternate account numbers to category codes 21–23. These category codes are used because the code value (in this case, the statutory account number) allows up to ten characters. You can assign the same category code to multiple accounts, if necessary.

You can use the following reports to provide statutory information:

- G/L by Category Code report (R09470)
- Debit/Credit T/B by Category Code report (R09472)

On these reports, the category code indicates your statutory account number and the category code description indicates the account description. You can summarize several accounts with the same statutory value and list the statutory number and description.

Other reports, which are produced through the Financial Reporting feature, use the alternate object and subsidiary accounts that you can set up for accounts to provide statutory reports.

You can use the following online inquiries to provide statutory information:

- Account Inquiry by Category Code (P09202)
- Statutory Account Inquiry (P09218A)

See Also

- ❑ *Working with an Alternate Chart of Accounts* in the *General Accounting Guide* for information about alternate and statutory accounts

Printing Trial Balance Reports

Trial balance reports are useful when you need to verify the accuracy of individual ledger account balances and your overall ledger. If a balancing problem occurs, you can review these reports to locate the problem. For example, you can use a trial balance report to locate which period is out of balance. You can also use the report to analyze the debit and credit totals that make up your trial balance.

Most trial balance reports use information from the Account Balances table (F0902). Because the F0902 table contains only net postings for each period, you cannot print a trial balance in a debit/credit format. However, you can run a program that will process debit balances from the

Account Ledger table (F0911) and populate the Account Debit Balances table (F0902A) with debit and credit amounts for each period. You can then create your own report that uses the F0902A table, which uses the debit/credit format.

Which Trial Balance Report You Should Choose

You can use the trial balance reports to review cumulative balance information. You can use the debit/credit trial balance to review totals for debits and credits. All of the reports provide information through the current period or any previous period or fiscal year that has been retained in your Account Balances table.

The report that you choose depends on how you want to review the account balances and what information you want to see, as described in the following list:

- Trial Balance Report (R09410)
Use this report to analyze account balances by business unit and to obtain business unit totals. This report includes a processing option for level-of-detail summarization.
- Trial Balance By Object Report (R094121)
Use this report to review specific "like" object accounts, such as all Cash In Bank accounts, and to obtain account totals for each group.
- Debit/Credit T/B by Category Code report (R09472)
Use this report to obtain debit and credit totals, and to supplement your chart-of-accounts reporting for multinational companies and for statutory accounting.
- Debit/Credit T/B by Object report (R09473)
Use this report to review the total debit and credit amounts for each account in any given ledger.

Current balances for income statement accounts do not include the prior-year balance. To calculate an inception-to-date total for income statement accounts, add the year-end balances for all prior years to the current balance.

The column heading LD represents the Level of Detail field.

Printing a Trial Balance Report

From the Accounting Reports & Inquiries menu (G0912), choose Trial Balance Report.

To review balances for business units, print the Trial Balance Report (R09410). You can specify summarization at any level of detail without printing lower levels. This report provides subtotals at all higher levels, and a grand total and report for the company.

Note

This report page breaks on each company. PeopleSoft recommends that you not remove the company page break because the report will become difficult to read.

Processing Options for Trial Balance Report (R09410)

Period Tab

These processing options specify the fiscal year and period for which the trial balance will be printed. If you leave the fields blank, the program uses the current period and year as defined for the General Accounting system on the Company Setup form and recorded in the Company Constants table (F0010). Use the Company Names and Numbers menu selection (G09411) to access this form.

Fiscal Year

Use this processing option to specify the last two digits of the fiscal year for which the trial balance will be printed. For example, enter 05 for 2005. If you complete this processing option, you must also specify the ending period number in the Period Number processing option. If you leave this processing option blank, the program uses the fiscal year defined for the General Accounting system on the Company Setup form and recorded in the Company Constants table (F0010).

Period Number

Use this processing option to identify the period for which the trial balance will be printed. If you complete this processing option, you must also specify the fiscal year for the ending period in the Fiscal Year processing option. If you leave this processing option blank, the program uses the current period defined for the General Accounting system on the Company Setup form and recorded in the Company Constants table (F0010).

Print Tab

These processing options specify printing characteristics, such as the format of the account numbers, printing of zero balances, and where page breaks occur.

1. Account Number Format
 2. Accounts with Zero Balances
 3. Page Breaks
-

LOD Tab

This processing option specifies the lowest level of detail to be printed on the report. For example, if you specify level 7 as the lowest level and your chart of accounts includes levels 8 and 9, level 7 includes the totals for accounts with level 8 and 9 amounts, but the detail for level 8 and 9 does not print.

For rollup from one level of detail to the next to occur accurately, you cannot skip levels of detail when you set up the chart of accounts. Skipping a level of detail produces unpredictable results.

1. Lowest Level of Detail

Ledger Tab

This processing option specifies the ledger type that the report uses. For example, you can specify the BA (budget amounts) ledger type to print a report of budget amounts.

1. Ledger Type

Subledger Tab

These processing options specify subledger information.

1. Subledger

2. Subledger Type

Currency Tab

This processing option, which applies only if you post account balances by currency, specifies the currency codes that are included. You set up the feature for posting account balances by currency on the Company Setup form, which you access through the Company Names & Numbers menu selection (G09411).

1. Currency Code

Printing a Trial Balance by Object Report

From the Accounting Reports & Inquiries menu (G0912), choose Trial Balance By Object Report.

To review balances by object account across all business units, generate the Trial Balance By Object report (R094121). You can review totals by object account only, by company, or by company and object account. The report includes a grand total.

Processing Options for Trial Balance By Object Report (R094121)

Select Tab

1. Fiscal Year

Blank = Current Year

Use this processing option to specify the fiscal year for the system to use when printing the report. If you leave this processing option blank, the system uses the reporting year specified in the Company Names & Numbers program (P0010).

2. Period

Blank = Current Period

Use this processing option to specify the fiscal period for the system to use when printing the report. If you leave this processing option blank, the system uses the reporting period specified in the Company Names & Numbers program (P0010).

3. Ledger Type

Use this processing option to specify the ledger type for the system to use when printing the report. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses ledger type AA.

4. Subledger

Use this processing option to specify a subledger for the system to use when printing the report. Enter * for all subledgers.

5. Subledger Type

Use this processing option to specify a subledger type for the system to use when printing the report. If you entered a subledger in the Subledger processing option, you must enter a value in this processing option.

6. Non Posting Account

Blank = No Fetch from the Account Balance Table

1 = Fetch Balance from the Account Balance Table

Use this processing option to specify whether the system includes non-posting accounts from the Account Balances table (F0902) on the report. Valid values are:

Blank

The system does not include non-posting accounts.

1

The system includes non-posting accounts. If you changed an account from posting to non-posting and the account still has a balance, the balance is included on the report.

Print Tab

1. Zero Balances

Blank = Print accounts with zero balances

1 = Omit accounts with zero balances

Use this processing option to specify whether the system prints accounts with zero balances. Valid values are:

Blank

The system prints accounts with zero balances.

1

The system does not print accounts with zero balances.

2. Account Number Format

1 = Account Number (Default)

2 = Short Account I.D.

3 = Unstructured Account

Use this processing option to specify the format in which the system prints the account number. Valid values are:

1

The system prints the account number in business unit.object.subsidiary format.

2

The system prints the short account ID.

3

The system prints the third (unstructured) account number.

Currency Tab

1. Currency Code

* = All currency codes

Use this processing option to specify the currency code that the system uses to select records for processing. Enter * to select all currency codes.

Summarize Tab

1. Beginning Range Object Account Summarization

Use this processing option if you want the system to print a summarized report. Enter the beginning object account in a range of accounts for the system to use when selecting records for this report. In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. If you leave the beginning and ending object account fields blank, the program prints a detailed report for all accounts in the chart of accounts.

2. Ending Range Object Account Summarization

Use this processing option if you want the system to print a summarized report. Enter the ending object account in a range of accounts for the system to use when selecting records for this report. In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. If you leave the beginning and ending object account fields blank, the program prints a detailed report for all accounts in the chart of accounts.

Printing a Debit/Credit T/B by Category Code Report

From the Accounting Reports & Inquiries menu (G0912), choose Debit/Credit T/B by Category C.

Use the Debit/Credit T/B by Category Code report (R09472) to print a statutory account (category code value) on a trial balance instead of the business unit.object.subsidiary account code. The category code indicates the account number, and the category code description indicates the account description.

Processing Options for Debit/Credit T/B by Category Code (R09472)

Select Tab

1. Fiscal Year

Blank = Current Fiscal Year

Use this processing option to specify the fiscal year for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the current fiscal year.

2. Period

Blank = Current Period

Use this processing option to specify the period number for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the current period number.

3. Ledger Type

Blank = AA

Use this processing option to specify the ledger type for the system to use when selecting records to print on this report. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses ledger type AA.

4. Category Code (21-23)

Blank = 21

Use this processing option to specify the Account Category Code (21-23) that the system prints on the report. If you leave this processing option blank, the system prints category code 21.

Note: This value is used only to print the category codes on the report. It is not used for data selection.

Printing the Debit/Credit T/B by Object Report

Use one of the following navigations:

From the Accounting Reports & Inquiries menu (G0912), choose Debit/Credit T/B by Object.

From the French Reports menu (G093151), choose T/B by Object and Subsidiary.

From the Italian Reports menu (G093152), choose T/B by Object & Subsidiary.

Use the Debit/Credit T/B by Object report (R09473) to verify the accuracy of transactions in individual account ledgers. When all of the transactions are accurate, the totals in this report equal the totals in the G/L reports and the G/L Registration report (R09404).

Businesses often print the Debit/Credit T/B by Object report to facilitate internal audits by verifying one or more accounts. Businesses also use this report for external audits, as required by a fiscal authority or auditing firm.

You can print the Debit/Credit T/B by Object report to review the total debit and credit amounts for each account in any given ledger. You can also find errors that cause the general ledger to be out of balance. Possible errors include incorrect entries or missing transactions.

The report provides the current balances from the Account Balances table (F0902) and compares these totals with the YTD transaction information from the Account Ledger table (F0911).

You can also total groups of accounts, such as assets, liabilities, YTD income, revenues, cost of goods sold, other income, or other expenses, depending on the account ranges that you set up in your automatic accounting instructions.

Processing Options for Debit/Credit T/B by Object (R09473)

Select Tab

Period Number

Use this processing option to specify the period for which the trial balance prints. If you complete this field, you must also specify the fiscal year for the period in the Fiscal Year field. If you leave this field blank, the program uses the current period defined on the Set Up Company form and recorded in the Company Constants table (F0010).

Fiscal Year

Use this processing option to specify the last two digits of the fiscal year for which the trial balance prints. For example, enter 05 for 2005. If you complete this field, you must also complete the Period Number field.

If you leave this field blank, the program uses the current fiscal year defined for the General Accounting system and recorded in the Company Constants table (F0010).

Ledger Type 1

Use this processing option to specify the first ledger type on which you want to report.
Valid values are found in UDC table 09/LT.

Ledger Type 2

Use this processing option to specify the second ledger type on which you want to report.
Valid values are found in UDC table 09/LT.

Ledger Type 3

Use this processing option to specify the third ledger type on which you want to report.
Valid values are found in UDC table 09/LT.

Print Tab

1. Accounts with Zero Balances

Blank = Do not print accounts with zero balances.

1 = Print accounts with zero balances.

Use this processing option to specify whether the system omits accounts with zero balances in the selected period.

2. Balance and Difference Columns

Blank = Do not print Balance and Difference columns.

1 = Print Balance and Difference columns.

Use this processing option to specify if you want to have a Balance and a Difference column print on the report. The Balance column prints the account's current balance, calculated from the Account Balances table (F0902). This Balance column is then compared to the Cumulative YTD Total column on the report, which is calculated from the Account Ledger table (F0911). Any differences found between the Cumulative YTD Total column and the Balance column are printed in the Difference column on the report.

3. Summarize Subsidiary Accounts

Blank = Do not summarize subsidiary accounts.

1 = Summarize subsidiary accounts.

Use this processing option to specify whether the system summarizes all subsidiary accounts into one object account.

4. Total by GLG AAI Account Ranges

Blank = Do not print account range totals.

1 = Print account range totals.

Use this processing option to specify if you want totals for the GLGx AAI ranges to print on your report. These totals print after the appropriate object account, according to the account ranges set up for the default company (Company 00000) in GLGx AAIs. Totals are printed for the following account ranges:

GLG2-GLG3	Assets
GLG3-GLG5	Liabilities
GLG5 YTD	Income
GLG6-GLG7	Revenues
GLG8-GLG9	Cost of Goods Sold (COGS)
GLG11-GLG13	Other Income
GLG13-GLG12	Other Expenses

5. Class Total Level

Blank = Do not print class totals

1 = Classify by the first digit of the account number.

2 = Classify by the first two digits of the account number.

3 = Classify by the first three digits of the account number.

4 = Classify by all four digits of the account number.

Use this processing option to specify how the system classifies accounts for purposes of subtotaling. The report classifies accounts by account number. You can classify by one, two, three, or four digits of the account number. The report includes a class total for each classification.

For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1099, another class total for accounts 1100 through 1199, and so on. If you classify accounts by three digits, the report includes a class total for accounts 1100 through 1110, another class total for accounts 1111 through 1119, and so on.

If you classify accounts by all four digits, each object account has its own class total; subsidiary accounts to a single object are included in the class total.

The system includes class totals at the level that you specify and at lower levels. For example, if you classify accounts by two digits, the report includes a class total for accounts 1000 through 1999, in addition to the class totals for accounts 1000 through 1099, 1100 through 1199, and so on.

Process Tab

1. Mode

Blank = Proof

1 = Final

Use this processing option to specify the mode in which you want to run this report.

Caution

You can run this report in final mode only once for the selected period and fiscal year. The transactions that are printed in final mode do not appear if you run the report again.

Currency Tab

1. As-If Currency

Blank = The as-if currency grid column does not appear.

Or, enter the code for As-if currency.

Use this processing option to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered. Specify the currency code in which to print the "as if" currency amounts. For example, to view domestic or foreign U.S. dollar amounts in the euro, specify EUR.

If you leave this processing option blank, the "as if" currency column does not appear on the report.

Note: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

2. As-Of Date

Blank = The system uses the system date.

Or, enter the As-of date.

Use this processing option to specify an "as of" date for the As If Currency processing option. The system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.

Note: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of" date.

Printing General Ledger Reports

General ledger reports provide detailed information about account transactions. Use these reports when you need to review transactions within individual accounts, to research problems, or to verify account accuracy.

The general ledger reports use AAI (Automatic Accounting Instructions) items GLG6 and GLG12 to determine the beginning and ending account ranges for income statement accounts.

The general ledger reports provide a choice between year-to-date and current-period totals. You can also include specific document types, such as vouchers or journal entries, on these reports.

The report that you choose depends on how you want to review the information, as described in the following list:

- G/L by Business Unit report (R09420)
This report lists transactions by object account within a specific business unit.
- G/L by Object Account report (R09421)
This report lists transactions by account. Use this report to review specific accounts across all or several business units, and to obtain account totals for each group.
- G/L with Subledger Totals report (R09422)
This report lists transaction totals by subledger. This report includes the same information that you view online on T/B by Subledger.
- G/L by Category Code report (R09470)
As an alternative to chart of accounts reporting, this report lists transactions by any one of the 23 account category codes. Use this report for your statutory reporting requirements.

The general ledger reports contain the following abbreviated column headings:

- Do Ty - Document Type
- LT - Ledger Type
- PC - Posted Code

Prerequisite

- ❑ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date* in the *General Accounting Guide* for more information.

Printing a G/L by Business Unit Report

From the Accounting Reports & Inquiries menu (G0912), choose G/L by Business Unit.

To review transactions by business unit, run the G/L by Business Unit report (R09420). This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables. It summarizes totals by period, account, business unit, and company.

The Account Ledger Inquiry program (P09200) provides a quicker, more flexible review of the same information.

Processing Options for G/L by Business Unit (R09420)

Select Tab

These processing options specify the information that is included in the report balances, based on the range of dates. If you specify a “from period,” you must also specify a “thru fiscal year” and “thru period number.” If you specify a “from date,” you must also specify a “thru date.”

1. From Period

0 = Year-to-Date

1 = Current Period

2 = Inception-to-Date

Use this processing option to specify the balances that the system includes in the report. Valid values are:

0

Enter 0 to specify the first period of the current fiscal year as the beginning period. This is the default. The report prints all current-year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1

Enter 1 to specify the current period as the beginning period. The report prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2

Enter 2 to specify the first period of the first fiscal year when PeopleSoft processing began as the beginning period. The report prints transaction information from the date when PeopleSoft processing began through the current period. This report can be lengthy, depending on the amount of data that you have.

If you specify a from period for this processing option, you must also specify a value for the Thru Fiscal Year and Thru Period Number processing options.

2. From Date

Use this processing option to specify the balances to include in the General Ledger by Business Unit report by entering either period or date information. For balances that are based on date entry, enter the beginning date in the From Date field. If you specify a From Date, you must also specify a Thru Date. If you leave the From Date field blank, the report uses the default for the From Period field (year-to-date).

3. Thru Fiscal Year

Use this processing option to specify the balances to include in the General Ledger by Business Unit report by entering either period or date information.

If you specify a From Period, you must also specify a Thru Fiscal Year and Thru Period Number.

For balances that are based on period entry, enter the:

- o Fiscal year of the ending period as the last two digits of the year in this field. For example, enter 05 for 2005.

- o Ending period number in the Thru Period Number field.

4. Thru Period Number:

Use this processing option to specify the balances to include in the General Ledger by Business Unit report by entering either period or date information. If you specify a From Period, you must also specify a Thru Fiscal Year and a Thru Period Number.

For balances based on period entry, enter the:

- o Fiscal year of the ending period in the Thru Fiscal Year field

- o Ending period number in this field

5. Thru Date

Use this processing option to specify the balances to include in the General Ledger by Business Unit report by entering either period or date information. If you specify a From Date, you must also specify a Thru Date. For balances that are based on date entry, enter the ending date in the Thru Date field.

For balances that are based on period entry, leave the Thru Date field blank and enter values in the Thru Fiscal Year and the Thru Period Number fields.

6. Ledger Type

Blank = AA

Use this processing option to specify the ledger type that the system uses to select records for this report. Enter a ledger type code from UDC table 09/LT. If you leave this processing option blank, the system uses AA.

7. Document Type

Blank = All

Use this processing option in conjunction with the Ledger Type processing option to specify a document type that the system uses to select records for this report. Enter a document type code from UDC table 00/DT. If you leave this processing option blank, the system selects all document types.

Note: If you do not enter a value in the Ledger Type processing option, the system ignores the value in this processing option.

8. Posted Transactions

Blank = Posted only

1 = Posted and unposted

Use this processing option to specify whether the system prints both posted and unposted transactions. Valid values are:

Blank

The system prints only posted transactions.

1

The system prints both posted and unposted transactions.

Print Tab

These processing options specify printing characteristics, such as the format of the account numbers, whether units appear on the report, and where page breaks occur.

1. Account Number Format

1 = Standard account number

2 = Short account ID

3 = Third G/L number

Use this processing option to specify the format in which the system prints the account number. Valid values are:

1

The system prints the account number in business unit.object.subsidiary format.

2

The system prints the short account ID.

3

The system prints the third (unstructured) account number.

2. Units

Blank = Amounts only

1 = Print Units

Use this processing option to specify whether the system prints only amounts or amounts and units. Valid values are:

Blank

The system prints only amounts.

1

The system prints amounts and units.

3. Page Breaks

Blank = None

1 = Break on new Business Unit

Use this processing option to specify whether the system inserts a page break when the business unit number changes. Valid values are:

Blank

The system does not insert a page break.

1

The system inserts a page break.

4. Accounts with Zero Balances

Blank = Include

1 = Omit

Use this processing option to specify whether the system includes accounts with zero balances for the selected period.

Blank

The system includes accounts with zero balances.

1

The system does not include accounts with zero balances. Accounts with a posting edit code of N (header accounts, which do not have balances) print even if you set this processing option to 1.

5. Subledger

Blank = No subledgers

*** = All subledgers**

Use this processing option to specify the subledger that the system uses to select account records for this report. Enter the subledger and subledger type or one of the following values:

Blank

The system processes records without subledgers.

*

The system processes records for all subledgers, including blank subledgers.

6. Subledger Type

Use this processing option to specify the user defined code (system 00/type ST) that specifies the table containing the subledger numbers. For example, subledger type A identifies the Address Book Master table (F0101).

If you specified a subledger number in the Subledger field, you must also complete this field. You can select a subledger type from the Select User Define Code form.

7. Print Subledger

Blank = No

1 = Yes

If you specified a subledger number, or * for all subledgers, for the Subledger processing option, use this processing option to specify whether to print the subledger number, type, and description on the report. Valid values are:

Blank

Do not print subledger number, type, and description.

1

Print subledger number, type, and description.

8. Date Order

Blank =

Use this processing option to specify whether the system prints dates in ascending or descending order. Valid values are:

Blank

The system prints dates in descending order.

1

The system prints dates in ascending order.

Currency Tab

This processing option, which applies only if you post account balances by currency, specifies the currency codes that are included. You set up the feature for posting account balances by currency on the Currency tab on the Company Setup form.

1. Currency Code

Blank = No currency code

*** = All**

If you post account balances by currency, use this processing option to control the currencies included in this report, as follows:

- o To limit the report to amounts for a specific currency code, enter the currency code or choose it from the Currency Code Search form.

- o To include amounts for all currencies, enter *.

- o Leave this processing option blank if you do not post balances by currency.

If you specify the CA ledger type in the Ledger Type field on the Document tab, and the CA ledger type includes amounts for multiple currencies, the totals will be meaningless unless you enter a specific currency code in this processing option.

Summarize Tab

These processing options specify the use of business unit types and account ranges for a summarized report. A summarized report provides a single balance for each account in the specified range. For example, you can summarize object accounts 1000 through 2000.

If you specify a range of account numbers in the Summarization Range field, you can also set the Business Unit Types field to summarize by business unit type. For example, you can summarize object accounts 1000 through 2000 for a specific business unit type.

If you do not specify a range of account numbers, the program prints a detailed report for all of the accounts in the chart of accounts.

1. Business Unit Types

Blank = Blank type only

+ = All types including blank

Use this processing option to summarize accounts by business unit type. Either enter a specific business unit type by which to summarize or choose one of the following valid values:

+

Summarize accounts by business unit type and include all business unit types.

*

Summarize accounts by business unit type and include only business unit types that are not blank.

Blank

Summarize only accounts with a blank business unit type (simple business unit).

Note: If you enter a value in this option, you must also specify the beginning object account and ending object accounts in the Summarization Range processing options.

2. Beginning Range Object Account Summarization

Use this processing option to print a summarized report. Enter the beginning object account in a range of accounts for the system to use when selecting records for this report. In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. If you leave the Beginning Range Object Account Summarization and Ending Beginning Range Object Account Summarization processing options blank, the program prints a detailed report for all accounts in the chart of accounts.

Note: You cannot enter * to summarize all object accounts. Instead, enter the first and last object accounts from your chart of accounts in the Beginning Range Object Account Summarization and Ending Range Object Account Summarization processing options, respectively.

3. Ending Range Object Account Summarization

Use this processing option to print a summarized report. Enter the ending object account in a range of accounts for the system to use when selecting records for this report. In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. If you leave the Beginning Range Object Account Summarization and Ending Beginning Range Object Account Summarization processing options blank, the program prints a detailed report for all accounts in the chart of accounts.

Note: You cannot enter * to summarize all object accounts. Instead, enter the first and last object accounts from your chart of accounts in the Beginning Range Object Account Summarization and Ending Range Object Account Summarization processing options, respectively.

Printing a G/L by Object Account Report

From the Accounting Reports & Inquiries menu (G0912), choose G/L by Object Account.

To review transactions across all or several business units, run the G/L by Object Account report (R09421). This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables.

The Account Inquiry by Object Account program (P09201) provides a quicker, more flexible review of the same information.

Processing Options for G/L by Object Account (R09421)

Select Tab

1. From Period

0 = Year-to-date

1 = Current period

2 = Inception to date

Use this processing option to specify the balances that the system includes in the report.
Valid values are:

0

Enter 0 to use the first period of the current fiscal year as the beginning period. This is the default. The report prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1

Enter 1 to use the current period as the beginning period. The report prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2

Enter 2 to use the first period of the first fiscal year (when PeopleSoft processing began) as the beginning period. If you enter 2, the report prints transaction information from the date when PeopleSoft processing began through the current period. This report can be lengthy, depending on the amount of data that you have.

2. From Date

Use this processing option to specify a beginning date in a range of dates for the system to use when selecting records to print on this report. If you leave this field blank, the system uses the value specified in the From Period processing option.

3. Thru Fiscal Year

Use this processing option to specify the ending fiscal year in a range of years that the system uses to select records for this report. Enter the last two digits of the fiscal year. For example, enter 05 for the year 2005.

Note: If you enter 0 (for year-to-date balances) for the From Period processing option and you enter a year for this processing option, the year must be the same as the year specified in the Beginning of Fiscal Year field in the Company Names & Numbers program (P0010). Otherwise, the report does not include a line item for balance forward amounts.

4. Period Number

Use this processing option to specify a period number for the system to use when selecting records for this report.

5. Thru Date

Use this processing option to specify an ending date in a range of dates for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

6. Subledger

Blank = No Subledgers

* = All Subledgers

Use this processing option to specify a subledger that the system uses to select records for this report. Enter the subledger or one of the following values:

Blank

The system processes records without subledgers.

*

The system porocesses records for all subledgers, including blank subledgers.

7. Subledger Type

Use this processing option to specify a subledger type for the system to use when selecting records for this report. Enter a valid subledger type from UDC 00/ST. If you specify a value in the Subledger processing option, you must enter a subledger type for this processing option.

8. Ledger Type

Blank = AA

Use this processing option to specify the ledger type that the system uses to select records for this report. Enter a ledger type code from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type AA.

9. Document Type

Blank = All document types

Use this processing option in conjunction with the Ledger Type processing option to specify a document type that the system uses to select records for this report. Enter a document type code from UDC table 00/DT. If you leave this processing option blank, the system selects all document types.

Note: If you do not specify a ledger type for the Ledger Type processing option, the system ignores the value in this processing option.

Print Tab

1. Account Number Format

1 = Account number

2 = Short account ID

3 = Unstructured account

Use this processing option to specify the format in which the system prints the account number. Valid values are:

1

The system prints the account number in business unit.object.subsidiary format.

2

The system prints the short account ID.

3

The system prints the third (unstructured) account number.

2. Units

Blank = Print amounts only

1 = Print units

Use this processing option to specify whether the system prints amounts only or amounts and units. Valid values are:

Blank

The system prints amounts only.

1

The system prints amounts and units.

3. Accounts with zero balance

Blank = Print all accounts

1 = Omit accounts with zero balances

Use this processing option to specify whether the system prints accounts with zero balances. Valid values are:

Blank

The system prints accounts with zero balances.

1

The system does not print accounts with zero balances.

4. Posted Transactions

Blank = Posted only

1 = Posted and unposted

Use this processing option to specify whether the system prints both posted and unposted transactions on the report. Valid values are:

Blank

The system prints posted transactions only.

1

The system prints both posted and unposted transactions.

Summarize Tab

Beginning:

Use this processing option to print a summarized report. Enter the beginning object account in a range of accounts for the system to use when selecting records for this report. In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. If you leave the Beginning and Ending processing options blank for object account summarization, the program prints a detailed report for all accounts in the chart of accounts.

Note: You cannot enter * to summarize all object accounts. Instead, enter the first and last object accounts from your chart of accounts in the Beginning and Ending processing options, respectively.

Ending:

Use this processing option to print a summarized report. Enter the ending object account in a range of accounts for the system to use when selecting records for this report. In a summarized report, detailed transactions appear as a single, summarized balance for each account in the range that you specify. If you leave the Beginning and Ending processing options blank for object account summarization, the program prints a detailed report for all accounts in the chart of accounts.

Currency Tab

1. Currency Code

* = All currency codes

Use this processing option to specify the currency code that the system selects for processing this report. Enter a specific currency code or * for all currency codes.

2. Currency Code From

Use this processing option to specify a currency code for "as-if" reporting. This processing option allows for amounts to print in a currency other than the currency in which they are stored. Enter a valid currency from the Designate Currency Codes program (P0013). If you leave this processing option blank, the system prints amounts in the currency in which they are stored.

3. As-of-date

Use this processing option to specify the "as of" date that the system uses when processing the current exchange rate for the "as if" currency. If you leave this processing option blank, the system uses the value specified in the Thru Date processing option.

Printing a G/L with Subledger Totals Report

From the Accounting Reports & Inquiries menu (G0912), choose G/L with Subledger Totals.

To review transaction totals by subledger, run the G/L with Subledger Totals report (R09422). This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables. It prints information in business unit, object, and subsidiary sequence, and calculates totals by G/L period, subledger, G/L account, business unit, and company.

Processing Options for G/L with Subledger Totals (R09422)

Display Tab

1. Report Content

0 = Year-to-Date

1 = Current period

2 = Inception-to-date

Use this processing option to specify the balances that the system includes in the report.
Valid values are:

0

Enter 0 to specify the first period of the current fiscal year as the beginning period. This is the default. The report prints current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1

Enter 1 to specify the current period as the beginning period. The report prints a balance forward total of the previous activity for the current fiscal year and transactions for the current period only for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2

Enter 2 to use the first period of the first fiscal year (when PeopleSoft processing began) as the beginning period. If you enter 2, the report prints transaction information from the date when PeopleSoft processing began through the current period. This report can be lengthy, depending on the amount of data that you have.

2. Fiscal Year

Blank = Financial reporting year

Use this processing option to enter the fiscal year in which the system processes the report.

Note: If you enter 0 for the Report Content processing option (for year-to-date balances) and you enter a year in this processing option, the year that you specify must be the same as the year that is specified in the Beginning of Fiscal Year field in the Company Names & Numbers program (P0010). Otherwise, the report does not include a line item amount for the balance forward.

3. Period

Blank = Financial reporting period

Use this processing option to enter the period in which the system processes the report. If you leave this processing option blank, the system uses the financial reporting period.

4. Ledger Type

Blank = AA

Use this processing option to specify the ledger type that the system uses to select records for this report. Enter a ledger type code from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type AA.

5. Document Type

Blank = All document types

Use this processing option in conjunction with the Ledger Type processing option to specify a document type that the system uses to select records for this report. Enter a valid value from UDC table 00/DT. If you leave this processing option blank, the system selects records for all document types.

Note: If you do not enter a value for the Ledger Type processing option, the system ignores the value entered for this processing option.

6. Transaction Status

Blank = Posted

1 = Unposted

Use this processing option to specify whether the system prints both posted and unposted transactions. Valid values are:

Blank

The system prints only posted transactions.

1

The system prints both posted and unposted transactions.

Print tab

1. Account Number Format

1 = Account Number

2 = Short Account ID

3 = Unstructured Account

Use this processing option to specify the format in which the system prints account numbers. Valid values are:

Blank or 1

Standard account number. The default is business unit.object.subsidiary.

2

Short account ID. The system assigns this value.

3

Third general ledger number. This value is assigned during account setup.

2. Print Units

Blank = Print amount only

1 = Print amount and units

Use this processing option to specify whether the system prints amounts only or amounts and units. Valid values are:

Blank

The system prints amounts only.

1

The system prints amounts and units.

3. Zero Balances

Blank = Print accounts with zero balances

1 = Omit accounts with zero balances

Use this processing option to specify whether the system prints accounts with zero balances. Valid values are:

Blank

The system prints accounts with zero balances.

1

The system omits accounts with zero balances.

Summarization Tab

1. Business Unit Type

+ = All types

* = All non-blank types

Use this processing option to specify a business unit type for subledger summarization. Enter a specific business unit type, + to include all types, or * to include all non-blank types.

2. Subledger Summarization Beginning Object

Use this processing option specify the beginning object account in a range of object accounts for subledger summarization.

3. Subledger Summarization Ending Object

Use this processing option to specify the ending object account in a range of object accounts for subledger summarization.

Currency Tab

1. Currency Code

* = All currency codes

Use this processing option to specify a currency code for the system to use when printing the report. Enter a valid currency code from the Designate Currency Codes program (P0013), or enter * for all currency codes.

Printing a G/L by Category Code Report

From the Accounting Reports & Inquiries menu (G0912), choose G/L by Category Code.

To use a statutory account number instead of business.object.subsidiary, print the G/L by Category Code report (R09470). The category code indicates the account number, and the category code description indicates the account description.

This report provides balance information useful for statutory accounting. It lists information from the Account Master (F0901), Account Ledger (F0911), Account Balances (F0902), and Business Unit Master (F0006) tables.

Processing Options for G/L by Category Code (R09470)

Select Tab

1. From Period

Use this processing option to specify the beginning fiscal period for the system to use when selecting account balances for this report. Valid values are:

0

Year to date. Enter 0 to use the first period of the current fiscal year as the beginning period. This is the default. If you enter 0, the report prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. The balance forward totals for balance sheet accounts are from inception through the end of the previous fiscal year.

1

Current period. Enter 1 to use the current period as the beginning period. If you enter 1, the report prints a balance forward total for the current fiscal year and transactions for the current period for each account. The report does not print all account activity for the year. The balance forward total reflects the year-to-date amounts through the end of the previous period for profit-and-loss accounts. For balance sheet accounts, the report reflects the inception-to-date amounts through the end of the previous period.

2

Inception to date. Enter 2 to use the first period of the first fiscal year in which you began using EnterpriseOne software as the beginning period. If you enter 2, the report prints transaction information from the date when you began using EnterpriseOne software through the current period. This report can be lengthy, depending on the amount of data that you have.

2. From Date

Use this processing option to specify a beginning G/L date in a range of G/L dates for the system to use when selecting records to print on this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

3. Fiscal Year

Use this processing option to specify a "thru" fiscal year for the system to use when selecting records for this report. Enter the last two digits of the fiscal year, for example, 05 for 2005.

4. Period

Use this processing option to specify a period for the system to use when selecting records for this report.

5. Thru Date

Use this processing option to specify an ending date in a range of dates for the system to use when selecting records for this report. If you leave this processing option blank, the system uses the value specified in the From Period processing option.

Print Tab

1. Ledger Type

Blank = AA

Use this processing option to specify the ledger type for the system to use when selecting records to print on this report. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses ledger type AA.

2. Document Type

Blank = All document types

Use this processing option in conjunction with the Ledger Type processing option to specify the document type that the system uses to select records for this report. Enter a document type code from UDC table 00/DT. If you leave this processing option blank, the system selects all document types.

Note: If you do not enter a value in the Ledger Type processing option, the system ignores the value for this processing option.

3. Transaction Type

Blank = Print posted transactions only

1 = Print both posted and unposted transactions

Use this processing option to specify whether the system prints only posted transactions. Valid values are:

Blank

The system prints only posted transactions.

1

The system prints both posted and unposted transactions.

4. Account Category Code (1-23)

Blank = Category Code 21

Use this processing option to specify the account category code (1-23) that the system prints on the report. If you leave this processing option blank, the system prints the default category code 21.

Note: This value is used only to print the category codes on the report. It is not used for data selection.

5. Units

Blank = Print amounts only

1 = Print units and amounts

Use this processing option to specify whether the system prints units as well as amounts. Valid values are:

Blank

The system prints amounts only.

1

The system prints both amounts and units.

6. Zero Balances

Blank = Print all accounts

1 = Omit accounts with zero balances

Use this processing option to specify whether the system prints accounts with zero balances. Valid values are:

Blank

The system prints accounts with zero balances.

1

The system omits accounts with zero balances.

7. Date Order

Blank = Descending Order

1 = Ascending Order

Use this processing option to specify whether the system prints information in ascending or descending order by date. Valid values are:

Blank

The system prints information in descending order by date.

1

The system prints information in ascending order by date.

Currency Tab

1. As-If Currency Code

* = All currency codes

Use this processing option to specify an "as if" currency code in which to print amounts for this report. This processing option allows you to review amounts in a currency other than the currency in which they are stored. Only amounts associated with the AA ledger type are converted to the "as if" currency. If you leave this processing option blank, amounts do not appear in an "as if" currency.

2. Exchange Rate Date

Use this processing option to specify the date on which to retrieve the exchange rate for the "as if" currency. If you leave this processing option blank, the system uses the date specified in the Thru Date processing option.

Printing the Transaction Journal

From the Accounting Reports & Inquiries menu (G0912), choose Transaction Journal.

To review all transactions or transactions within a G/L date range, print the Transaction Journal report (R09321). This report prints the debit and credit amounts that make up balanced entries for A/R invoices and A/P vouchers. It uses the logic in the post program to print the original journal entry and the corresponding offsets for the Accounts Receivable and Accounts Payable systems, and for taxes.

Multiple offsets for a single journal entry appear on the Transaction Journal report as a single amount, as if you were using offset method S (Summary) in the accounts receivable and accounts payable constants. This report includes only the actual amounts (AA) ledger and does not include intercompany settlements.

Processing Options for Transaction Journal (R09321)

Display Tab

1. Date From

Use this processing option to specify a beginning G/L date in a range of G/L dates for the system to use when selecting records from the Account Ledger table (F0911) to print on the report.

2. Date Thru

Use this processing option to specify an ending G/L date in a range of G/L dates for the system to use when selecting records from the Account Ledger table (F0911) to print on the report.

Print Tab

1. GLR3 Reference Number

Blank = Do not print GLR3 reference

1 = Print GLR3 reference

Use this processing option to specify whether the system prints the Reference 3 (GLR3) field on the report. The GLR3 field contains either the reconciliation number that is assigned during the manual bank reconciliation process or the bank statement number that is assigned during the bank statement process. Valid values are:

Blank

Do not print the GLR3 field on the report.

1

Print the GLR3 field on the report.

2. Category Code 21-23

Blank = BU.Object.Subsidiary

21 = Category Code 21

22 = Category Code 22

23 = Category Code 23

Use this processing option to specify which alternate chart of accounts from which to print account numbers. Valid values are:

Blank

Print the BU.Object.Subsidiary account format.

21

Print the alternate chart of accounts using Category Code 21.

22

Print the alternate chart of accounts using Category Code 22.

23

Print the alternate chart of accounts using Category Code 23.

Printing the Transactions by Object Report

From the Accounting Reports & Inquiries menu (G0912), choose Transactions by Object.

The Transactions by Object report (R09423) allows you to see the account balances and posted transactions for each object account of a specified company over the period selected. It displays all of the posted transactions and account balances for each account in the debit/credit format.

All posted transactions for the period and object account selected are printed in the debit, credit, and total columns and come from the Account Ledger table (F0911). If no transactions were posted for an account during the period selected, only the totals for the account appear.

The following list explains each of the total amounts that appear at the bottom of the Transaction by Object report:

- Total Transactions is the sum of all transactions for the current period.
- Prior Period Transaction Total includes all transactions from previous periods in the fiscal year up to the current period. This amount comes from the Account Balances table (F0902)
- Column Total is the sum of the Total Transactions plus the Prior Period Transaction Total.
- Prior Year End Balance is the balance of the object account from the previous year. This amount comes from the Account Balances table (F0902)
- Prior Period End Balance includes the total of all prior period transactions and the prior year end balance.
- Ending Balance is the sum of the Prior Year End Balance and the Column Total balance.

Note

If you are using the CA ledger type, the subtotals and totals might be inaccurate. If so, the totals will indicate N/A.

Processing Options for Transactions by Object (R09423) and Transactions by Subsidiary (R09424)

Period Tab

1. Period From

Blank = Uses current period of company specified in Data Selection.

Use this processing option to specify the first period from which the system retrieves transactions for the report. If you leave this field blank, the system uses the current period of the company that is specified in data selection.

2. Period To

Blank = Uses Period From

Use this processing option to specify the last period from which the system retrieves transactions. If you leave this field blank, the system uses the period specified in the Period From field.

3. Fiscal Year**Required**

Use this processing option to enter the last two digits of the fiscal year for which you want the report to print. For example, enter "05" if you would like to print the report for the year 2005.

Ledger Tab

1. Ledger Type**Blank = AA**

Use this processing option to specify the ledger type for the report. If you leave this field blank, the system uses ledger type AA.

Note

If you use CA for the ledger type, subtotals and totals may be inaccurate.

Print Tab

1. Suppress Zero Amounts

1 = Suppress print of zero amounts

Blank = Do no suppress print of zero amounts

Use this processing option to suppress printing transactions that have zero amounts. Valid values are:

1

Suppress printing transactions that have zero amounts.

Blank

Do not suppress printing transactions that have zero amounts.

2. Suppress Print Total

1 = Suppress print of Period Total

Blank = Do not suppress print of Period Total

Use this processing option to suppress printing period totals. Valid values are:

1

Suppress printing period totals.

Blank

Do not suppress printing period totals.

Data Selection for the Transactions by Object and Transactions by Subsidiary Reports

The system ignores data selection for a specific business unit for these reports.

Printing the Transactions by Subsidiary Report

From the Accounting Reports & Inquiries menu (G0912), choose Transactions by Subsidiary.

The Transactions by Subsidiary report (R09424) allows you to see the account balances and posted transactions for every object account and subsidiary over the period that you select. It displays all the posted transactions for each account and subsidiary in the debit/credit format.

All posted transactions for the period, object account, and subsidiary selected are printed in the debit, credit, and total columns and come from the Account Ledger table (F0911). If no transactions were posted for an account and subsidiary during the period selected, only the totals for the account and subsidiary appear.

The following list explains each of the total amounts that appear at the bottom of the Transactions by Subsidiary report:

- Total Transactions is the sum of all transactions for the current period.
- Prior Period Transaction Total includes all transactions from previous periods in the fiscal year up to the current period. This amount comes from the Account Balances table (F0902).

- Column Total is the sum of the Total Transactions plus the Prior Period Transaction Total.
- Prior Year End Balance is the balance of the object account from the previous year. This amount comes from the Account Balances table (F0902).
- Prior Period End Balance includes the total of all prior period transactions and the prior year-end balance.
- Ending Balance is the sum of the Prior Year End Balance and the Column Total balance.

Processing Options for Transactions by Object (R09423) and Transactions by Subsidiary (R09424)

Period Tab

1. Period From

Blank = Uses current period of company specified in Data Selection.

Use this processing option to specify the first period from which the system retrieves transactions for the report. If you leave this field blank, the system uses the current period of the company that is specified in data selection.

2. Period To

Blank = Uses Period From

Use this processing option to specify the last period from which the system retrieves transactions. If you leave this field blank, the system uses the period specified in the Period From field.

3. Fiscal Year

Required

Use this processing option to enter the last two digits of the fiscal year for which you want the report to print. For example, enter "05" if you would like to print the report for the year 2005.

Ledger Tab

1. Ledger Type

Blank = AA

Use this processing option to specify the ledger type for the report. If you leave this field blank, the system uses ledger type AA.

Note

If you use CA for the ledger type, subtotals and totals may be inaccurate.

Print Tab

1. Suppress Zero Amounts

1 = Suppress print of zero amounts

Blank = Do no suppress print of zero amounts

Use this processing option to suppress printing transactions that have zero amounts. Valid values are:

1

Suppress printing transactions that have zero amounts.

Blank

Do not suppress printing transactions that have zero amounts.

2. Suppress Print Total

1 = Suppress print of Period Total

Blank = Do not suppress print of Period Total

Use this processing option to suppress printing period totals. Valid values are:

1

Suppress printing period totals.

Blank

Do not suppress printing period totals.

Data Selection for the Transactions by Object and Transactions by Subsidiary Reports

The system ignores data selection for a specific business unit for these reports.

Printing the Account Totals by Supplier/Customer Report

From the Accounting Reports & Inquiries menu (G0912), choose Account Totals by Supplier/Customer.

The Account Totals by Supplier/Customer report (R09451) allows you to see the balance for each customer or supplier by object account. The report lists the balance for each account for which the customer or supplier has transactions, as well as a total of all account balances for each customer or supplier. You can include only posted transactions or both posted and unposted transactions. Using the processing options, you can specify the accounting period and fiscal year from which to select transactions.

Processing Options for Account Totals by Supplier/Customer (R09451)

Report Detail

1. From Period or From Date (Required)

From Period

-OR-

From Date

2. Thru Fiscal Year and Period OR Thru Date (Required)

Fiscal Year

Thru Period

-OR-

Thru Date

Document

1. Ledger Type

Blank = AA

2. Document Type

Blank = All Document Types

3. Unposted Transactions

Blank = Posted Transactions Only

1 = Posted and Unposted Transactions

As-If Currency

1. As-If Currency Code

Blank = Company Currency

2. As Of Date

Blank = Thru Date will be used as As Of Date

Reviewing Trial Balances Online

To review trial balances for accounts quickly and in a variety of sequences, use the inquiry programs in the General Accounting system.

The inquiry program that you choose depends on how you want to review the account and what information you want to see, as the following list describes:

- T/B/ Ledger Comparison program (P09210A)
This program displays account balances within a specific business unit or balances for a specific account.
- T/B by Object Account program (P09214)
This program displays account balances across all business units. For the program to be useful, accounts must be numbered consistently across all business units. This program displays any account numbering discrepancies.
- T/B by Company (P09216)
This program displays account balance information across business units for a single company.
- T/B by Subledger (P09215)
This program displays account balance information by subledger.

All four programs have a processing option that allows you to view account balances as of a specific date, instead of viewing balances only as of the ending date for a period. Set the Date Effective Balances processing option to Y to be able to view account balances as of a specific date.

These programs, which display summarized information from the Account Balances table (F0902), provide options to access more detailed information.

If you do not specify a date for the review, the programs identify the current (open) period for the company in the Company Constants table (F0010) and use the period-ending date for that period as recorded in the Date Fiscal Patterns table (F0008).

The cumulative balance for balance sheet accounts includes the cumulative balance forward for the prior year. The cumulative balance for income statement accounts does not include this amount.

Reviewing Trial Balances and Ledger Comparisons

Use the T/B / Ledger Comparison program (P09210A) to review account balances for a specific account or to review balances for all accounts within a business unit. You might also need to analyze account balances between two different ledgers. This is especially helpful for comparing budget amounts to actual amounts, or when you are analyzing budget variances.

You control the level of detail. You can compare ledger types from different fiscal years or specific G/L dates.

You can define the type of format that you use to view your account balances by rearranging the columns in the detail area.

Using processing options, you define how the program calculates the balances and variances. Your choices include the following items:

- Two primary ledger types
- Two additional ledger types to include in the balances of the corresponding primary ledger types
- One or all subledgers
- The method used to calculate the variance amounts

Caution

The system calculates the variance using the ledger types and calculation method that you specify in the processing options. If you change the ledger types or calculation method, the variance also changes.

You can access several other programs from within the T/B / Ledger Comparison program. Selections from the Row menu allow you to access the following forms for a selected row:

- Account Ledger Inquiry
- Account Balances (by G/L period)
- Subledger Balances
- Work With Order Details
- Work With Commitment Inquiry

If you want to see the related source document for a particular detail line, select the detail line.

► To review trial balance / ledger comparisons

From the Accounting Reports & Inquiries menu (G0912), choose T/B / Ledger Comparison.

1. On Trial Balance / Ledger Comparison, complete the following field:

- Skip to Account

Enter an account number if you want to view account balances for a specific account, or enter a business unit number if you want to view account balances for all accounts in a business unit.

PeopleSoft®

T/B / Ledger Comparison - Trial Balance / Ledger Comparison

Select Find Close Row Tools

Skip to Account ☒ Select / Skip To

Ledger Type 1 Budget Amount Level Of Detail ☐ Period / Date

Ledger Type 2 General Ledger LT 1 Thru Date

Type/Subledger LT 2 Thru Date

Currency Code

Records 1 - 3						Customize
Account Description	Budget Amount Period ...	General Ledger Period ...	Variance Period Balance	Period % Variance	Budget Amount Balance	
<input type="checkbox"/> Central Branch						
<input type="checkbox"/> Salaries and Wages	45,833.00	22,500.00	23,333.00	50.91	274,999.00	
<input type="checkbox"/> Central Branch	45,833.00	22,500.00	23,333.00	50.91	274,999.00	

2. To view account balances for a specific account, turn on the following option:
 - Select / Skip To
3. To view account balances for all accounts in the business unit specified above, turn off the following option:
 - Select / Skip To
4. To define or change the information for the first ledger type, complete the following field:
 - Ledger Type 1
5. To define or change the information for the second ledger type, complete the following field:
 - Ledger Type 2
6. To change the subledger type and subledger, complete the following fields:
 - Type/Subledger

If you leave the subledger field blank, the program displays only posted amounts without subledgers. To display all subledger information posted to accounts, enter * in the subledger field.
7. To change the level of summarization, complete the following field:
 - Level Of Detail
8. If you want to view account balances through a specific date within a period, enter the date in the LT 1 Thru Date and LT 2 Thru Date fields and turn off the following option:
 - Period / Date

You must set the Date Effective Balances processing option for this program to Y if you want to view account balances through a specific date.

9. If you want to view account balances through the ending date of a specific period, turn on the following option:

- Period / Date

10. To define or change the date through which you want to view account balances, complete the following fields:

- LT 1 Thru Date

If you leave this field blank, the program uses the current date for the company in which the business unit belongs.

- LT 2 Thru Date

If you leave this field blank, the system uses the current date for the company in which the business unit belongs.

11. Click Find.

► **To review subledger information**

When you review trial balances by business unit, you can review associated subledger information.

From the Accounting Reports & Inquiries menu (G0912), choose T/B / Ledger Comparison.

1. On Trial Balance / Ledger Comparison, complete the following field and click Find:

- Skip to Account

2. Choose the account to review.

3. From the Row menu, choose Subledger Detail.

4. On Account Balance by Subledger, review the subledger details.

Processing Options for Trial Balance / Ledger Comparison (P09210A)

Default Tab

1. Ledger Type 1

Blank = Ledger Type 'BA'.

Use this processing option to specify the default Ledger Type 1. For example, you can use AA or CA ledger types. If you leave this processing option blank, ledger type BA is used.

2. Ledger Type 2

Blank = Ledger Type 'AA'.

Use this processing option to specify the default Ledger Type 2. For example, BA or CA are ledger types that you can use. If you leave this processing option blank, ledger type AA is used.

3. Exit with Ledger Type

Blank or 1 = Ledger Type 1.

2 = Ledger Type 2.

Use this processing option to specify the ledger type that the called application should use when exiting to another application. Valid values are:

Blank or 1

Use Ledger Type 1.

2

Use Ledger Type 2.

Display Tab

1. Suppress Zero Balances

Blank or N = Display zero balances

**Y = Suppress the display of accounts with zero
balances.**

Use this processing option to specify whether to display posting accounts with zero balances. Valid values are:

Blank or N

Display posting accounts with zero balances.

Y

Do not display posting accounts with zero balances.

Note: This processing option applies only to posting accounts. Nonposting header accounts will appear on the Trial Balance/ Ledger Comparison form (P09210A) regardless of this processing option.

2. Calculation Method

Blank or S = Subtraction

A = Addition

M = Multiplication

D = Division

Use this processing option to specify the Calculation Method to be used when calculating variances. Valid values are:

Blank or S

Subtraction

A

Addition

M

Multiplication

D

Division

3. Additional Ledger Type 1

Blank = No Additional Ledger Types will be used.

Use this processing option to specify an additional ledger type to be used in calculating account balances for Ledger Type 1. For example, you can use AA or CA ledger types. If you leave this processing option blank, no additional ledger type is used.

4. Additional Ledger Type 2

Blank = No Additional Ledger Types will be used.

Use this processing option to specify an additional ledger type to be used in calculating account balances for Ledger Type 2. For example, you can use AA or CA ledger types. If you leave this processing option blank, no additional ledger type is used.

5. Subledger

Blank = Blank Subledger

Use this processing option to specify the subledger that the system uses for calculating account balances. If you leave this processing option blank, the system selects transactions that have no subledgers. Enter * to display all transactions with subledgers.

6. Subledger Type

Blank = Blank Subledger Type

Use this processing option to specify the subledger type to be used for calculating account balances. For example, you can use A or C subledger types. If you leave this processing option blank, a blank subledger type is used.

7. Account Level Of Detail

Blank = 9

Use this processing option to specify the account level of detail to be used (3-9). If you leave this processing option blank, the system uses 9.

Currency Tab

1. Currency Code

Blank = All currencies.

Use this processing option to specify the currency code to be used for calculating account balances. If you leave this processing option blank, all currencies will be used.

Note: Use this processing option only if multicurrency is being used.

Select Tab

1. Date Effective Balances

Blank or N = Use Period End Dates.

Y = Calculate Date Effective Balances.

Use this processing option to either calculate date-effective balances or to use period-end dates. Valid values are:

Blank or N

Use Period End Dates.

Y

Calculate Date Effective Balances.

2. Default Thru Period Display

Blank or N = Thru Dates.

Y = Thru Periods.

Use this processing option to either display thru-periods or thru-dates. Valid values are:

Blank or N

Display thru dates.

Y

Display thru periods.

Reviewing Trial Balances by Object Account

You can use the Trial Balance by Object Account program (P09214) to review account balances across all business units.

You can review balances for two ledger types at the same time. For example, you can see actual amounts and different currency or budget amounts side by side.

You can access several other programs from within the Trial Balance by Object Account program. Choose one of the following selections from the Row menu to access the desired program:

- Account Ledger
- Balance by Month
- Subledger Detail

► To review trial balances by object account

From the Accounting Reports & Inquiries menu (G0912), choose T/B by Object Account.

1. On Trial Balance by Object, complete the following field:

- Object/Subsidiary

The screenshot shows the PeopleSoft interface for the 'T/B by Object Account - Trial Balance by Object' program. The top header includes the PeopleSoft logo and the program title. Below the header is a menu bar with 'Select', 'Find', 'Close', 'Row', and 'Tools' options. The main form area contains several input fields: 'Object/Subsidiary' (8110), 'Company' (00001), 'Ledger Type 1' (AA), 'Ledger Type 2' (BA), 'Thru Date' (06/30/05), and 'Currency Code' (*). There are also checkboxes for 'Select / Skip To' and 'Period / Date'. Below the form is a table titled 'Records 1 - 4' with columns: 'Account Number', 'Account Description', 'General Ledger Period B...', and 'Budget Amount Period B...'. The table contains four rows of data for 'Salaries and Wages' and a total row for 'Total Object Account 8110'.

Account Number	Account Description	General Ledger Period B...	Budget Amount Period B...
3.8110	Salaries and Wages	22,500.00	45,833.00
4.8110	Salaries and Wages	15,000.00	
5.8110	Salaries and Wages	12,750.00	
Total Object Account 8110			

2. To review balances only for this object and subsidiary account, turn on the following option:

- Select / Skip To

To start the list with balances for this object and subsidiary account, turn off the Select / Skip To field.

3. To specify a period, turn on the Period / Date option and type the period number in the Thru Period field. The Thru Period field appears only if you turn on the Period / Date option.
4. To specify a through date, type the date in the following field:
 - Thru DateIf you leave this field blank, the system supplies the ending date of the current period for the company.
5. To further limit your search, complete the following fields:
 - Company
 - Ledger Type 1
 - Ledger Type 2
 - Type/Subledger
6. Click Find.

Processing Options for T/B by Object Account (P09214)

Default Tab

1. Ledger Type 1

Blank = BA

Use this processing option to specify the default ledger type for Ledger Type 1. Enter a valid ledger type from UDC 09/LT. If you leave this processing option blank, the system uses ledger type BA.

2. Ledger Type 2

Blank = AA

Use this processing option to specify the default ledger type for Ledger Type 2. Enter a valid ledger type from UDC 09/LT. If you leave this processing option blank, the system uses ledger type AA.

3. Exit Ledger Type

Blank or 1 = Ledger Type 1

2 = Ledger Type 2

Use this processing option to specify the ledger type for the system to use when accessing another application. Valid values are:

Blank or 1

Ledger type 1. When accessing another application, the system will use the value in ledger type 1.

2

Ledger type 2. When accessing another application, the system will use the value in ledger type 2.

Note: This processing option applies only when accessing applications that have one ledger type, such as Account Balances by Month (P0902P1), Account Balance By Currency Code (P0902W), and Account Balance by Subledger (P092131). For applications that have two ledger types, such as Account Ledger Inquiry (P09200), ledger type 1 will always be the same as ledger type 1 of the originating application, and ledger type 2 will be blank.

Display Tab

1. Display Zero Balances

Blank or N = Display zero balances

Y = Suppress the display of accounts with zero balances.

Use this processing option to suppress the display of posting accounts with zero balances. Valid values are:

Blank or N

Do not suppress the display of posting accounts with zero balances.

Y

Suppress the display of posting accounts with zero balances.

Note: This option only applies to posting accounts. Non-posting header accounts will appear on the Trial Balance by Object account form (P09214) regardless of this processing option.

2. Calculation Method

Blank or S = Subtraction

A = Addition

M = Multiplication

D = Division

Use this processing option to specify the calculation process for the system to use when calculating variances. The system uses the balances from the two ledger types that you specify in the Default Ledger Type 1 and Default Ledger Type 2 processing options for the calculation. For example, if you specify that the system use ledger types of AA and BA, the variance will be calculated using the balances from these two ledger types. Valid values are:

Blank or S

Subtraction

A

Addition

M

Multiplication

D

Division

3. Additional Ledger Type 1

Blank = No additional ledger type

Use this processing option to enter an additional ledger type to calculate account balances for Ledger Type 1. You must enter a valid ledger type from UDC 09/LT. If you leave this field blank, the system does not use an additional ledger type to calculate balances for Ledger Type 1.

4. Additional Ledger Type 2

Blank = No additional ledger type

Use this processing option to enter an additional ledger type to calculate account balances for Ledger Type 2. You must enter a valid ledger type from UDC table 09/LT. If you leave this field blank, the system does not use an additional ledger type to calculate balances for Ledger Type 2.

5. Subledger

Blank = Blank subledger

Use this processing option to enter the value of the subledger to be used for calculating account balances. This value will be pre-loaded into the Trial Balance by Object form for you. If you leave this field blank, a subledger value of blank will be used and the system will not pre-load the Trial Balance by Object form.

6. Subledger Type

Blank = Blank subledger type

Use this processing option to enter the value of the subledger type for calculating account balances. This value will be pre-loaded into the Trial Balance by Object form for you. If you leave this field blank, a subledger type value of blank will be used and the system will not pre-load the Trial Balance by Object form.

7. Model Accounts

Blank or N = Exclude model accounts when a company other than 00000 or * is used

Y = Include model accounts when a company other than 00000 or * is used

Use this processing option to specify whether to display model accounts with a company other than 00000 or with all companies (*). Valid values are:

Blank or N

Do not display model accounts.

Y

Display model accounts.

Currency Tab

1. Currency Code

Blank = All currencies

Use this processing option to determine the currency code for calculating account balances. If left blank, the system will calculate the account balances using amounts in all currencies.

Note: Use this processing option only if multicurrency is being used.

Select Tab

1. Date Effective Balances

Blank or N = Use period end dates

Y = Calculate date effective balances

Use this processing option to specify whether to allow the user to calculate Date Effective Balances or to use Period End Dates.

Valid values are:

Blank or N

Use Period End Dates. If you use this option, the system only allows you to use a period end date in the Thru Date field. The system calculates the totals using the Account Balances table (F0902).

Y

Allow the user to calculate Date Effective Balances. This option allows you to enter any valid date within a period in the Thru Date field and the totals will be calculated up to that date. The system calculates the totals using the Account Ledger table (F0911) instead of the Account Balances table (F0902).

2. Display Thru Dates/Periods

Blank or N = Thru Dates

Y = Thru Periods

Use this processing option to specify whether to display Thru Periods or Thru Dates. Valid values are:

Blank or N

Display Thru Dates

Y

Display Thru Periods

Reviewing Trial Balances by Company

Use the T/B by Company program (P09216) to review balance information for a specific account across business units for a single company. This program does not access any other programs.

► To review trial balances by company

From the Accounting Reports & Inquiries menu (G0912), choose T/B by Company.

1. On Trial Balance by Company, complete the following fields:

- Company
- Object/Subsidiary

The screenshot shows the PeopleSoft interface for the 'T/B by Company - Trial Balance by Company' program. The header includes the PeopleSoft logo and the program title. Below the title is a menu bar with 'Find', 'Close', and 'Tools'. The main form contains several input fields: 'Company' (00001, Financial/Distribution Company), 'Object/Subsidiary' (1411), 'Ledger Type' (AA, USD, General Ledger), 'Type/Subledger' (*), 'Period / Date' (unchecked), 'Thru Date' (06/30/05), and 'Currency Code' (*). A 'Select/Skip To' checkbox is checked. Below the form is a table titled 'Records 1 - 1' with a 'Customize Grid' button. The table has six columns: 'Account Number', 'Account Description', 'Level Of Detail', 'General Ledger Period ...', 'General Ledger Balance', and 'Posting Edit Code'. The first row shows account 1411, Inventory, level 7, period 35,209,375.55, balance 46,401,628.20, and an empty edit code.

Account Number	Account Description	Level Of Detail	General Ledger Period ...	General Ledger Balance	Posting Edit Code
1411	Inventory	7	35,209,375.55	46,401,628.20	

2. To review balances only for this object and subsidiary account, turn on the following option:

- Select/Skip To

To start the list with balances for this object and subsidiary account, turn off the Select/Skip To option.

3. To limit the balances that the system displays, complete the following fields:
 - Ledger Type
 - Type/Subledger
4. To specify a period, complete steps 5 and 6.
5. Turn on the following option:
 - Period / Date
6. Complete the following field:
 - Thru Period

The Thru Period appears only if you click the Period / Date option.
7. To specify a through date, complete steps 8 and 9.
8. Turn off the following option:
 - Period / Date
9. Complete the following field:
 - Thru Date

If you leave this field blank, the system supplies the ending date of the current period for the company.
10. Click Find.

Processing Options for T/B by Company (P09216)

Display Tab

1. Date Effective Balances

Blank = Period end dates

Y = Date effective balances

Use this processing option to specify whether to suppress accounts with zero balances.
Valid values are:

Blank or N

Do not suppress zero balances.

Y

Suppress zero balances.

Note: This processing option applies only to posting accounts. Nonposting header accounts will appear on the Trial Balance by Company form (P09216) regardless of this processing option.

2. Thru Period

Blank = Show thru date

Y = Show thru period

Use this processing to specify whether the system displays the Thru Period or Thru Date field as the default. Valid values are:

Blank

The system displays the Thru Date field.

Y

The system displays the Thru Period field.

3. Ledger Type

Blank = AA

Use this processing option to specify the ledger type for the system to use when displaying records. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses the default ledger type AA.

4. Suppress Zero Balances

Blank = Do not suppress zero balances

Y = Suppress zero balances

Use this processing option to specify whether the system suppresses displaying accounts with zero balances. Valid values are:

Blank

The system does not suppress zero balances.

Y

The system suppresses zero balances.

Note: This processing option applies only to posting accounts. Nonposting header accounts will appear on the Trial Balance by Company form (P09216) regardless of this processing option.

5. Subledger

Use this processing option to specify a default subledger for the system to display on the Trial Balance by Company form.

6. Subledger Type

Use this processing option to specify a default subledger type for the system to display on the Trial Balance by Company form. Enter a valid subledger type from UDC 00/ST.

Currency Tab

1. Currency Code

Blank = All currencies

Use this processing option to specify the currency code to use when calculating account balances. Enter a valid currency code from the Designate Currency Codes program (P0013). If you leave this processing option blank, the system displays all currency codes.

Reviewing Trial Balances by Subledger

Use the T/B by Subledger program (P09215) to review account balances for a specific subledger or for all subledgers.

The T/B by Subledger program allows you to view only balances for one ledger type.

You can access several other programs from within the T/B by Subledger program. Choose one of the following selections from the Row menu to access the desired program:

- Account Ledger
- Balance by Month

► To review trial balances by subledger

From the Accounting Reports & Inquiries menu (G0912), choose T/B by Subledger.

1. On Trial Balance by Subledger, to display all of the subledgers, enter * in the following field:

- Subledger



T/B by Subledger - Trial Balance by Subledger

Select Find Close Row Tools

Type/Subledger	A	00006001	Ledger Type	AA	USD	General Ledger
Company	*		Thru Date	06/30/05	<input type="checkbox"/> Period / Date	
Business Unit	*		Currency Code	*		
Object Account	*					

Records 1 - 21			
<input type="checkbox"/>	Account Number	Account Description	General Ledger Period ... General Ledger Balance
<input type="checkbox"/>	1.1411	Inventory	166,240.00- 166,240.00-
<input type="checkbox"/>		Total Object Account	166,240.00- 166,240.00-
<input type="checkbox"/>		Total Business Unit	166,240.00- 166,240.00-
<input type="checkbox"/>	30.5010	Store Sales	184,964.00- 184,964.00-
<input type="checkbox"/>		Total Object Account	184,964.00- 184,964.00-
<input type="checkbox"/>	30.5080	Freight Out	2,387.15- 2,387.15-
<input type="checkbox"/>		Total Object Account	2,387.15- 2,387.15-
<input type="checkbox"/>	30.6020	Prime Cost of Goods	166,240.00 166,240.00
<input type="checkbox"/>		Total Object Account	166,240.00 166,240.00
<input type="checkbox"/>		Total Business Unit	21,111.15- 21,111.15-
<input type="checkbox"/>	200.1411	Inventory	316,602.89- 316,602.89-
<input type="checkbox"/>		Total Object Account	316,602.89- 316,602.89-
<input type="checkbox"/>		Total Business Unit	316,602.89- 316,602.89-
<input type="checkbox"/>	D30.5010	Store Sales	359,189.50- 359,189.50-
<input type="checkbox"/>		Total Object Account	359,189.50- 359,189.50-

2. To display account balances for a specific subledger and type, complete the following fields:

- Type/Subledger

3. To limit the balances that the system displays, complete the following fields:

- Company
- Business Unit
- Object Account
- Ledger Type

4. To specify a through date, complete steps 5 and 6.

5. Turn off the following option:

- Period / Date

6. Complete the following field:

- Thru Date

If you leave this field blank, the system supplies the ending date of the current period for the company.

7. To specify a period, complete steps 8 and 9.

8. Turn on the following option:

- Period / Date

9. Complete the following field:

- Thru Period

The Thru Period field appears only if you turn on the Period / Date option.

10. Click Find.

Note

Subledger detail information appears only if the Posting Edit field for an account is L or blank. You define the Posting Edit code when you set up or revise an account.

See Also

- ❑ *Working with Subledgers* in the *General Accounting Guide* for more information about how to set up subledgers

Processing Options for T/B by Subledger (P09215)**Display Tab**

1. Date Effective Balances

Y = Calculate Date Effective Balances

N = Period End Dates

Use this processing option to specify whether the system calculates date-effective balances or use period end dates. If you leave this processing option blank, the system uses the default value of N. Valid values are:

Y

The system calculates date-effective balances.

N

The system uses period end dates.

2. Default Thru Period

Y = Thru Period

N = Thru Date

Use this processing to specify whether the system displays the Thru Period or Thru Date field as the default. If you leave this processing option blank, the system uses the default value of N. Valid values are:

Y

The system displays the Thru Period field.

N

The system displays the Thru Date field.

3. Ledger Type

Blank = AA

Use this processing option to specify the ledger type for the system to use when displaying records. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses the default ledger type AA.

Currency Tab

1. Currency Code

Blank = All Currencies

Use this processing option specify the currency code for the system to use when calculating account balances. Enter a valid currency code from the Designate Currency Codes program (P0013). If you leave this processing option blank, the system displays all currency codes.

Note: Use this processing option only if you are using multicurrency.

Reviewing Account Ledgers and Balances Online

You might need to review detailed transactions and balances for your accounts in different formats and sequences. The General Accounting system provides a variety of online inquiry programs to facilitate your review.

The online ledger and balance inquiry programs provide information for a specific account. They access the Account Ledger table (F0911), which contains detailed transactions; the Account Balances table (F0902), which contains posted balances; or both of these tables. The inquiry program that you choose depends on what you want to review and how you want to see it displayed, as the following list describes:

Account Ledger Inquiry (P09200)	Displays detailed transactions from the Account Ledger.
Account Inquiry by Object Account (P09201)	Displays detailed transactions from the Account Ledger table using a selected object account, across all business units.
Account Inquiry by Category Code (P09202)	Displays detailed transactions from the Account Ledger table using one of the category codes that are set up for a government-defined (alternate) chart of accounts.
Account Balance by Month (P0902P1)	Displays monthly net changes and cumulative monthly balances from the Account Balances table for each period of the fiscal year. The system includes net posting totals for income statement accounts and balances forward for balance sheet accounts.
Account Balances by Subledger (P092131)	Displays balances and posted amounts from the Account Balances table for the current period and for the year-to-date in sequence by subledger and subledger type.
Statutory Account Inquiry (P09218A)	Displays balances from the Account Balances table by company or organization structure using one of the category codes that are set up for a government-defined (alternate) chart of accounts.
T/B / Ledger Comparison (P09210A)	Displays balances from two different ledgers in the Account Balances table. This program can include a calculated comparison or the cumulative balances for each ledger. For example, this program is helpful in comparing budgets to actual amounts.

See Also

- ❑ *Working with an Alternate Chart of Accounts* in the *General Accounting Guide* for more information about how to set up an alternate chart of accounts for government reporting

Reviewing Account Ledgers

You can review detailed transactions for an account by date range, subledger, and ledger type. You can also use additional selections, such as posted code, to narrow the search for transactions to review.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

The year-to-date period amount equals the posted ledger total if your date selection meets the following criteria:

- The From Date is the first day of the fiscal year.
- The Thru Date is the last day of the month specified.
- The From Date and the Thru Date are in the same fiscal year.

The year-to-date and cumulative-period amounts might not equal the posted ledger total if you cross over a fiscal year or if you display only part of the current fiscal year.

If you are reviewing an income statement account, the year-to-date and cumulative period amounts are equal. The cumulative period amount does not appear for an income statement account.

The system provides a ledger total (posted and unposted amounts) and an unposted total. The difference between these totals is the posted total.

Using the Second Ledger processing option, you can review amounts for two ledger types at the same time, such as actual and currency restatement ledgers.

A second ledger type is especially beneficial in multiple-currency environments because you can see transactions for foreign and domestic currencies at the same time.

► To locate account ledger transactions

From the Accounting Reports & Inquiries menu (G0912), choose Account Ledger Inquiry.

1. On Work With Account Ledger, complete the following field:
 - Account

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Account Ledger Inquiry - Work With Account Ledger

Select Find Close Form Row Report Tools

Account 3.5030 Contract Sales

Ledger Type 1 AA USD General Ledger

Ledger Type 2 From Date 01/01/05

Type/Subledger Thru Date 06/30/05

Currency Code *

☐ Posted ☐ Unposted ☒ All YTD 131,699.14-

Records 1 - 10

	LT 1 Amount	LT 2 Amount	LT 1 Debit	LT 1 Credit	LT 2 Debit	LT 2 Credit
<input type="checkbox"/>	162.73-			162.73-		
<input type="checkbox"/>	5,000.00-			5,000.00-		
<input type="checkbox"/>	3,600.00-			3,600.00-		
<input type="checkbox"/>	4,500.00-			4,500.00-		
<input type="checkbox"/>	4,100.00-			4,100.00-		
<input type="checkbox"/>	1,000.00-			1,000.00-		
<input type="checkbox"/>	17,744.00-			17,744.00-		
<input type="checkbox"/>	13,308.00-			13,308.00-		
<input type="checkbox"/>	423.00-			423.00-		
<input type="checkbox"/>	846.00-			846.00-		

2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
4. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date
5. To display one subledger, complete the following fields:
 - Type/Subledger
6. Click one of the following options, if necessary:
 - Posted
 - Unposted

- All
7. To limit your search for transactions further, use the fields in the QBE row.
For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
 8. Click Find.
 9. To print the account ledger, from the Report menu, click Print Ledger.
After you complete these steps, you can review the source document and related information.

► **To review source and details for a transaction**

After you locate an account ledger transaction, you can review the source document and related information.

From the Accounting Reports & Inquiries menu (G0912), choose Account Ledger Inquiry.

1. On Work With Account Ledger, to review a source document for a transaction, locate the transaction.
2. To review a source document for a transaction in Ledger Type 1, choose a transaction and then click Select or choose Original Entry LT1 from the row menu.
If no ledger type is specified for Ledger Type 1 in the processing options, the default is AA.

The system displays the original journal entry, voucher entry, or other originating entry.
3. To review a source document for a transaction in Ledger Type 2, choose a transaction and, from the Row menu, choose Original Entry LT2.
4. Click Cancel to return to Work With Account Ledger.
5. From the Row menu, choose Details to review detailed information about the document on Account Ledger Detail.

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Account Ledger Inquiry - Account Ledger Detail

OK Cancel Form Tools

Document Type	RI	Document Number	1013	Document Company	00001
G/L Date	05/31/05	Journal Entry Line Number	1.0		
Explanation	Continental Incorporated	Detail Explanation	contract sales		
Type/Subledger		G/L Posted Code	P		
Ledger Type 1	AA	USD	Amount LT 1	5,000.00-	
Ledger Type 2			Amount LT 2		
Currency Code	USD	Exchange Rate			

Units		P.O. Number	
Invoice Number		Address Number	3333
Reference 1		Reconciled	
Reference 2		Check Cleared Date	
Reference 3	229		
Service/Tax Date	05/31/05	Asset Number	

- On Account Ledger Detail, from the Form menu, choose Additional Details to access Account Ledger Additional Details.

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Account Ledger Inquiry - Account Ledger Additional Details

OK Cancel Tools

Batch Type	IB	Batch Number	6355	Batch Date	03/17/03
User ID	JG5941598	Transaction Originator	DL811727		

Business Unit	3	Home Business Unit	
Historical Date		Historical Exchange Rate	
Phase			

- On Account Ledger Additional Details, review the fields as needed.

Processing Options for Account Ledger Inquiry (P09200)

Defaults Tab

1. Account Number

Use this processing option to specify the default Account Number.

2. From Date

Use this processing option to specify the default From Date.

3. Through Date

Use this processing option to specify the default Through Date.

4. Ledger Type

Use this processing option to specify the default Ledger Type.

5. Subledger - G/L

Use this processing option to specify the default Subledger.

6. Subledger Type

Use this processing option to specify the default Subledger Type.

7. Currency Code

Use this processing option to specify the default Currency Code.

Select Tab

1. From Date Method

1 = Current fiscal year

2 = Current period

Use this processing option to specify the From Date as either the fiscal year or the current period when the From Date is left blank.

Valid values are:

1

Use the beginning date of the current fiscal year as the From Date.

2

Use the beginning date of the current period as the From Date.

Display Tab

1. Second Ledger Type

Blank = Display one ledger type.

1 = Display two ledger types.

Use this processing option to specify whether to display a second ledger type. This option allows you to view two ledger types at one time. Valid values are:

Blank

Display one ledger type.

1

Display two ledger types.

Note: The system uses ledger type 1 as the basis when it calculates the amount for ledger type 2; therefore, the system displays only records with ledger type 1 amounts. For example, if you enter AA for ledger type 1 and CA for ledger type 2, the system displays all records with AA ledger type amounts in the Account Ledger table (F0911) and any matching records with a CA ledger type. The matching records must have the same document number, document type, document company, general ledger date, and journal entry line number. If the system does not find AA ledger type amounts for an account, there can be no corresponding CA ledger type amounts.

2. Ledger Type

Use this processing option to specify whether to display a second ledger type if the second ledger type is activated in the Second Ledger Type processing option. This allows you to view two ledger types at one time.

Process Tab

1. Exit for PK or PN document type

Blank = Exit to Manual Payments.

1 = Exit to Journal Entries.

Use this processing option to specify whether to exit to Journal Entries or to Manual Payments when going to the source document. Valid values are:

Blank

Exit to Manual Payments.

1

Exit to Journal Entries.

Currency Tab

1. As-If Currency

Blank = Amounts will display in their database currency.

Use this processing option to specify the currency code for the As-If currency fields. This processing option allows amounts to appear in a currency other than the currency they are stored in. Amounts are translated and appear in the As-If currency. Only the amounts associated with Ledger Type 1 are converted to the as-if currency. If you leave this processing option blank, the amounts appear in their database currency.

As-If currency fields are activated by the user.

2. Exchange Rate Date

Blank = Thru date will be used.

Use this processing option to specify the As of date for processing the current exchange rate for the As-If currency. If you leave this processing option blank, the Thru date is used.

Reviewing Account Ledgers by Object Account

Use the Account Inquiry by Object Account program (P09201) to review detailed transactions for an object account across all business units.

You can use all of the criteria that are available in the Account Ledger Inquiry program (P09200) to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate when the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review amounts for two ledger types at the same time, such as actual and budget ledgers.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► To review account ledgers by object account

From the Accounting Reports & Inquiries menu (G0912), choose Account Inquiry by Object Account.

The screenshot shows the PeopleSoft interface for the 'Account Inquiry by Object Account - Work With Account Ledger by Object Account' program. The form includes a menu bar with options: Select, Find, Close, Form, Row, Report, and Tools. Below the menu bar, there are input fields for 'Object/Sub' (8110), 'Ledger Type 1' (AA), 'Ledger Type 2' (CA), and 'Type/Subledger' (*). There are also radio buttons for 'Posted', 'Unposted', and 'All' (selected), and a checkbox for 'Display Company Subtotals'. On the right side, there are fields for 'From Company' (*), 'Thru Company' (*), 'From Date' (06/01/05), 'Thru Date' (06/30/05), and 'Currency Code' (*). Below the form, there is a table titled 'Records 1 - 10' with a dropdown arrow. The table has five columns: 'Account Number', 'Account Description', 'LT 1 Amount', and 'LT 2 Amount'. The first row is selected, indicated by a paper clip icon in the left margin.

	Account Number	Account Description	LT 1 Amount	LT 2 Amount
	3.8110	Salaries and Wages	22,500.00	
	4.8110	Salaries and Wages	15,000.00	
	5.8110	Salaries and Wages	12,750.00	
	7101.8110	Salaries and Wages	15,450.00	
	7102.8110	Salaries and Wages	2,060.00	
	7130.8110	Salaries and Wages	2,060.00	
	8001.8110	Salaries and Wages	2,120,000	

1. On Work With Account Ledger by Object Account, complete the following field:

- Object/Sub
2. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
 3. If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
 4. To display a range of companies, complete the following fields:
 - From Company
 - Thru Company
 5. To display a range of transaction dates, complete the following fields:
 - From Date
 - Thru Date
 6. To display one subledger, complete the following fields:
 - Sub Type
 7. Turn on one of the following options, if necessary:
 - Posted
 - Unposted
 - All
 8. To further limit your search for transactions, use the fields in the QBE row.

For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
 9. Click Find.
 10. To print the account ledger, from the Report menu, click Print Ledger.

Processing Options for Account Inquiry by Object Account (P09201)

Defaults

Any values entered in the following options will be loaded upon entry into the program:

Object/Subsidiary Account Number

From Date

Through Date

Ledger Type

Subledger - G/L

Subledger Type

Currency Code

Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date

Reviewing Account Ledgers by Category Code

Use the Account Inquiry by Category Code program (P09202) to review detailed transactions for any of the category codes that are set up for an alternate (statutory) chart of accounts. You specify the category code (21, 22, or 23) in the Category Code processing option for this program.

You can use all of the criteria that are available in the Account Ledger Inquiry program (P09200) to limit your search for transactions to review.

After you move the cursor to the row heading in the left column on the form, the system displays a paper clip icon to indicate that the transaction (for example, the journal entry) has additional text or another attachment.

Using the Second Ledger processing option, you can review amounts for two ledger types, such as actual and budget ledgers, at the same time.

The system displays both posted and unposted transactions from the Account Ledger table (F0911).

► **To review account ledgers by category code**

From the Accounting Reports & Inquiries menu (G0912), choose *Account Inquiry by Category Code*.

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Account Inquiry by Category Code - Work With Account Ledger By Category Code

Find Close Form Row Tools

Alternate Account: 1110 Cash in Banks
 Ledger Type 1: AA USD General Ledger
 Ledger Type 2: CA Foreign Currency
 Type/Subledger:
☐ Posted ☐ Unposted ☒ All
☐ Display Company Subtotals

From Company: *
 Thru Company: *
 From Date: 01/01/05
 Thru Date: 06/30/05
 Currency Code: *

Records 1 - 11

	Document Number	Do Ty	Doc Co	GL Date	Explanation	LT 1 Amount	LT1 Debit	LT 1 Credit
<input checked="" type="radio"/>	1005	JE	00001	06/30/0	June Activity	125,000.00-		125,000.00-
<input type="radio"/>	3295	JE	00200	02/28/0	February Activity	75,000.00	75,000.00	
<input type="radio"/>	3295	JE	00200	02/28/0	February Activity	75,000.00-		75,000.00-
<input type="radio"/>	3297	JE	00200	05/31/0	May Activity	50,000.00	50,000.00	
<input type="radio"/>	3297	JE	00200	05/31/0	May Activity	50,000.00-		50,000.00-
<input type="radio"/>	3305	JE	00200	02/28/0	February Activity	75,000.00	75,000.00	
<input type="radio"/>	3306	JE	00200	05/31/0	May Activity	50,000.00	50,000.00	
<input type="radio"/>					Column Total		250,000.00	250,000.00-
<input type="radio"/>					Ledger Total			
<input type="radio"/>					Posted Total		250,000.00	250,000.00-
<input type="radio"/>					Unposted Total			

- On Work With Account Ledger By Category Code, complete the following field:
 - Alternate Account
- To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type 1
- If you set a second ledger type in the processing option, you can replace the value in the following field:
 - Ledger Type 2
- To display a range of companies, complete the following fields:
 - From Company
 - Thru Company
- To display a range of transaction dates, complete the following fields:

- From Date
 - Thru Date
6. To display one subledger, complete the following fields:
 - Type/Subledger
 7. Turn on one of the following options:
 - Posted
 - Unposted
 - All
 8. To display company subtotals, turn on the following option:
 - Display Company Subtotals
 9. To further limit your search for transactions, use the fields in the QBE row.

For example, you might want to search for a specific document type, document number, batch number, or G/L posted code.
 10. Click Find.
 11. To print the account ledger for an account, choose the account, and then from the Row menu, choose Print Ledger.

Processing Options for Account Inquiry by Category Code (P09202)

Category Code

Enter the account category code (21-23) to inquire on. The default value of blank will use category code 21.

Category Code (21-23)

Defaults

Any values entered in the following options will be loaded upon entry into the program:

Alternate Account

From Date

Through Date

Ledger Type

Subledger - G/L

Subledger Type

Currency Code

Second Ledger

Enter a 1 to display a second ledger type to view two ledger types at one time. Leave blank to display one ledger type only.

Display Second Ledger Type

Enter a default value for the second ledger type if the second ledger type is activated above.

Ledger Type

Exits

For document type PK or PN: enter a 1 to exit to Journal Entries when going to the source document. Leave blank to go to Manual Payments.

Exit for PK or PN

As-If Currency

Enter the currency code for as-if currency display. This option allows for amounts to display in a currency other than the currency they are stored in. This as-if currency option is activated by the form exit As-If Currency. Amounts will be translated and displayed in this as-if currency. If left blank, amounts will display in their database currency. Only the amounts associated with Ledger Type 1 will be converted to the as-if currency.

As-If Currency

Enter the as of date for processing the current exchange rate for the as-if currency. If left blank the thru date will be used.

Exchange Rate Date

Reviewing Account Balances by G/L Period

Use the Account Balance by Month program (P0902P1) to review balances for a general ledger period in your accounts for information such as the following:

- Monthly net changes (net postings) and cumulative monthly balances for each period of the fiscal year for a single account
- Prior year-end net posting amounts for profit-and-loss accounts
- Prior year-end balance forwards for balance-sheet accounts

This program is helpful after you run the Annual Close program (R098201). You can quickly review amounts for balance-forward and prior-year-ending net postings to verify that closing was successful.

This online inquiry displays information from the Account Balances table (F0902).

► To review account balances by G/L period

From the Accounting Reports & Inquiries menu (G0912), choose Account Balance by Month.

1. On Account Balances, complete the following field:

- Account Number

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Account Balance by Month - Account Balances

Find Close Tools

Account Number Direct Ship Sales

Fiscal Year

Ledger Type

Type/Subledger *

Subledger Desc

Currency Code

PYE Net Postings

Period End	Period Amounts	Cumulative Amounts
01/31/05		
02/28/05		
03/31/05		
04/30/05		
05/31/05	412,500.00-	412,500.00-
06/30/05	333,575.32-	746,075.32-
07/31/05	393,750.00-	1,139,825.32-
08/31/05		1,139,825.32-
09/30/05		1,139,825.32-
10/31/05		1,139,825.32-
11/30/05		1,139,825.32-
12/31/05		1,139,825.32-

- To view information for a different fiscal year, complete the following field:
 - Fiscal Year
- To limit your search, complete the following fields:
 - Ledger Type
 - Type/Subledger
- Click Find.
- Review the following fields:
 - PYE Net Postings
 - Balance Forward

Processing Options for Account Balance by Month (P0902P1)

Defaults

Fiscal Year

Ledger Type

Subledger

Subledger Type

Currency Code

Reviewing Account Balances by Subledger

Use the Account Balance by Subledger program (P092131) to review account balance information by subledger and subledger type for a particular account.

This program includes posted amounts and balances for the current period and year to date from the Account Balances table (F0902).

This program does not have any processing options.

► To review account balances by subledger

From the Accounting Reports & Inquiries menu (G0912), choose Account Balance by Subledger.

1. On Account Balance by Subledger, complete the following field:

- Account Number

The screenshot shows the PeopleSoft interface for the 'Account Balance by Subledger' program. At the top is the PeopleSoft logo. Below it is a title bar 'Account Balance by Subledger - Account Balance by Subledger'. A menu bar contains 'Select', 'Find', 'Close', 'Row', and 'Tools'. The main form area has several input fields: 'Account Number' with the value '4.8740', 'Thru Ending Date' with '06/30/05', 'Period' (unchecked), 'Sub-ledger' with 'Travel, Meals and Lodging', 'Ledger Type' with 'AA', 'Currency Code' with 'USD', and 'General Ledger' (unchecked). Below the form is a table titled 'Records 1 - 3' with a 'Customize Grid' button. The table has columns: 'Sbl Type', 'Sub-ledger', 'Subledger Description', 'Balance Forward', 'Net Posting Thru Date', 'Net Posting for Period', and 'Cumulative Actual'. The data rows are: a radio button selected for the first row, 'A' for Sub-ledger, '00006002' for Subledger Description, 'Abbott, Dominique' for Subledger Description, '1,000.00' for Net Posting Thru Date, '1,000.00' for Net Posting for Period, and '1,000.00' for Cumulative Actual. The final row is a 'TOTAL' row with '3,005.00' for Cumulative Actual.

Sbl Type	Sub-ledger	Subledger Description	Balance Forward	Net Posting Thru Date	Net Posting for Period	Cumulative Actual
<input checked="" type="radio"/>				2,005.00	1,795.00	2,005.00
<input type="radio"/> A	00006002	Abbott, Dominique		1,000.00	1,000.00	1,000.00
<input type="radio"/>	TOTAL					3,005.00

2. To limit your search with an ending date, complete steps 3 and 4.

3. Turn off the following option:

- Period

4. Complete the following field:

- Thru Ending Date

If you leave this field blank, the system uses the ending date of the current period.

5. To limit your search to a specific accounting period, complete steps 6 and 7.

6. Turn on the following option:

- Period

7. Complete the following field:

- Thru Period

If you leave this field blank, the program uses the ending date of the current period.

8. Click Find.

The Net Posting Thru Date field shows the net balance posted year-to-date while the Net Posting for Period field shows the net balance for the current period.

Note

The system displays subledger detail information on Account Balances by Subledger only if the Posting Edit field is not S.

Budgeting

Budgeting provides a projection of future expenses and revenues. Using budget history, you can compare actual amounts to your projections and use the information to improve your budgeting process.

Methods of Budgeting That You Can Use

Use one of the following methods to create a budget:

Annual budgets by business unit or account	You enter annual budget amounts. Using the spread program, the system allocates budget amounts to periods, based on budget pattern codes that you assign. This method directly updates the Account Balances table (F0902).
Detailed budgets by account	You enter budget amounts for each account for each period. This method directly updates the Account Balances table.
Journalized budgets	You enter journal entries to a budget ledger to provide a formal audit trail. This method updates the Account Ledger table (F0911). You must review and post to update the Account Balances table.
Allocations	You can also create budgets using allocations.

See Also

- ❑ See the following topics in the *General Accounting Guide*:
- ❑ *Setting Up Indexed Allocations* for more information about how to use indexed allocations to create budgets
- ❑ *Setting Up Recurring Journal Entry Allocations* for more information about how to use recurring journal entries to create budgets
- ❑ *Setting Up Variable Numerator Allocations* for more information about how to use variable numerator allocations to create budgets
- ❑ *Closing a Fiscal Year* for information about the effect of the annual close on budgets

What You Can Do with Annual Budgets

You can enter annual budget amounts and distribute them to each period as needed.

You assign budget pattern codes to distribute annual budget amounts in different ways:

Seasonal pattern spread	If your revenues and expenses occur in a predictable pattern, you can set up seasonal pattern codes to describe each pattern. For each code, you enter the percent of the total annual budget to be spread to each period.
--------------------------------	--

Equal spread	If your revenues and expenses occur evenly throughout the fiscal year, you can spread the annual budget equally among the periods. For example, in a 12-month fiscal year, the system spreads 1/12th of the annual budget to each month.
No spread	If you do not want to spread an annual amount to periods for an account, you can bypass spreading for that account.
Global updates to budget pattern codes	You can make mass or global changes to seasonal pattern codes by account. The Change Budget Pattern Codes program (P1441) updates the budget pattern codes for accounts in the Account Master table (F0901).

You can enter annual budget amounts by business unit or by account. Entering amounts by business units creates a budget by department, location, project, and so on. Entering amounts by account creates a budget that crosses business unit boundaries.

You can have three cycles for your budget entries so that an audit trail is produced. You can use each cycle or only the final cycle. The cycles are as follows:

- Requested (cycle 1)
- Approved (cycle 2)
- Final (cycle 3)

Entering Budget Amounts for Each Period

You can use the detailed budget method to enter a budget amount for each period for selected accounts, or for selected periods and accounts. This method does not provide a formal audit trail, but it directly updates each period budget in the Account Balances table.

Which Budget Type Provides a Formal Audit Trail

You can create a formal audit trail by creating a journalized budget that updates the Account Ledger table (F0911). Construction companies that use cost accounting and government agencies that record supplemental appropriations for the original budget typically need a formal audit trail.

Journalized budgeting consists of three tasks:

- Entering the journalized budget
- Reviewing the journalized budget entries
- Posting the journalized budget entries

Using Budgets That Were Created in Another System

You can use a spreadsheet program to create budgets and transfer them to the PeopleSoft Account Balances table (F0902). You can then use General Accounting programs to process your budget data. For example, you can spread annual budget amounts to your fiscal periods.

The upload process consists of the following tasks:

- Creating the budget in a spreadsheet program
- Importing the budget data into the Account Balances - Batch File table (F0902Z1).
- Uploading the budget data from the F0902Z1 table to the Account Balances table

How to Review Budgets

You can review budgets online or with a printed Budget Worksheet report.

- Using online review, you can compare budget amounts with actual amounts.
- With the Budget Worksheet report, you can do the following:
 - Review your requested, approved, and final budgets for the next year.
 - Compare budget amounts against actual amounts and projected amounts for the current year, and against actual amounts from the previous year.
 - Show a projected amount and the percentage that the budget amount varies from the projected amount.

Budget Patterns

When a group of accounts have budgets that follow a predictable pattern, budget pattern codes can be used to define the percentages for spreading annual budget amounts among periods.

You do not need to create and assign budget pattern codes if your company does any of the following tasks:

- Creates only annual budgets (not monthly budgets)
- Manually creates monthly budgets for all accounts
- Creates annual budgets for all accounts with the annual amount being spread equally among the periods

Prerequisite

- ☐ Determine your budgeting pattern requirements.
- ☐ Set up the number of periods for each company in the Company Constants table (F0010). See *Setting Up Fiscal Date Patterns* in the *General Accounting Guide*.

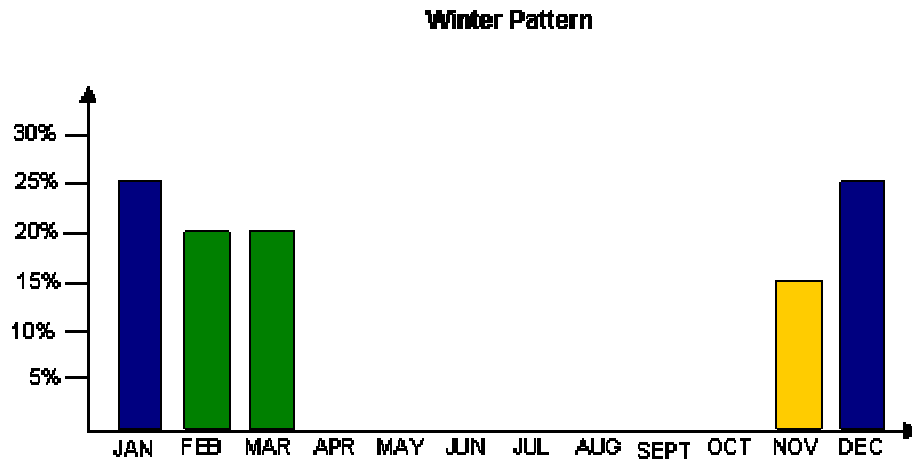
Examples: Budget Patterns

The following examples illustrate three different budget patterns and the associated codes that are used to spread annual budget amounts.

Seasonal Pattern

A sports shop creates a seasonal pattern code called WIN to identify percents for revenues and expenses for its winter ski equipment. The shop allocates budget amounts to the winter months because little activity occurs for ski equipment in the summer months.

The WIN pattern code might appear as follows:



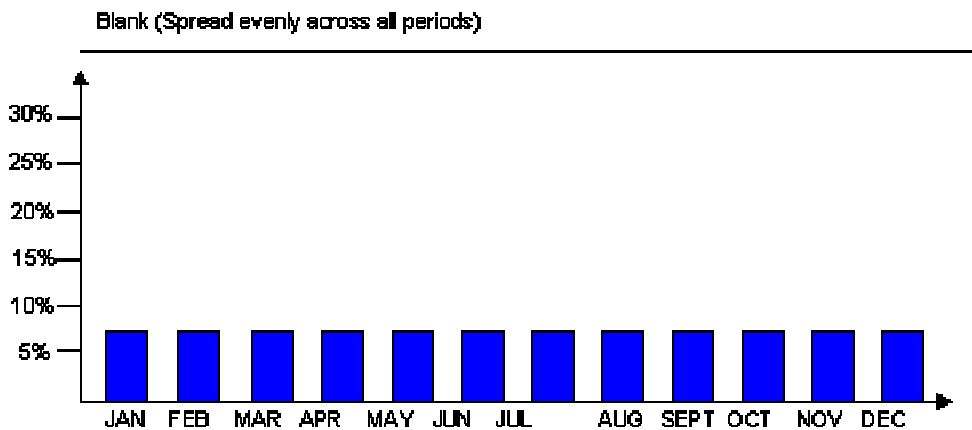
The sports shop creates an annual budget amount for each applicable account and assigns the seasonal pattern code WIN to the accounts. For example, the shop enters 120,000 to an account with a WIN pattern code.

The sports shop runs the program to spread the amounts among the periods. Based on the percentages in the WIN budget pattern code, the system spreads 12,000 to November (10 percent), 30,000 each to December and January (25 percent), and 24,000 each to February and March (20 percent).

Default Pattern

A coffee shop sells its products evenly throughout the year. It does not need to create a seasonal pattern code to identify percentages for revenues and expenses. The default (a blank budget pattern code) spreads the annual budget evenly across periods.

Default Pattern



The coffee shop enters an annual budget amount of 120,000 for an account and leaves the budget pattern code blank.

The coffee shop runs the program to spread the amounts among the periods. The program identifies the total number of accounting periods set up for the company as 12. The program assigns a budget amount of 10,000 (1/12 or 8.33 percent) to each period.

Do Not Spread Pattern

A company has an account with no predictable budget pattern, although the company spreads amounts for other accounts. The company enters an annual budget for the unpredictable account and assigns a budget pattern code of DNS (Do Not Spread) to that account.

When the company runs the program to spread annual amounts among the periods, the program bypasses the account coded DNS.

Creating Budget Pattern Codes

You can specify the percentage of the annual budget to be spread to each period with budget pattern codes. For each business year, you can use the Revise Seasonal Patterns program (P09001) to do the following:

- Create an unlimited number of seasonal pattern codes
- Spread amounts equally across the number of periods
- Bypass spreading amounts

If your company rarely needs to spread an annual budget equally among the months, you can use the blank code to identify a seasonal pattern code that you frequently use, which speeds data entry of that code.

► **To create budget pattern codes**

From the Budgeting menu (G1412), choose Revised Seasonal Patterns.

1. On Work with Budget Patterns, click Add.

The screenshot shows the 'Revised Seasonal Patterns - Revise Budget Pattern' window in PeopleSoft. The window has a title bar with 'PeopleSoft' and a toolbar with 'OK', 'Cancel', and 'Tools' buttons. Below the toolbar, there is a section for 'Budget Pattern' with a dropdown menu set to 'WIN' and a text field containing 'Winter Pattern'. The main area is titled 'Percent' and contains a table with 14 periods and a total row. The values for Period 01 through Period 14 are: 20.0000, 30.0000, 20.0000, (empty), (empty), (empty), (empty), (empty), (empty), (empty), 10.0000, 20.0000, (empty), (empty). The total is 100.0000.

Percent	
Period 01	20.0000
Period 02	30.0000
Period 03	20.0000
Period 04	
Period 05	
Period 06	
Period 07	
Period 08	
Period 09	
Period 10	
Period 11	10.0000
Period 12	20.0000
Period 13	
Period 14	
Total	100.0000

2. On Revise Budget Pattern, complete the following field:
 - Budget Pattern
3. Complete each of the following fields in the Percent area that applies, and then click OK:
 - Period 01
through
 - Period 14

Assigning Budget Pattern Codes

After you create budget pattern codes, you assign them to the accounts to which they apply. You can assign codes at different times and in different ways.

During any cycle of the annual budget process, you can assign budget pattern codes by choosing a budget cycle by business unit. You can also assign codes by account. The process is the same.

An alternative to individually assigning budget pattern codes is to make global assignments to groups of accounts within a company or within a business unit. You use the Change Budget Pattern Codes program (P1441) to do this procedure. You must observe the following guidelines:

- Make these assignments before entering the annual budget amounts.
- Plan to spread your annual budget amounts among the periods.

The Change Budget Pattern Codes program overrides the do not spread (DNS) codes that were previously assigned.

The system updates assigned codes in the Account Master table (F0901).

► **To assign budget codes during budget entry**

Use one of the following navigations:

From the Budgeting menu (G1412), choose Requested by Business Unit.

From the Budgeting menu (G1412), choose Approved by Business Unit.

From the Budgeting menu (G1412), choose Final by Business Unit.

1. On Work with Budgets, complete the following field:
 - Company
2. Complete the following optional fields:
 - Subledger
 - Subledger Type
3. Click Find.
4. Choose a business unit and click Select.

PeopleSoft®

Requested By Business Unit - Budget by Business Unit

OK Cancel Form Row Tools

Business Unit Central Branch

Century/Fiscal Year Ledger Type Account Level of Detail

Subledger/Type

☐ Show Periods ☐ Options ☒ Requested ☐ Approved ☐ Final

Records 1 - 10 [Customize Grid](#)

	Obj Acct	Sub	Description	L D	P E	Budg Patt	Requested Amount	Approved Amount	Final Amount
<input type="checkbox"/>	1000		Assets	3	N				
<input type="checkbox"/>	5000		Revenues	4	N				
<input type="checkbox"/>	5005		Sales-Product A	5	N				
<input type="checkbox"/>	5010		Store Sales	6					
<input type="checkbox"/>	5015		Wholesale Sales	6					
<input type="checkbox"/>	5020		Direct Ship Sales	6			1,500,000.00-	1,700,000.00-	1,700,000.0
<input type="checkbox"/>	5030		Contract Sales	6					
<input type="checkbox"/>	5040		Deferred Revenue	6					
<input type="checkbox"/>	5050		Interplant Sales	6					
<input type="checkbox"/>	5060		Less Returns & Allo	6					

- On Budget by Business Unit, complete the following fields for each object account in the detail area and click OK:

- Description
- Budg Patt

► To assign budget codes to groups of accounts

You can globally assign budget pattern codes to accounts within a company or within a business unit.

The following form shows how you would change the budget pattern code from DNS to blank on all accounts from 8600 through 8699 in business unit 9.

From the Budgeting menu (G14I2), choose Budget Pattern Code Change.

- On Global Pattern Codes, complete one of the following fields:

- Company

- Business Unit



The image shows a PeopleSoft dialog box titled "Budget Pattern Code Change - Global Pattern Codes". At the top, there is a PeopleSoft logo and a toolbar with "OK", "Cancel", and "Tools" buttons. Below the toolbar, there are two input fields: "Company" and "Business Unit", separated by "OR". The "Business Unit" field contains the value "9". Below these fields, there are two more input fields: "From Account" containing "8600" and "Thru Account" containing "8699". At the bottom, there are two columns of input fields labeled "Old Code" and "New Code". The "Old Code" column has a first field containing "DNS" and the rest are empty. The "New Code" column has a first field containing "***" and the rest are empty.

2. Complete the following optional fields:

- From Account
- Thru Account

3. Complete the following fields:

- Old Code
- New Code

Three asterisks (***) represent a blank value. You can enter asterisks in the Old Code field to change a blank value to a new value. You can also enter asterisks in the New Code field to change an existing value to a blank value.

Enter one asterisk (*) in the Old Code field to change all of the old budget pattern codes to the value that you enter in the New Code field.

4. Click OK.

Annual Budgets

Using the annual budget method saves time when entering budget amounts for each accounting period but still provides detailed amounts by period. You enter and revise a budget based on annual amounts. The system distributes or spreads the annual amounts among accounting periods according to budget patterns that you define.

You can organize your annual budget in either of the following ways:

By business unit	This type of entry creates a budget for accounts that are associated with a specific organizational unit, such as a department or warehouse.
By account	This type of entry crosses business units and company boundaries. For example, you create a budget for salary and wage accounts across all business units.

Prerequisite

- ☐ Decide whether to budget by business unit or by account across all business units.

Entering Annual Budget Amounts

You can enter annual budget amounts that consist of amounts as well as units.

Depending on your business needs, you can use one or a combination of the following budget cycles:

- Requested budget (cycle 1). You enter the initial budget amount, which the system copies to the approved and final amount.
- Approved budget (cycle 2). You enter or change the approved budget amount, which the system copies to the final amount. The requested amount, if one exists, remains unchanged.
- Final budget (cycle 3). You enter or change the final amount. Any requested and approved amounts remain unchanged.

Using different cycles provides an informal audit trail. Because the system carries amounts forward to the next cycle, using more than one cycle might require little or no additional time.

You set a processing option to define the cycle that you will use for current entries. During budget entry, you can use an option to override the processing option and change to a different cycle.

The system updates annual budget amounts in the Account Balances table (F0902) by cycle, as follows:

- BREQ - Requested budget amount
- BAPR - Approved budget amount
- BORG - Final budget amount

Example: Using Annual Budget Cycles

The budget in this example uses all three cycles. The processing is as follows:

Requested (cycle 1)	Update requested budget, approved budget, and final budget.
Approved (cycle 2)	Update approved budget and final budget.
Final (cycle 3)	Update final budget.

The following chart shows how the system updates amounts during each cycle:

Account Balances Table				
	Requested	Approved	Final	
	(BREQ)	(BAPR)	(BORG)	
Cycle 1 You Enter	7000	7000	7000	The system updates the Requested Amount, Approved Amount, and Final Amount fields
Cycle 2 You Enter		6000	6000	The system updates the Approved Amount and Final Amount fields
Cycle 3 You Enter			5000	The system updates the Final Amount field, which represents the annual amount to be spread.

Spreading Annual Amounts to Periods During Budget Entry

While you are entering the annual budget amounts, the system can spread the amounts interactively to period amounts based on the budget pattern code for the account.

Spreading amounts during budget entry, either by business unit or by account, works as follows:

- You turn on the Show Periods option at the start of the budget entry.
- When you finish entering a line, the system spreads the amount among the periods.
Alternatively, to selectively spread an amount, use the Spread option from the Row menu.
- To vary the results, you can make changes such as the following changes without leaving budget entry:
 - Change the rounding increment and balancing method that are specified in the processing options.

- Enter different annual amounts for the same or a different cycle.

You cannot enter an annual budget amount for an account if either of the following is true:

- The posting edit code is N (no posting) or I (inactive).
- The budget pattern code DNS was set in detailed (period) budget entry.

When you spread annual amounts to periods during budget entry, the system uses the budget pattern code that is assigned to each account to determine how to spread the amount, as follows:

Seasonal budget pattern code	The program spreads the annual amount according to the percentages and periods that you specified for the code.
Blank budget pattern code	The program spreads the annual budget amount for the account equally among the periods. For example, for a 12-month calendar year, the program assigns 1/12 (8.33 percent) to each period. If your company changes the meaning of the blank budget pattern code, the program divides the annual amount by the percentages that you specify.
DNS budget pattern code	The program does not spread the amounts for accounts with this code. If you change one or more of the period amount fields, the program changes the code to DNS.

If the budget pattern code is DNS, the system searches the Ledger Type Master File table (F0025) for the spreading instructions for the ledger type. You cannot spread AA and AU ledger types.

When you spread annual amounts to periods, the system uses information from the Budget Patterns (F1401), Account Master (F0901), and Account Balances (F0902) tables.

You can recalculate spread amounts as many times as necessary. You can change the amounts that the programs spread to periods by entering detailed budget amounts.

► **To spread annual amounts to periods during budget entry**

Use one of the following navigations:

From the Budgeting menu (G1412), choose Requested by Business Unit.

From the Budgeting menu (G1412), choose Approved by Business Unit.

From the Budgeting menu (G1412), choose Final by Business Unit.

From the Budgeting menu (G1412), choose Requested by Account.

From the Budgeting menu (G1412), choose Approved by Account.

From the Budgeting menu (G1412), choose Final by Account.

1. On Work With Budgets or Work with Budget Accounts, click Find to search for all business units or accounts or complete the following field to search for business units or accounts for a specific company:

- Company
- 2. Choose the business unit or account for which you want to spread annual amounts and click Select.
- 3. On Budget by Business Unit or Budget by Account, turn on the following option to spread amounts for all accounts:
 - Show Periods
- 4. To spread amounts for specific accounts, choose the accounts and choose Spread from the Row Menu.
- 5. Click OK.

► **To enter annual budget amounts by business unit**

From the Budgeting menu (G1412), choose Requested by Business Unit.

1. On Work with Budgets, complete the following field:
 - Company
2. Verify and correct the following required fields as necessary:
 - Century/Fiscal Year
 - Ledger Type
 - Account Level of Detail
3. To budget by subledger, complete the following optional fields:
 - Subledger
 - Subledger Type
4. Click Find.
5. Choose a business unit and click Select.

PeopleSoft®

Requested By Business Unit - Budget by Business Unit

OK Cancel Form Row Tools

Business Unit Central Branch

Century/Fiscal Year Ledger Type Account Level of Detail

Subledger/Type

☐ Show Periods ☐ Options ☒ Requested ☐ Approved ☐ Final

Records 1 - 10 [Customize Grid](#)

		Obj Acct	Sub	Description	L D	P E	Budg Patt	Requested Amount	Approved Amount	Final Amount
<input type="checkbox"/>		1000		Assets	3	N				
<input type="checkbox"/>		5000		Revenues	4	N				
<input type="checkbox"/>		5005		Sales-Product A	5	N				
<input type="checkbox"/>		5010		Store Sales	6					
<input type="checkbox"/>		5015		Wholesale Sales	6					
<input type="checkbox"/>		5020		Direct Ship Sales	6			1,500,000.00-	1,700,000.00-	1,700,000.0
<input type="checkbox"/>		5030		Contract Sales	6					
<input type="checkbox"/>		5040		Deferred Revenue	6					
<input type="checkbox"/>		5050		Interplant Sales	6					
<input type="checkbox"/>		5060		Less Returns & Allo	6					

6. On Budget by Business Unit, turn on the following option to display the period amounts:
 - Show Periods
7. Verify that the appropriate budget cycle option is turned on:
 - Requested
 - Approved
 - Final
8. Complete the following optional field in the QBE row:
 - Budg Patt
9. Complete one of the following fields as appropriate for the budget cycle:
 - Requested Amount
 - Approved Amount

- Final Amount

When you move the cursor to the next row with Show Periods option on, the system spreads the amount among the fields for the accounting periods.

10. To change processing option settings interactively, choose Options from the Form menu, complete one or more of the following fields, and click OK:

- Rounding Increment
- Balancing Method

11. To save your budget entries, click OK.

The system saves the amounts that you entered. It also saves the period amounts that result from spreading. To exit without saving the entered and spread amounts, click Cancel.

Processing Options for Requested by Business Unit (P14102)

Budget by BU

1. Ledger Type
2. Fiscal Year
3. Enter value for budget cycle you wish to update.

(1=Requested, 2=Approved, 3=Final)

Budget Cycle

Spread Budget

ROUNDING CONTROL:

4. Rounding Increment
5. Identify the Balancing Method:

'' = Do not force the total of the period amounts to be equal to the annual budget amount.

'1' = Force a balanced spread by rounding the Final budget amount.

'2' = Force a balanced spread by NOT rounding the last calculated period amount.

Balancing Method

► To enter annual budget amounts by account

From the Budgeting menu (G1412), choose Requested by Account.

1. On Work with Budget Accounts, to locate all of the accounts or a group of accounts, complete the following fields:

- Company
 - Century/Fiscal Year
 - Ledger Type
2. Complete the following optional fields:
 - Subledger
 - Subledger Type
 3. Click Find.
 4. To begin with a specific object/subsidiary, choose it and click Select.

PeopleSoft®

Requested By Account - Budget by Account

OK Cancel Form Row Tools

Object/Subsidiary 1000 Company 00001

Century/Fiscal Year 20 05 Ledger Type BA

Subledger/Type

☐ Show Periods ☐ Options ☒ Requested ☐ Approved ☐ Final

Records 1 - 13

		Business Unit	Obj Acct	Sub	Description	L D	P E	Budg Patt	Requested Amount	Approved Amount
<input type="checkbox"/>			1 1000		Assets	3	N			
<input type="checkbox"/>			3 1000		Assets	3	N			
<input type="checkbox"/>			1 1001		Current Assets	4	N			
<input type="checkbox"/>			30 1001		Current Assets	4	N			
<input type="checkbox"/>			110 1001		Current Assets	4	N			
<input type="checkbox"/>			115 1001		Current Assets	4	N			
<input type="checkbox"/>			1 1100		Cash	5	N			
<input type="checkbox"/>			310 1100		Cash	5				
<input type="checkbox"/>			1 1105		Petty Cash	6				
<input type="checkbox"/>			1 1110		Cash in Banks	6	N			
<input type="checkbox"/>			1 1110	BEAF	Bear Creek National E	7				
<input type="checkbox"/>			1 1110	CAN	Canadian National Ba	7				
<input type="checkbox"/>			1 1110	FIB	First Interstate Bank	7				

5. On Budget by Account, turn on the following option to display the period amounts:
 - Show Periods

6. Verify that the appropriate budget cycle option is turned on:
 - Requested
 - Approved
 - Final
7. Complete the following optional field in the QBE row:
 - Budg Patt
8. Complete one of the following fields as appropriate for the budget cycle:
 - Requested Amount
 - Approved Amount
 - Final Amount

When you move the cursor to the next row with Show Periods on, the system spreads the amount among the fields for the accounting periods.

9. To change processing option settings interactively, choose Options from the Form menu, complete one or more of the following fields and click OK:
 - Rounding Increment
 - Balancing Method

10. To save your entries, click OK.

The system saves the amounts that you entered. It also saves the period amounts that result from spreading. To exit without saving the entered and spread amounts, click Cancel.

Processing Options for Requested by Account (P14103)

Budget by Acct

1. Ledger Type
2. Fiscal Year
3. Enter value for the budget cycle you wish to update.

(1=Requested, 2=Approved, 3=Final)

Budget Cycle

Spread Budget

ROUNDING CONTROL:

4. Rounding Increment
5. Identify the Balancing Method:

'' – Do not force the total of the rounded period amounts to be equal to the annual budget

amount.

'1' = Force a balanced spread by rounding the Final budget amount.

'2' = Force a balanced spread by NOT rounding the last calculated period amount.

Balancing Method

Reviewing Budget Worksheets

From the Budgeting menu (G1412), choose Budget Worksheet.

To review your requested, approved, and final budgets, you can generate the Budget Worksheet report. You can do the following:

- Specify the level of detail, fiscal years to compare, report format, and how the system performs the calculations and totals the amounts.
- Print the report for selected companies, business units, and business unit category codes.
- Consolidate information if you have a consistent account structure and level of detail across all companies and business units.

The data sequence in the version of the report that you use is the means of consolidating information.

The program uses the FSxx series of AAI's to determine where to print interim totals. Some examples are:

- FS04 - Gross margin
- FS05 - Operating income
- FS99 - Net income (loss)

Change budget information in either of two ways:

- Enter or change annual budget amounts using the appropriate cycle.
- Enter or change period amounts with the Detailed Budget Amount function.

Depending on how you set the processing options, the Budget Worksheet report provides the following:

Comparisons	Comparisons of amounts for any level of detail: <ul style="list-style-type: none">• Ledger type AA (actual amounts) for the prior year• Actual and projected amounts for the current year• Actual and budget year-to-date amounts for the current year and actual year-to-date amounts for prior years
Projections	Calculated balances for the year end: <ul style="list-style-type: none">• Actual amounts plus the remaining budget• Remaining budgets

	<ul style="list-style-type: none"> Actual amounts divided by the percentage complete (for job cost)
Variances	Percentages of difference or change between actual amounts and budget amounts with the calculation based on projected budget amounts

In addition, use the Budget Worksheet report to estimate the annual budget for the next year. For example, you can print the actual amounts from the previous year and the projected amounts for the current year, and leave the annual budget amount columns blank to make manual entries.

See Also

- ☐ See the following topics in the *General Accounting Guide*:
- ☐ *Printing Consolidated Financial Reports* for more information about consolidations
- ☐ *AAIs for General Accounting* for more information about the FSxx AAIs
- ☐ *Entering Annual Budget Amounts* and *Entering Detailed Budget Amounts* for more information about changing budget information

Processing Options for Budget Worksheet (R14113)

Date

1. Enter the fiscal year and period. If left blank, the financial reporting date will be used. For the reporting date to be company specific you must sequence by company.

Period Number

Fiscal Year

Ledger Types

1. Enter the ledger type to be used for the actual columns. If left blank, ledger type AA will be used.

Actual Ledger Type

2. Enter the ledger type to be used for the budget columns. If left blank, ledger type BA will be used.

Budget Ledger Type

LOD

1. Enter the lowest account level of detail to be printed (3-9). If left blank level of detail 9 will be used.

Account Level Of Detail

Signs

1. Enter a zero to print amounts in their original debit and credit format. Enter a 1 to reverse the signs on Income Statement Accounts (revenues will print as positive and expenses as negative). Enter a 2 to reverse sign for Balance Sheet accounts (all accounts will print as positive). Enter a 3 to reverse the sign for Revenue accounts only (revenues

and expenses will print as positive).

Reverse Sign

Computations

1. Select one of the following to compute Net Income:

Blank = No computation performed for Net Income.

1 = Compute Balance Sheet Net Income.

2 = Compute P/ L Net Income.

Net Income Computation

2. Select projected budget calculation:

Blank = No computation performed for Projected calculation.

1 = Actual + Remaining Budget.

2 = Actual/Percent Complete.

3 = Remaining Budget.

Projected Calculation

Headings

1. Enter a 1 to print page headings with page number and run date on each page, enter a 2 to print page headings without page number and run date on each page, if left blank headings will print on first page only.

Print Headings

2. Enter the date title type to print in the page header. If left blank, no date title will print.

Date Title Type

What You Should Know About Processing Options

Signs	<p>The program uses the GLGx series of AAI's to determine whether the liabilities and expense accounts print with a negative sign. Some examples are:</p> <ul style="list-style-type: none">• GLG8 - Beginning cost of goods• GLG13 - Beginning other expense
--------------	--

Data Selection and Sequence for the Budget Worksheet Report

You must specify the range of object accounts on the data selection form. If you post to the Account Balances table (F0902) by currency, select a specific currency code or all currency codes.

This report prints totals and starts new pages based on the data item immediately preceding the object account in the data sequence. You can use the following data items in the data sequence:

- Company
- Business unit category codes 1–30
- Account master category codes 1–23
- Business unit
- Object account (required)
- Subsidiary account (required)

Always include the object account and subsidiary account. If you do not specify a company or business unit as the first item in the sequence, the system uses the current fiscal period for company 00000.

To print a report for a business unit, or one that consolidates all business units or companies, enter the data sequence as follows:

Business unit report	Business unit, object account, subsidiary account
Business unit consolidation	Company, object account, subsidiary account
Company consolidation	Object account, subsidiary account

Caution

If you change the data sequence, a sequence other than one of the sequences above can produce undesirable results.

Running the Spread Annual to Periods Program

From the Budgeting menu (G1412), choose Spread Annual to Periods.

In addition to spreading annual amounts to periods during budget entry, you can run a batch program that will spread the amounts automatically.

To spread amounts automatically, run the Spread Annual to Periods program (R14801). Running a batch program to spread amounts might be faster or more convenient than spreading the amounts during budget entry. For example, you might use the Spread Annual to Periods program if you have many amounts to spread in the following situations:

- You upload annual budget amounts from one or more spreadsheets.
- You set up a blank budget pattern code with percentages or you change the existing percentages, and you want to update the spread for all accounts.

The Spread Annual to Periods program uses the budget pattern code that is assigned to each account to determine how to spread the amount, as follows:

Seasonal budget pattern code	The program spreads the annual amount according to the percentages and periods that you specified for the code.
Blank budget pattern code	The program spreads the annual budget amount for the account equally among the periods. For example, for a 12-month calendar year, the program assigns 1/12 (8.33 percent) to each period. If your company changes the meaning of the blank budget pattern code, the program divides the annual amount by the percentages that you specify.
DNS budget pattern code	The program does not spread the amounts for accounts with this code. If you change one or more of the period amount fields, the program changes the code to DNS.

If the budget pattern code is DNS, the system searches the Ledger Type Master File table (F0025) for the spreading instructions for the ledger type. You cannot spread AA and AU ledger types.

The Spread Annual to Periods program uses information from the Budget Patterns (F1401), Account Master (F0901), and Account Balances (F0902) tables.

You can recalculate spread amounts as many times as necessary. You can change the amounts that the Spread Annual to Periods program spreads to periods by entering detailed budget amounts.

This program does not produce a report. You can use the Detailed Budget By Account program (P14101) to see how the system has spread the amounts.

See Also

- ❑ *Entering Detailed Budget Amounts* in the *General Accounting Guide* for more information about how to use the Detailed Budget By Account program (P14101)

Processing Options for Spread Annual to Periods (R14801)

Budget Spread

1. Rounding Increment

Rounding Increment

2. Identify Balancing Method: ' ' Do NOT force amounts, '1' Changes Final amount, '2' Force but put remainder in last calc per amt

Balancing Method

Data Sequence for Spread Annual to Periods (R14801)

Do not change the data sequence.

Reviewing Budget Comparisons Online

Comparing amounts from two ledgers is especially helpful when you need to review budget and actual amounts (AA and BA ledger types), and analyze budget variances.

You control the level of detail. You can also compare ledger types from different fiscal years or specific G/L dates.

Use processing options to define:

- Which two ledger types to compare
- Additional ledger types to include
- How the system calculates the differences between the two ledger types
- Whether you want balances for a specific subledger and subledger type or for a currency code

Online comparisons show information from the Account Balances table (F0902).

The On-Line Budget Comparison program (P09210A) uses the following two AAIs:

- GLG6 - Beginning Revenue
- GLG12 - Ending Profit and Loss

The program uses these AAIs to distinguish balance sheet accounts from income statement accounts so that the correct cumulative balance is calculated. Balance sheet accounts include the prior year cumulative amount in the cumulative balance. Income statement accounts do not include this beginning balance amount.

► To review budget comparisons online

After you spread annual budget amounts to the periods, you can compare actual amounts with budget amounts.

From the Budgeting menu (G1412), choose On-Line Budget Comparison.

PeopleSoft®

Online Budget Comparison - Trial Balance / Ledger Comparison

Select Find Close Row Tools

Skip to Account: 3.8355 ☒ Select / Skip To

Ledger Type 1: BA USD Budget Amount Level Of Detail: 9 ☐ Period / Date

Ledger Type 2: AA USD General Ledger LT 1 Thru Date: 06/30/05

Type/Subledger: * LT 2 Thru Date: 06/30/05

Currency Code: *

Account Description	Budget Amount Period ...	General Ledger Period ...	Variance Period Balance	Period % Variance
Central Branch				
Maintenance and Repair	416.00	375.00	41.00	9.86
Central Branch	416.00	375.00	41.00	9.86

1. On Trial Balance / Ledger Comparison, complete the following field:
 - Skip to Account
2. To limit the information displayed, complete the following fields:
 - Ledger Type 1
 - Ledger Type 2
 - Type/Subledger
 - Level Of Detail
 - LT 1 Thru Date
 - LT 2 Thru Date
3. Click Find.

See Also

- ❑ *Reviewing Trial Balances and Ledger Comparisons* in the *General Accounting Guide* for more information about how to use the T/B/ Ledger Comparison program (P09210A)

Entering Detailed Budget Amounts

Even if you do most of your budgeting on an annual basis, you might need to use the Detailed Budget by Account program (P14101) for the following reasons:

- To set up budgets by periods for specific accounts that have no predictable seasonal pattern
- To change the results that were created by the Spread Annual to Periods program
- To review budget amounts by period both before and after annual budgets are spread

You can also use the Detailed Budget by Account program to enter budget amounts for each period for each account. When you use this method of entering budget amounts, the system does not create records in the Account Ledger table (F0911). Instead, it updates the following:

- Final budget (BORG) and net posting amounts in the budget ledger records of the Account Balances table (F0902)
- Budget pattern code in the Account Master table (F0901) to DNS

► To enter detailed budget amounts

You might need to enter budget amounts by period.

From the Budgeting menu (G1412), choose Detailed Budget By Account.

1. On Work With Budget Accounts, complete the following field:
 - Company
2. Verify the following fields and correct as necessary:
 - Century/Fiscal Year

- Ledger Type
- Complete the following optional fields:
 - Subledger
 - Subledger Type
 - Click Find.
 - Choose an account number and click Select.

PeopleSoft®

Detailed Budget By Account - Detailed Budget by Account

OK Cancel Form Tools

Account Number 3.8355 Maintenance and Repair

Subledger/Type

Century/Fiscal Year 20 05 Ledger Type BA

	Period End Date	Budget Amount	Cumulative Amount
Period 1	01/31/05	417.00	417.00
Period 2	02/28/05	417.00	834.00
Period 3	03/31/05	417.00	1,251.00
Period 4	04/30/05	417.00	1,668.00
Period 5	05/31/05	417.00	2,085.00
Period 6	06/30/05	416.00	2,501.00
Period 7	07/31/05	417.00	2,918.00
Period 8	08/31/05	416.00	3,334.00
Period 9	09/30/05	417.00	3,751.00
Period 10	10/31/05	416.00	4,167.00
Period 11	11/30/05	417.00	4,584.00
Period 12	12/31/05	416.00	5,000.00

- On Detailed Budget by Account, complete the following field for each date as necessary, and then click OK:

- Budget Amount

When you enter amounts on Detailed Budget by Account, the system updates the account with a budget pattern code of DNS. This code ensures that the spread program does not overwrite the amounts that you enter.

You can enter the monthly amounts on the Budget by Business Unit form instead of using the Detailed Budget by Account form. With the Show Periods option turned on, each period appears as a column in the detail area.

Managing Budget Overages

From the Account Budgeting menu (G14), choose G/L Budget Checking Report.

Before you post transactions to an account, you might want to verify that the actual and planned expenditures are within budget. For example, assume that you have entered a batch of vouchers. Before posting the batch, you want to see whether the totals in the affected accounts exceed the budget.

You can run the G/L Budget Checking Report program to identify any transactions that will create budget overages. The appropriate person in your organization can then approve the expenditures or notify the affected departments to change or delete transactions for these accounts before posting.

This program selects unposted records from the Account Ledger table (F0911). It bases calculations on information in the Account Balances table (F0902). Using a predefined calculation, the program does the following:

- Calculates the available budget for each specified account or level of detail
- Adds new, unposted transactions to posted totals
- Determines whether posting new transactions creates a total that exceeds the budget
- Generates an exception report that lists the unposted transactions in the Account Ledger table that will cause budget overages

This program does not update any tables. The exception report is for information only. The report is sequenced by company, account, and detail.

The G/L Budget Checking Calculation

The program performs the following calculation:

Primary ledger – (second ledger + third ledger)

For example, the following ledgers (default) contain the following totals for account 3.8605:

- BA (budget amount) for the year: 1000
- PA (encumbered amount) balance to date: 320
- AA (actual amount) balance to date: 420

Using the totals for the ledgers above, the calculation would be:

- $1000 - (320 + 420) = 260$, the available (remaining) budget

If any unposted transaction in the Account Ledger table causes the account to exceed the available budget amount of 260, the transaction is listed on the report.

If an account has no record in the budget (primary) ledger, the program assumes that the budget is zero. It subtracts the amounts from the second and third ledgers, resulting in a negative amount on the exception report.

You can substitute other ledgers for the default ledgers in processing options. You also choose the level of detail that is used for accumulating the balances and the calculation method to determine the total budget amount.

The calculation for the budget variance includes any vouchered amounts already encumbered by purchase orders. If a vouchered amount that is encumbered by a purchase order appears in the actual ledger as an unposted amount, the system does not count it twice.

Note

Run this program during off-peak hours, if possible. The number of records in the Account Ledger table (F0911) might require significant processing time.

Example: G/L Budget Checking Calculation

The following ledgers contain the following totals for the account 3.8605:

- BA (budget amount) for the year: 1000
- PA (encumbered amount) balance to date: 320
- AA (actual amount) balance to date: 420
- $1000 - (320 + 420) = 260$, the available (remaining) budget

If any unposted transaction in the Account Ledger table (F0911) causes the account to exceed the available budget amount of 260, the transaction is listed on the report.

Amounts and Encumbrances

No budget amount	If an account has no record in the budget (primary) ledger, the program assumes that the budget is zero. It subtracts the amounts from the second and third ledgers, resulting in a negative amount on the exception report.
Encumbrances	These budgeted amounts have commitments or contracts (such as through purchase orders). Encumbrances are also called commitments.
Foreign currency amounts	Budgeted amounts are in the domestic currency only. Therefore, the program does not select transactions from the CA (foreign currency) ledger in the Account Ledger table (F0911).

Processing Options for G/L Budget Checking Report (R14115)

LEDGER TYPE

1. Enter the budget or primary ledger to be used for calculations. Blanks will default to budget ledger ('BA').

Primary Ledger

2. Enter the second ledger to be used for calculations. Blanks will default to encumbrance ledger or commitment ledger ('PA').

Secondary Ledger

3. Enter the third ledger to be used for calculations. Blanks will default to actual amounts ledger ('AA').

Third Ledger

BUDGET YEAR

1. Enter the budget year. Default is the current fiscal year.

Fiscal Year

CALC METHODS

1. Specify the Budget Totaling Method to be used (1-3). Default of blank will use method 1.

1) Sum of original budget, period amounts for the year, and prior year end posting amount.

2) Sum of period amounts for the year.

3) Sum of original budget and period amounts through current period.

Use option 1 or 3 only if the original budget has not been spread to periods.

Budget Totaling Method

LOD

1. Specify the lowest level of detail to be used in budgeting (e.g., 7).

Level of Detail

SUBLEDGER

1. Enter a specific subledger or '*' for all subledgers.

Subledger

2. Enter a subledger type if you have selected a specific subledger above.

Subledger Type

What You Should Know About Processing Options

Processing options for level of detail	<p>The program accumulates all of the account records from the Account Ledger table (F0911) that can roll into the available budget.</p> <p>The analysis of accounts occurs at a level no higher than the designated level of detail. For example, if you specify the level of detail as 5, the program assumes that all of the budgets are at a level no higher than 5. The exception is level 9. When you specify level 9, the analysis of accounts includes all accounts.</p>
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Working with Journalized Budgets

Although most organizations do not need a formal audit trail for budgeting, some do. For example, construction companies use cost accounting, and governmental agencies record supplemental appropriations for the original budget. For these organizations, journalized budgets provide a formal audit trail.

Budget entries for a journalized budget are the same as journal entries. You create the budget by entering budget amounts as journal entries, which you then review and post like other journal entries.

The system updates journalized budgets in the Account Ledger table (F0911). When you post the batch, the system updates the Account Balances table (F0902).

Note

The system does not update the usual budget amount fields (BREQ – requested budget amount, BAPR – approved budget amount, and BORG – final budget amount) in the Account Balances table when you use a journalized budget.

Use the Journal Entry form to change a budget that you entered as a journalized budget. Do not use the annual or detailed (period) budget method to change a journalized budget.

Prerequisite

- ☐ We recommend that you set up a document type, such as BX for budget journal entries, instead of using document type JE. For more information, see *User Defined Codes for General Accounting* in the *General Accounting Guide*.

Entering Journalized Budgets

To enter amounts for a journalized budget, you enter a journal entry, but you use a budget ledger type.

Budget journal entries typically do not have to be in balance. You can determine whether your budget ledgers are required to balance by using the Ledger Type Master Setup program (P0025).

Prerequisite

- ☐ Specify a budget ledger type, such as BA, in the processing options.
- ☐ Verify that you have set up your fiscal date patterns.

► To enter journalized budgets

You can create a formal audit trail by creating a journalized budget.

From the Other Budgeting Methods menu (G1421), choose Budget Entry.

1. On Work With Journal Entries, click Add.
2. On Journal Entry, complete the following field:
 - Document Type
3. Follow the steps to enter a basic journal entry.
4. Complete the following field with BA:
 - Ledger Type
5. Enter the budget account numbers and amounts in the detail area.

After you complete these steps, follow the steps to review and approve journalized budgets.

See Also

- ❑ *Entering Journal Entries* in the *General Accounting Guide* for information about how to enter journal entries
- ❑ *Reviewing and Approving Journalized Budgets* in the *General Accounting Guide* for more information about how to review and approve your journalized budgets

Reviewing and Approving Journalized Budgets

After you enter journalized budgets, you review and approve them just as you would journal entries.

The Budget Review program (G1421) updates the Batch Control Records (F0011) and Account Ledger (F0911) tables.

Budget batches have the same batch type (G) as other journal entries.

See Also

- ❑ *Reviewing Transaction Batches* in the *General Accounting Guide* for information about reviewing and approving journal entries

► To review and approve journalized budgets

From the Other Budgeting Methods menu (G1421), choose Budget Review.

On Work With Batches, for each budget amount, follow the steps to review and approve journal entries

After you review and approve journal entries, post them.

Posting Journalized Budgets

From the Other Budgeting Methods menu (G1421), choose Post Budget Entries.

After you review and approve journalized budgets, you post them just as you would other journal entries.

The Post Budget Entries program (R09801) posts batches with a batch type of G (General Accounting) and updates the Account Balances table (F0902).

Locating Journalized Budgets

You can locate and review both posted and unposted entries for journalized budgets for a specific account or period, a selected date range, a fiscal year, or a subledger type and subledger.

Locating journalized budgets is similar to locating other journal entry transactions. The only differences are the ledger type and the document type. You can specify the ledger type in the processing option for the inquiry program.

► To locate journalized budgets

From the Other Budgeting Methods menu (G1421), choose Budget Ledger.

On Work With Account Ledger, follow the steps to locate and review account ledger transactions.

See Also

- ❑ *Reviewing Account Ledgers* in the *General Accounting Guide* for information about how to locate and review your journalized budget transactions

Importing Budget Data from a Spreadsheet

If you create budgets using a spreadsheet program, you can import the budget data directly into the Account Balances - Batch File table (F0902Z1) and then use the Upload/Conversion program (R14110) to upload it into the Account Balances table (F0902).

Before you upload your budget data into the Account Balances table, however, you should review the records to verify that the records are correct. You can use the Upload/Conversion Revisions program (P0902Z1) to review and revise the budget data.

When you have determined that your budget data is correct, you can run the Upload/Conversion program to upload the data into the Account Balances table. If the system finds any problems with the records, it sends a message to the work center notifying you of the problem. It does not update the F0902 with that record. You can use the Upload/Conversion Revisions program to revise the record and then rerun the Upload/Revision program.

After you have determined that the budget data was loaded successfully into the Account Balances table, you can purge records from the Account Balances - Batch File table using the Processed Upload Purge program (R0902ZP).

Prerequisite

- ❑ Create a spreadsheet of your budget information. See *Creating a Spreadsheet for Importing Budget Data* in the *General Accounting Guide* for more information.
- ❑ Arrange the columns of the Upload Records to F0902Z1 form so that they match the columns on your spreadsheet. See *Customizing the Format of the Grid* in the *Foundation Guide*.

Creating a Spreadsheet for Importing Budget Data

Before you import your records into the Account Balances - Batch File table (F0902Z1), you should compare the columns in your spreadsheet to those in the grid of the Upload/Conversion Revisions program (P0902Z1). You can then rearrange the columns in the grid so that they match your spreadsheet.

Your spreadsheet must contain at least an account number. No other fields are required. You can use the Account Number processing option of the Upload/Conversion Revisions program to determine which format to use for the account number. You will notice that as you change the Account Number processing option, different fields will appear in the grid to accommodate each account number format.

The table below describes each of the fields in the detail area for the Upload Records to F0902Z1 form and how to complete the corresponding cell in your spreadsheet:

Field	How to Complete the Corresponding Cell
Account ID (AID)	Use this field only if you entered 1 for the Account Number processing option for Upload/Conversion Revisions. Enter the 8-digit system-assigned short account ID. Make sure to enter all 8 digits, using the leading zeros if applicable.
Free Form Account Number (ANS)	Use this field only if you entered 2 for the Account Number processing option for Upload/Conversion Revisions. This is commonly referred to as the “third account number” and is typically used to enter the account number from a prior system. No limitations exist for the characters that you can use—for example, (.) and (–) are acceptable.
Account Number (ANI)	Use this field only if you entered 3 for the Account Number processing option for Upload/Conversion Revisions. Enter the entire account number, including Business Unit, Object Account, and Subsidiary (if applicable).
Business Unit (MCU)	Use this field (in conjunction with the Object Account and Subsidiary fields) only if you entered 4 for the Account Number processing option for Upload/Conversion Revisions. Enter the number of the business unit.
Object Account (OBJ)	Use this field (in conjunction with the Business Unit and Subsidiary fields) only if you entered 4 for the Account Number processing option for Upload/Conversion Revisions. Enter the object

	account number.
Subsidiary	Use this field (in conjunction with the Business Unit and Object Account fields) only if you entered 4 for the Account Number processing option for Upload/Conversion Revisions. Enter the subsidiary of the account.
Subledger (SBL)	Enter the value of the subledger for the account. This value is 8 alphanumeric characters.
Subledger Type (SBLT)	Enter the value of the subledger type for the account. This value is 1 alphanumeric character.
Net Posting 01 (AN01)	Use this field if you want to import budgets by period. Enter the budget amount for period 1. This value is 15 numeric characters.
Net Posting 02 (AN02)	Use this field if you want to import budgets by period. Enter the budget amount for period 2. This value is 15 numeric characters.
Net Posting 03 (AN03)	Use this field if you want to import budgets by period. Enter the budget amount for period 3. This value is 15 numeric characters.
Net Posting 04 (AN04)	Use this field if you want to import budgets by period. Enter the budget amount for period 4. This value is 15 numeric characters.
Net Posting 05 (AN05)	Use this field if you want to import budgets by period. Enter the budget amount for period 5. This value is 15 numeric characters.
Net Posting 06 (AN06)	Use this field if you want to import budgets by period. Enter the budget amount for period 6. This value is 15 numeric characters.
Net Posting 07 (AN07)	Use this field if you want to import budgets by period. Enter the budget amount for period 7. This value is 15 numeric characters.
Net Posting 08 (AN08)	Use this field if you want to import budgets by period. Enter the budget amount for period 8. This value is 15 numeric characters.
Net Posting 09 (AN09)	Use this field if you want to import budgets by period. Enter the budget amount for period 9. This value is 15 numeric characters.
Net Posting 10 (AN10)	Use this field if you want to import budgets by period. Enter the budget amount for period 10.

	This value is 15 numeric characters.
Net Posting 11 (AN11)	Use this field if you want to import budgets by period. Enter the budget amount for period 11. This value is 15 numeric characters.
Net Posting 12 (AN12)	Use this field if you want to import budgets by period. Enter the budget amount for period 12. This value is 15 numeric characters.
Net Posting 13 (AN13)	Use this field if you want to import budgets by period. Enter the budget amount for period 13. This value is 15 numeric characters.
Net Posting 14 (AN14)	Use this field if you want to import budgets by period. Enter the budget amount for period 14. This value is 15 numeric characters.
Original/Beg Budget (BORG)	Use this field if you want to import annual budgets. This value is 15 numeric characters.
Prior Year Net Postings (APYN)	Use this field if you want to enter a prior year posting for this account. This value is 15 numeric characters.
Week to Date Net Postings (AWTD)	Use this field if you use 52 period accounting. This value is 15 numeric characters.
Approved Budget (BAPR)	Use this field if you want to import annual budgets. This value is 15 numeric characters.
Requested Budget (BREQ)	Use this field if you want to import annual budgets. This value is 15 numeric characters.
Beg Balance/PYE Forward (APYC)	Use this field if you want to import a beginning balance for this account. This value is 15 numeric characters.

The following fields in the grid are completed by the system and, therefore, do not need to exist in your spreadsheet:

- Century (CTRY)
- Fiscal Year (FY)

The CTRY and FY fields are populated by the system when you run the Upload/Conversion program (R14110), based on the values you enter in the Century and Fiscal Year processing options for that program.

If you want to load more than one year of budget data, complete these fields for each year you want to load, and then use the Century and Fiscal Year processing options and data

selection for the Upload/Conversion program to upload one year at a time. For example, if you want to upload budget data for 2005 and 2006, run the Upload/Conversion program once with the following specifications:

- Century processing option: 20
- Fiscal Year processing option: 05
- Data selection: Where Century is equal to 20 and Where Fiscal Year is equal to 05

Run the Upload/Conversion program again with the specifications set to the appropriate values for the year 2006.

If you do not use data selection, the system overwrites the fiscal year and century from your spreadsheet with the values from the processing options.

- Company (CO)
- Date Updated (UPMJ)
- Budget Memo Change (POU)
- Commitment Memo Changes (TKER)
- % Cmp (PC)

Note

The system completes the Currency Code Denominated field (CRCX) with the currency of the company to which the accounts belong. The Currency Code From field (CRCD) is typically left blank for budget ledgers.

Other guidelines for your spreadsheet include the following:

- Each field in the spreadsheet should not exceed the maximum number of characters shown in the table above, but it can contain fewer.
- Amount fields can include decimal points.
- If you use a minus sign, it must be the first character to the left of the left-most number.

See Also

- *Customizing the Format of the Grid* in the *Foundation Guide* for more information about how to rearrange the columns in the grid to match the columns on your spreadsheet

► To import budget data from a spreadsheet

From the Other Budgeting Methods menu (G1421), choose Upload/Conversion Revisions.

1. On Work With Batch Account Balances, choose Upload Records from the Form menu.

PeopleSoft®

Upload/Conversion Revisions - Upload Records to F0902Z1

OK Delete Cancel Tools

User ID JG5941598 Transaction Number 229

Records 1 - 1

Account Number	Sub Type	Sub-ledger	Net Posting 01	Net Posting 02	Net Posting 03

2. On Upload Records to F0902Z1, right-click on the detail area.
3. Choose Import and then choose one of the following:
 - Microsoft® Excel
 - Lotus 1-2-3
4. In the Open window, choose your budget spreadsheet.
The system displays your spreadsheet name in the File name field.
5. Under the Import Options heading, complete the following fields:
 - Specify a range of cells to import from (e.g. A1:B10)
 - Specify a worksheet name to import from
6. Click Open.
7. On Upload Records to F0902Z1, review your budget data in the detail area.
8. Click OK.

See Also

- *To import a Microsoft Excel spreadsheet into a detail area in the Foundation Guide for more information about importing a spreadsheet*

Processing Options for Upload/Conversion Revisions (P0902Z1)

1. Ledger Type

Use this processing option to specify the ledger type for the system to use for the budget records. Enter a valid ledger type from UDC 09/LT. If you leave this field blank, the system uses ledger type BA.

2. UserId field

Blank = Disable the UserId field

1 = Enable the UserId field

Use this processing option to specify whether to disable or enable the UserId field.

Valid Values are:

Blank

Disable the UserId field

1

Enable the UserId field

1. Account Number

1 = Short Account ID

2 = 3rd Account Number

3 = Long Account Number

4 or Blank = Business Unit, Object and Subsidiary in different columns

Use this processing option to specify the format of the account number that you used in your budget spreadsheet. Valid Values are:

1

Short account ID

2

Third account number

3

Long account number

4 or blank

Business unit, object, and subsidiary, in separate columns.

Reviewing Budget Data

After you import your budget data from your spreadsheet into the Account Balances - Batch File table (F0902Z1), you might want to review the records for accuracy before uploading them to the Account Balances table (F0902). For example, you might want to verify that the records contain the correct account numbers and amounts. You use the Upload/Conversion Revisions program (P0902Z1) to review your records.

► To review budget data

From the Other Budgeting Methods menu (G1421), choose Upload/Conversion Revisions.

1. On Work With Batch Account Balances, click Find to display data uploaded with your User ID, or enter * in the following field to display data uploaded by all users and then click Find:
 - User ID
2. Choose the row to be reviewed and click Select.
3. On Revise Batch Account Balances, review fields as needed and click OK.

Revising Budget Data

When you run the Upload/Conversion program (R14110), the report might indicate that some of the records ended in error. For example, you might have some records with invalid account numbers. To ensure the integrity of your Account Balances table (F0902), you must correct these errors before the Upload/Conversion program will upload the records to the Account Balances table.

These errors are written to a workflow message in the Employee Work Center. Review the messages in the work center and then revise the records accordingly, using the Upload/Conversion Revisions program (P0902Z1).

See Also

- ❑ *Working With Messages* in the *Foundation Guide* for more information about how to view your error messages

► To revise budget data

From the Other Budgeting Methods menu (G1421), choose Upload/Conversion Revisions.

1. On Work With Batch Account Balances, enter a value in the User ID field or any field in the QBE row to narrow your search, or leave all fields blank to search all records in the Account Balances - Batch File table (F0902Z1).
2. Click Find.
3. Choose the record to be revised and click Select.
4. On Revise Batch Account Balances, review or correct fields as needed and click OK.

Deleting Budget Data

While you are importing your budget data, you might want to delete records from the Account Balances - Batch File table (F0902Z1), regardless of whether they have been successfully processed.

You can use the Upload/Conversion Revisions program (P0902Z1) to delete records from the Account Balances - Batch File table.

You can either delete all records that appear in the table or enter criteria in the QBE row and the system will delete only those records that meet the criteria.

► To delete budget data

From the Other Budgeting Methods menu (G1421), choose Upload/Conversion Revisions.

1. On Work With Batch Account Balances, click Find.
2. If you want to delete all records, choose Delete All from the Form menu.
3. If you want to delete only certain records, enter search criteria in the QBE row, click Find, and then choose Delete All from the Form menu.
4. On Confirm Delete All, click OK to confirm delete.

Uploading Budget Data to the Account Balances Table

From the Other Budgeting Methods menu (G1421), choose Upload/Conversion.

After you have reviewed your budget data in the Upload/Conversion Revisions program (P0902Z1) and determined that it is correct, run the Upload/Conversion program (R14110) in proof mode. In proof mode, the system identifies any errors that might occur. You must correct the errors before you can complete the upload. These errors are written to a workflow message in the Employee Work Center.

Examples of possible errors include:

- Account numbers not set up in the Account Master table (F0901)
- Invalid subledgers or subledger types
- Fiscal date patterns not set up for the fiscal year
- Invalid ledger types

To upload budget data, you must correct the errors and run the program in final mode.

Use the Upload/Conversion Revisions program (P0902Z1) to interactively correct errors in the Account Balances - Batch File table (F0902Z1). We recommend that you then rerun the Upload/Conversion program in proof mode. When the resulting report is free of errors, run the Upload/Conversion program in final mode.

You set processing options to control the upload process. For example, you can do the following:

- Specify an annual budget upload instead of uploading the periodic amounts (the default value). If you do this, also specify the type of budget (requested, approved, or final) to which the system will add all periodic amounts.
- Add uploaded amounts to the existing amounts in the Account Balances table (F0902). The default option replaces the amounts in the Account Balances table with the uploaded amounts for all matching account numbers.
- Reverse the sign of the amounts in all revenue accounts.

- Specify that the system automatically purge the records from the Account Balances - Batch File table after processing.

In final mode, the program prints the report and uploads the fields in the Account Balances table. For each record that the program successfully uploads, it updates the Batch Status field to D (done or posted) in the Account Balances - Batch File table. The program bypasses any records that contain errors.

For detailed budgets by period, the program in final mode sets the budget pattern code to DNS (Do Not Spread) for the corresponding accounts in the Account Master table (F0901).

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Entering Annual Budget Amounts* for more information about budget cycles
- ❑ *Reviewing Budget Data* and *Revising Budget Data* for information about correcting records with errors

Processing Options for Upload/Conversion (R14110)

Period Tab

These processing options specify the time period that applies to the budget that you are uploading to the Account Balances table (F0902). You must enter the century and fiscal year for the budget. For example, if the budget is for fiscal year 2005, you enter 20 for the century and 05 for the fiscal year.

1. Century (Required)

Use this field to identify the century that applies to the budget that you are uploading to the Account Balances table (F0902). For example, enter 20 for 2005. This field is required.

2. Fiscal Year (Required)

Use this field to identify the fiscal year that applies to the budget that you are uploading to the Account Balances table (F0902). For example, enter 05 for 2005. This field is required.

Budget Cycle Tab

These processing options specify whether the system updates the requested budget, the approved budget, or the final budget in the Account Balances table (F0902) from the budget that you are uploading. You can update one, two, or all three of these budget cycles.

You can also specify whether you are uploading annual budget amounts (Requested, Approved, and Final) or monthly budget amounts (Periods 1 through 14) to the Account Balances table.

In the Account Balances table, the data dictionary name for the Requested Budget field is BREQ, the data dictionary name for the Approved Budget field is BAPR, and the data dictionary name for the Final Budget field is BORG.

1. Requested Budget

1 = Update Requested Budget field

Blank = Do not update Requested Budget field

Use this processing option to update the Requested Budget field (BREQ) in the Account Balances table (F0902) from the budget that you are uploading.

Valid values are:

1

Update the Requested Budget field in the Account Balances table

Blank

Do not update the Requested Budget field in the Account Balances table

If you enter 1 in this processing option and also enter 1 in the Annual/Monthly processing option (to designate an annual budget), the system enters the Requested Budget amount from the budget that you are uploading into the Requested Budget field in the Account Balances table.

If you enter 1 in this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Requested Budget field in the Account Balances table.

2. Approved Budget

1 = Update Approved Budget field

Blank = Do not update Approved Budget field

Use this processing option to update the Approved Budget field (BAPR) in the Account Balances table (F0902) from the budget that you are uploading.

Valid values are:

1

Update the Approved Budget field in the Account Balances table

Blank

Do not update the Approved Budget field in the Account Balances table If you enter 1 in this processing option and also enter 1 in the Annual/Monthly processing option (to designate an annual budget), the system enters the Approved Budget amount from the budget that you are uploading into the Approved Budget field in the Account Balances table.

If you enter 1 in this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Approved Budget field in the Account Balances table.

3. Final Budget

1 = Update Final Budget field

Blank = Do not update Final Budget field

Use this processing option to update the Final Budget field (BORG) in the Account Balances table (F0902) from the budget that you are uploading.

Valid values are:

1

Update the Final Budget field in the Account Balances table

Blank

Do not update the Final Budget field in the Account Balances table

If you enter 1 in this processing option and also enter 1 in the Annual/Monthly processing option (to designate an annual budget), the system enters the Final Budget amount from the budget that you are uploading into the Final Budget field in the Account Balances table.

If you enter 1 in this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Final Budget field in the Account Balances table.

4. Annual/Monthly

1 = Upload annual budget amounts

Blank = Upload monthly budget amounts

Use this field to specify whether you are uploading annual budget amounts (Requested, Approved, and Final) or monthly budget amounts (Periods 1 through 14) to the Account Balances table (F0902).

Valid values are:

1

Upload annual budget amounts

Blank

Upload monthly budget amounts

If you enter 1 in this field, the system uploads only the annual budget amounts (Requested, Approved, and Final) for which you entered 1 in the corresponding Budget Cycle processing option.

If you leave this field blank, the system uploads the monthly budget amounts (Periods 1 through 14). The system also totals the monthly budget amounts and enters the total in each annual budget field (Requested, Approved, and Final) for which you entered 1 in the corresponding Budget Cycle processing option (Requested, Approved, and Final).

Replace Entries Tab

This processing option specifies whether the system replaces the existing entries in the Account Balances table (F0902) with the entries from the budget that you are uploading, or adds the entries from the budget that you are uploading to the existing entries in the Account Balances table.

1. Replace Entries

Blank = Replace entries in Account Balances with uploaded entries

1 = Add uploaded entries to entries in Account Balances

Use this processing option either to replace the existing entries in the Account Balances table (F0902) with the entries you are uploading or to add the entries from the budget that you are uploading to the Account Balances table.

Valid values are:

Blank

Replace the existing entries in the Account Balances table with the entries from the budget that you are uploading

1

Add the entries from the budget that you are uploading to the existing entries in the Account Balances table

Reverse Sign Tab

This processing option specifies whether the system reverses the sign on amounts in revenue accounts in the budget that you are uploading to the Account Balances table (F0902).

In the Account Balances table, amounts in revenue accounts are negative numbers (credits). If the amounts in the revenue accounts in the budget that you are uploading are negative numbers, you *must* enter 1 in this processing option to keep them as negative numbers. If the amounts in the revenue accounts in the budget that you are uploading are positive numbers, you *must* leave this field blank. The system will change the positive numbers to negative numbers during the upload.

1. Reverse Sign

Blank = Reverse the sign on uploaded revenue amounts

1 = Keep the sign as it is

Use this processing option to reverse the sign on the amounts in the revenue accounts in the budget that you are uploading. Reversing the sign means that negative numbers become positive numbers, and positive numbers become negative numbers.

If the amounts in the revenue accounts in the budget that you are uploading are positive numbers, you must leave this field blank. The system will change the positive numbers to negative numbers during the upload.

If the amounts in the revenue accounts in the budget that you are uploading are negative numbers, you must enter 1 in the processing option to keep them as negative numbers.

Valid values are:

Blank

Reverse the sign on the amounts in the revenue accounts in the budget that you are uploading

1

Keep the sign as it is

Job Cost Tab

This processing option specifies whether the system updates only the monthly budget amounts (Periods 1 through 14) in the Account Balances table (F0902) from the budget that you are uploading, regardless of how you set the processing options on the Budget Cycle tab. This method is known as Job Cost budgeting.

1. Job Cost

1 = Update only monthly budget amounts

Blank = Update budget amounts specified by Budget Cycle processing options

Note: Enter 1 for Job Cost budgeting

Use this processing option to update only the monthly budget amounts (Periods 1 through 14) in the Account Balances table (F0902) from the budget that you are uploading, regardless of how you set the processing options on the BudgetCycle tab.

Valid values are:

1

Update only the monthly budget amounts (Periods 1 through 14)

Blank

Update the budget amounts that are specified by the Budget Cycle processing options

Note: Enter 1 in this processing option for Job Cost budgeting.

Mode Tab

This processing option specifies whether you run this program in proof or final mode. In proof mode, the system prints a report of the changes that would be made to the amounts in the Account Balances table (F0902) but does not update the table. In final mode, the system updates the Account Balances table and prints a report.

1. Mode

Blank = Proof mode

1 = Final mode

Use this processing option to run the program in proof or final mode. In proof mode, the system prints a report of the changes that would be made to the amounts in the Account Balances table (F0902) but does not update the table. In final mode, the system updates the Account Balances table and prints a report.

Valid values are:

Blank

Run the program in proof mode

1

Run the program in final mode

Purge Tab

This processing option specifies whether the system automatically purges transactions from the Account Balances - Batch File table (F0902Z1).

1. Purge

Blank = No Purge

1 = Purge

Use this processing option to specify whether to automatically purge processed transactions from the Account Balances - Batch File table (F0902Z1). Enter a 1 to automatically purge the transactions. If you leave this field blank, the system indicates that the transactions are processed, and they remain in the F0902Z1 table.

Purging the Account Balances - Batch File Table

From the Other Budgeting Methods menu (G1421), choose Processed Upload Purge.

If you upload many spreadsheets to the Account Balances - Batch File table (F0902Z1), the table might become very large. To manage the size of this table, you can run a purge program.

The Processed Upload Purge program (R0902ZP) scans the table and deletes all records that have a batch status of D, which indicates that the Upload/Conversion program (R14110) has successfully uploaded the records to the Account Balances table (F0902). The Process Upload Purge program also prints a report that lists the accounts that have been deleted from the table.

Running the Processed Upload Purge program ensures that the Account Balances - Batch File table contains only budget data that is waiting to be uploaded.

Caution

Before you run this program, ensure that you do not want to revise and upload any records that you previously uploaded. This program deletes all records with a batch status of D.

PC Budget Upload

If you maintain budget data in a spreadsheet, you can copy the data into a text file and use the PC budget upload process to convert the text file into EnterpriseOne tables. To use the PC budget upload process, you must complete the following steps in sequential order:

- Create a folder called Import in the B9/PROD directory, or wherever your EnterpriseOne directory resides.
- Copy your budget data into the F0902Z2 text file.
- Run the Budget Import Field Mapping program (R14110M). This program converts the budget data from the F0902Z2 text file into the Account Balances - Batch File table (F0902Z1).
- Run the Upload/Conversion program (R14110). This program copies the budget data from the F0902Z1 table to the Account Balances table (F0902).

Creating the Import Folder

Before you enter or copy your budget data into a text file, you must create a folder called Import in the EnterpriseOne directory where your EnterpriseOne software and data resides, for example, B9/PROD. After you enter or copy your budget data, you save it in a text file in the Import folder. When you run the Budget Import Field Mapping program (R14110M), the system searches for the text file in this folder.

See Also

- ❑ Consult the relevant documentation for Microsoft Windows for more information about how to create a folder in your EnterpriseOne directory

Copying Budget Data into the F0902Z2 Text File

After you create the Import folder, enter or copy your budget data into a text file called F0902Z2.txt using one of the following methods:

- Create a text file and then enter your budget data directly into the file.
To create a text file from your PC, go to Start > Programs > Accessories and choose Notepad. Enter your budget data and save the text file as F0902Z2.txt in the Import folder.
- Save the spreadsheet and then copy the data into a text file.
Save the spreadsheet in .csv format. Open a text file using Notepad and then copy the data into the text file. Save the text file as F0902Z2.txt in the Import folder.

For the system to read your budget data correctly, you must add column headings to your text file as shown in the following example:

```
F0902Z2.txt

Account Number,Subledger,Subledger Type,Net Posting 1,Net Posting 2,Net Posting
3,Net Posting 4,Net Posting 5,Net Posting 6,Net Posting 7,Net Posting 8,Net Posting
9,Net Posting 10,Net Posting 11,Net Posting 12, Net Posting 13,Net Posting
14,Requested,Approved,Final

1.1110.Bear,1,A,1000,100,10,1,0,0,0,0,0,0,0,0,0,0,1110,0
1.1110.Fib,1,A,2000,200,20,2,0,0,0,0,0,0,0,0,0,0,200,0
1.1110.France,, ,3000,300,30,3,0,0,0,0,0,0,0,0,0,0,5000,0,0
1.1105,, ,0,52,12313,13213,0,0,0,0,0,0,0,0,0,0,6589
```

The budget data appears after the column headings in the text file.

See Also

- ❑ Consult the relevant documentation for Microsoft Windows for more information about how to create a text file using Notepad

Running the Budget Import Field Mapping Program

The Budget Import Field Mapping program (R14110M) is a table conversion program that does the following:

- Converts data from the F0902Z2.txt file into fields in the format that is used by the Account Balances table (F0902)
- Uploads the fields to the Account Balances - Batch File table (F0902Z1)

You can use processing options to change the default ledger type (BA) and the default account number format (business unit.object.subsidiary).

► To run the Budget Import Field Mapping program

From the Other Budgeting Methods menu (G1421), choose Budget Import Field Mapping.

1. On Work With Batch Versions - Available Versions, choose a version of Budget Import Field Mapping and click Select.
2. On Table Conversion Prompting, do one of the following:
 - If you are working in a local environment, turn on the Properties option and click Submit.
 - If you are working in a server environment, turn on the Properties option and the Override Location option, and click Submit. On JDE Data Sources, choose the local data source so that the table conversion program can access the data that you entered or copied into the F0902Z2.txt file, and click Select.

3. On PC Budget Upload Field Definition, access the tabs described in the following table and follow the instructions:

Tab	Instruction
Select Environments	<p>Under Input Environment, choose the environment that has the F0902Z2.txt file mapped to your local drive. The input environment corresponds to the local database on the client machine.</p> <p>Under Output Environment, choose the environment that has the Account Balances - Batch File (F0902Z1) mapped to the server. The output environment corresponds to the target database that contains the F0902 table.</p>
Table Options	<p>Turn on the Run Currency Triggers option only if you use multicurrency processing. The system converts decimal places and other currency fields based on your multicurrency setup.</p> <p>Do not turn on the Clear Output Tables option. If you do, the system deletes all data in the F0902Z1 table, regardless of the user status or processing status. The data in the F0902Z1 table gets uploaded to the F0902 table later in the PC budget upload process.</p> <p>Do not turn on the Force Row by Row Processing option. The system ignores this option.</p>
Debug Logging	<p>Do not turn off the option for Use ini settings for trace level and number of rows to process unless the following applies:</p> <ul style="list-style-type: none">• You want to generate a log during the upload process. Change the Trace Level field to a number between 1 and 10, with 10 providing the most detailed log.• You do not want to process all input rows. Therefore, change the Number of Rows field to a number other than 0 (zero).

4. Click OK.

The system submits the program for batch processing. When the program finishes, it sends a message to the work center that indicates whether the program completed successfully.

Processing Options for Budget Import Field Mapping (R14110M)

Ledger Type Tab

1. Ledger Type

Blank = BA

Use this processing option to specify the ledger type for the system to assign to the budget records. Enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses ledger type BA.

Account Number Tab

1. Account Number Format

Running the Upload/Conversion Program

From the Other Budgeting Methods menu (G1421), choose Upload/Conversion.

After you run the Budget Import Field Mapping program, run the Upload/Conversion program (R14110) to upload your budget data from the Account Balance - Batch File (F0902Z1) to the Account Balances table (F0902).

You can set processing options for the Upload/Conversion program to do the following:

- Specify an annual budget upload. If you do this, specify the type of budget (requested, approved, or final) to which the system will add all periodic amounts. The default value uploads the periodic amounts.
- Add uploaded amounts to the existing amounts in the F0902 table. The default value replaces the amounts in the F0902 table with the uploaded amounts for all matching account numbers.
- Reverse the sign of the amounts for all revenue accounts.
- Specify that the system automatically purge the records from the F0902Z1 table after processing.

When you run the Upload/Conversion program in proof mode, the system identifies errors that might occur and sends a workflow message to the work center. Examples of possible errors include:

- Account numbers not set up in the Account Master table (F0901)
- Invalid subledgers or subledger types
- Fiscal date patterns not set up for the fiscal year
- Invalid ledger types

Use the Upload/Conversion Revisions program (P0902Z1) to correct any errors in the F0902Z1 table. Then rerun the Upload/Conversion program in proof mode. When the resulting report is free of errors, run the Upload/Conversion program in final mode.

In final mode, the system prints a report and uploads the fields to the F0902 table. For each record that the system successfully uploads, it updates the Batch Status field to D (done or posted) in the F0902Z1 table. For detailed budgets by period, final mode sets the budget pattern code to DNS (do not spread) for the corresponding accounts in the F0901 table.

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Entering Annual Budget Amounts* for more information about budget cycles
- ❑ *Reviewing Budget Data* and *Revising Budget Data* for information about correcting records with errors

Processing Options for Upload/Conversion (R14110)

Period Tab

These processing options specify the time period that applies to the budget that you are uploading to the Account Balances table (F0902). You must enter the century and fiscal year for the budget. For example, if the budget is for fiscal year 2005, you enter 20 for the century and 05 for the fiscal year.

1. Century (Required)

Use this field to identify the century that applies to the budget that you are uploading to the Account Balances table (F0902). For example, enter 20 for 2005. This field is required.

2. Fiscal Year (Required)

Use this field to identify the fiscal year that applies to the budget that you are uploading to the Account Balances table (F0902). For example, enter 05 for 2005. This field is required.

Budget Cycle Tab

These processing options specify whether the system updates the requested budget, the approved budget, or the final budget in the Account Balances table (F0902) from the budget that you are uploading. You can update one, two, or all three of these budget cycles.

You can also specify whether you are uploading annual budget amounts (Requested, Approved, and Final) or monthly budget amounts (Periods 1 through 14) to the Account Balances table.

In the Account Balances table, the data dictionary name for the Requested Budget field is BREQ, the data dictionary name for the Approved Budget field is BAPR, and the data dictionary name for the Final Budget field is BORG.

1. Requested Budget

1 = Update Requested Budget field

Blank = Do not update Requested Budget field

Use this processing option to update the Requested Budget field (BREQ) in the Account Balances table (F0902) from the budget that you are uploading.

Valid values are:

1

Update the Requested Budget field in the Account Balances table

Blank

Do not update the Requested Budget field in the Account Balances table

If you enter 1 in this processing option and also enter 1 in the Annual/Monthly processing option (to designate an annual budget), the system enters the Requested Budget amount from the budget that you are uploading into the Requested Budget field in the Account Balances table.

If you enter 1 in this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Requested Budget field in the Account Balances table.

2. Approved Budget

1 = Update Approved Budget field

Blank = Do not update Approved Budget field

Use this processing option to update the Approved Budget field (BAPR) in the Account Balances table (F0902) from the budget that you are uploading.

Valid values are:

1

Update the Approved Budget field in the Account Balances table

Blank

Do not update the Approved Budget field in the Account Balances table If you enter 1 in this processing option and also enter 1 in the Annual/Monthly processing option (to designate an annual budget), the system enters the Approved Budget amount from the budget that you are uploading into the Approved Budget field in the Account Balances table.

If you enter 1 in this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Approved Budget field in the Account Balances table.

3. Final Budget

1 = Update Final Budget field

Blank = Do not update Final Budget field

Use this processing option to update the Final Budget field (BORG) in the Account Balances table (F0902) from the budget that you are uploading.

Valid values are:

1

Update the Final Budget field in the Account Balances table

Blank

Do not update the Final Budget field in the Account Balances table

If you enter 1 in this processing option and also enter 1 in the Annual/Monthly processing option (to designate an annual budget), the system enters the Final Budget amount from the budget that you are uploading into the Final Budget field in the Account Balances table.

If you enter 1 in this processing option and leave the Annual/Monthly processing option blank (to designate a monthly budget), the system totals the monthly budget amounts in the budget that you are uploading and enters the total in the Final Budget field in the Account Balances table.

4. Annual/Monthly

1 = Upload annual budget amounts

Blank = Upload monthly budget amounts

Use this field to specify whether you are uploading annual budget amounts (Requested, Approved, and Final) or monthly budget amounts (Periods 1 through 14) to the Account Balances table (F0902).

Valid values are:

1

Upload annual budget amounts

Blank

Upload monthly budget amounts

If you enter 1 in this field, the system uploads only the annual budget amounts (Requested, Approved, and Final) for which you entered 1 in the corresponding Budget Cycle processing option.

If you leave this field blank, the system uploads the monthly budget amounts (Periods 1 through 14). The system also totals the monthly budget amounts and enters the total in each annual budget field (Requested, Approved, and Final) for which you entered 1 in the corresponding Budget Cycle processing option (Requested, Approved, and Final).

Replace Entries Tab

This processing option specifies whether the system replaces the existing entries in the Account Balances table (F0902) with the entries from the budget that you are uploading, or adds the entries from the budget that you are uploading to the existing entries in the Account Balances table.

1. Replace Entries

Blank = Replace entries in Account Balances with uploaded entries

1 = Add uploaded entries to entries in Account Balances

Use this processing option either to replace the existing entries in the Account Balances table (F0902) with the entries you are uploading or to add the entries from the budget that you are uploading to the Account Balances table.

Valid values are:

Blank

Replace the existing entries in the Account Balances table with the entries from the budget that you are uploading

1

Add the entries from the budget that you are uploading to the existing entries in the Account Balances table

Reverse Sign Tab

This processing option specifies whether the system reverses the sign on amounts in revenue accounts in the budget that you are uploading to the Account Balances table (F0902).

In the Account Balances table, amounts in revenue accounts are negative numbers (credits). If the amounts in the revenue accounts in the budget that you are uploading are negative numbers, you *must* enter 1 in this processing option to keep them as negative numbers. If the amounts in the revenue accounts in the budget that you are uploading are positive numbers, you *must* leave this field blank. The system will change the positive numbers to negative numbers during the upload.

1. Reverse Sign

Blank = Reverse the sign on uploaded revenue amounts

1 = Keep the sign as it is

Use this processing option to reverse the sign on the amounts in the revenue accounts in the budget that you are uploading. Reversing the sign means that negative numbers become positive numbers, and positive numbers become negative numbers.

If the amounts in the revenue accounts in the budget that you are uploading are positive numbers, you must leave this field blank. The system will change the positive numbers to negative numbers during the upload.

If the amounts in the revenue accounts in the budget that you are uploading are negative numbers, you must enter 1 in the processing option to keep them as negative numbers.

Valid values are:

Blank

Reverse the sign on the amounts in the revenue accounts in the budget that you are uploading

1

Keep the sign as it is

Job Cost Tab

This processing option specifies whether the system updates only the monthly budget amounts (Periods 1 through 14) in the Account Balances table (F0902) from the budget that you are uploading, regardless of how you set the processing options on the Budget Cycle tab. This method is known as Job Cost budgeting.

1. Job Cost

1 = Update only monthly budget amounts

Blank = Update budget amounts specified by Budget Cycle processing options

Note: Enter 1 for Job Cost budgeting

Use this processing option to update only the monthly budget amounts (Periods 1 through 14) in the Account Balances table (F0902) from the budget that you are uploading, regardless of how you set the processing options on the BudgetCycle tab.

Valid values are:

1

Update only the monthly budget amounts (Periods 1 through 14)

Blank

Update the budget amounts that are specified by the Budget Cycle processing options

Note: Enter 1 in this processing option for Job Cost budgeting.

Mode Tab

This processing option specifies whether you run this program in proof or final mode. In proof mode, the system prints a report of the changes that would be made to the amounts in the Account Balances table (F0902) but does not update the table. In final mode, the system updates the Account Balances table and prints a report.

1. Mode

Blank = Proof mode

1 = Final mode

Use this processing option to run the program in proof or final mode. In proof mode, the system prints a report of the changes that would be made to the amounts in the Account Balances table (F0902) but does not update the table. In final mode, the system updates the Account Balances table and prints a report.

Valid values are:

Blank

Run the program in proof mode

1

Run the program in final mode

Purge Tab

This processing option specifies whether the system automatically purges transactions from the Account Balances - Batch File table (F0902Z1).

1. Purge

Blank = No Purge

1 = Purge

Use this processing option to specify whether to automatically purge processed transactions from the Account Balances - Batch File table (F0902Z1). Enter a 1 to automatically purge the transactions. If you leave this field blank, the system indicates that the transactions are processed, and they remain in the F0902Z1 table.

Related Task for PC Budget Upload

Purging records	<p>You can purge processed records from the Account Balances - Batch File table (F0902Z1) by doing either of the following:</p> <ul style="list-style-type: none">• Set the Purge processing option to 1 (Purge) when you run the Upload/Conversion program (R14110).• Run the Processed Upload Purge program (R0902ZP) from the menu after you run the Upload/Conversion program.
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Forecasting and Planning

With the EnterpriseOne Forecast and Planning programs, you can forecast revenue and expense budget amounts up to 15 years in the future. Before you can forecast these budget amounts for your profit and loss accounts, you must complete the following setup requirements:

- Set up growth patterns. Growth patterns can be either fixed amounts or percentages.
- Assign growth patterns to business units. Growth patterns can be changed at the account level, if necessary.

To forecast budget amounts, the system applies a growth pattern to the basis amounts that it retrieves from the net posting amounts in the Account Balances table (F0902).

After you set up growth patterns and assign them to business units, you can create an unlimited number of revisions with different growth patterns. Using a revision number allows you to generate multiple budgets for the same business unit so that you can perform “what if” analyses before you commit to a forecast. You must complete the following tasks for each revision:

- Define the revenue and expense accounts to include in your budget forecast.
- Retrieve the amounts for each account.
- Review and revise the accounts and basis amounts for each revision.

After you complete these tasks, you generate the budget amounts for a revision and then revise the amounts as necessary to achieve the desired results. When you are satisfied with the results, you copy the finalized budget amounts to the F0902 table for each revision. From the F0902 table, the records can be incorporated with budgets from other systems for reporting purposes.

Setting Up Growth Patterns

You use growth patterns to specify the amount or percent of increase that you want the system to apply to revenue and expense accounts when it calculates budget amounts.

You assign growth pattern types (UDC 14/GP) to growth pattern codes to specify whether the budget amounts that you forecast are fixed amounts or percentages. For example, if you enter a growth amount of 1.00, the system does one of the following:

- Adds 1 to the account balance if you use a growth pattern type of FIX (fixed amounts)
- Multiplies the account balance by 1.01 percent, which is equivalent to multiplying the account balance by one percent and adding that result to the account balance, if you use a growth pattern type of PCT (percentage)

You can specify different fixed amounts or percentage amounts for each year for up to 15 years within a growth pattern. The system compounds the growth amounts that you enter for each year. For example, if you enter a percentage growth pattern and specify 1.0 for year 1 and 2.0 for year 2, the system multiplies the account balance by 1.01 percent the first year and then multiplies that amount by 1.02 percent the following year (for a total of 3.02 percent).

After you set up growth pattern codes, you assign them to business units and specify a revision number. Using a revision number allows you to generate multiple budgets for the same business unit.

Growth pattern information is stored in the Forecast Growth Patterns table (F1406).

► **To set up growth patterns**

From the Forecasting and Planning menu (G1411), choose Forecast Growth Patterns.

1. On Work With Forecast Growth Patterns, click Add.

The screenshot shows the 'Forecast Growth Patterns - Revise Forecast Growth Patterns' window in PeopleSoft. The window has a title bar with 'PeopleSoft' and a standard toolbar with 'OK', 'Cancel', and 'Tools' buttons. Below the toolbar, there are two input fields: 'Growth Pattern Code' with the value '10PCT5YR' and a description 'Ten Percent Over 5 Years', and 'Growth Pattern Type' with the value 'PCT' and a description 'Percentage Amount'. Below these fields is a table with 15 rows, each representing a forecast year from Year 1 to Year 15. Each row has a text label on the left and a text input field on the right for the forecast amount, followed by a '%' symbol. The values in the input fields are: Year 1: 3.00, Year 2: 2.00, Year 3: 2.00, Year 4: 2.00, Year 5: 1.00, Year 6: (empty), Year 7: (empty), Year 8: (empty), Year 9: (empty), Year 10: (empty), Year 11: (empty), Year 12: (empty), Year 13: (empty), Year 14: (empty), and Year 15: (empty).

Forecast Amount - Year	Forecast Amount
Forecast Amount - Year 1	3.00 %
Forecast Amount - Year 2	2.00 %
Forecast Amount - Year 3	2.00 %
Forecast Amount - Year 4	2.00 %
Forecast Amount - Year 5	1.00 %
Forecast Amount - Year 6	%
Forecast Amount - Year 7	%
Forecast Amount - Year 8	%
Forecast Amount - Year 9	%
Forecast Amount - Year 10	%
Forecast Amount - Year 11	%
Forecast Amount - Year 12	%
Forecast Amount - Year 13	%
Forecast Amount - Year 14	%
Forecast Amount - Year 15	%

2. On Revise Forecast Growth Patterns, complete the following fields:

- Growth Pattern Code
- Growth Pattern Type

3. Enter values in the fields for each year that applies, beginning with the following field:
 - Forecast Amount - Year 1
4. Click OK.

► **To assign growth patterns to business units**

From the Forecasting and Planning menu (G1411), choose Business Unit Growth Patterns.

1. On Work With Business Unit Growth Patterns, click Add.

The screenshot shows the PeopleSoft interface for the 'Business Unit Growth Patterns - Revise Business Unit Growth Patterns' form. The form has a title bar with the PeopleSoft logo and a toolbar with buttons for OK, Cancel, Form, and Tools. Below the toolbar, there are two input fields: 'Business Unit' and 'Revision Number'. Below these fields, there are three tabs: 'Revise Business Unit', 'Growth Pattern', and 'Budget Codes'. The 'Revise Business Unit' tab is currently selected. Inside this tab, there are four input fields: 'Business Unit' (containing the value '2'), 'Revision Number' (containing the value '1'), 'Growth Pattern Code' (containing the value '10PCT5YR'), and 'Growth Pattern Type' (containing the value 'PCT'). To the right of each input field, there is a descriptive text: 'Other General & Administrative' for Business Unit, 'Ten Percent Over 5 Years' for Growth Pattern Code, and 'Percentage Amount' for Growth Pattern Type.

2. On Revise Business Unit Growth Patterns, complete the following fields on the Revise Business Unit tab and click OK:

- Business Unit
- Revision Number
- Growth Pattern Code

The system completes the Growth Pattern Type field with the code (PCT or FIX) that is assigned to the growth pattern code.

3. Click the Growth Pattern tab to review the amounts for the years that apply.

- Forecast Amount - Year 1

The amounts that appear on this tab are set up on the Revise Business Unit Growth Patterns form.

4. Click OK.

The Budget Codes tab and corresponding fields are reserved for future use.

Accounts and Basis Amounts

To forecast budget amounts for your revenue and expense accounts, you must define the accounts to include in the forecast and retrieve the basis amounts for those accounts.

You can do this manually with a search and select program or automatically with a batch program using one of the following programs:

- Revise Forecast Basis program (P1403)
- Generate Forecast Basis program (R1403)

Regardless of whether you define accounts and retrieve basis amounts manually or generate them automatically, the system copies account information from the Account Master table (F0901) and net posting amounts from the Account Balances table (F0902) and updates the Forecast Basis table (F1403).

Defining Accounts Manually and Retrieving Basis Amounts

An alternative to having the system generate your accounts and basis amounts is to use the Revise Forecast Basis program (P1403) and manually enter an account range and other related information and have the system retrieve the basis amounts. You might prefer to manually enter account information if you have an insignificant number of accounts to define.

With the Revise Forecast Basis program, you manually enter a range of accounts, ledger type, fiscal year, and range of periods associated with a business unit and revision number. The system retrieves the basis amounts from the Account Balances table (F0902). You can retrieve account balances for up to 14 consecutive periods using two fiscal years and two ledger types. For example, you could retrieve balances from periods 01 through 06 for fiscal year 05 and ledger type AA, and periods 07 through 12 for fiscal year 06 and ledger type BA. Alternatively, you could retrieve balances for fiscal years 05 and 06 for the same ledger type.

You can also use the Revise Forecast Basis program to revise the basis amounts as needed and add or delete accounts.

The system updates account information and basis amounts in the Forecast Basis table (F1403).

► To define accounts manually and retrieve basis amounts

From the Forecasting and Planning menu (G1411), choose Revise Forecast Basis.

1. On Work With Forecast Basis, click Add.

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Revise Forecast Basis - Retrieve Forecast Basis

OK Find Cancel Form Row Tools

Company * Business Unit 3 Revision Number 1

Account Range From 5000 Thru 9999

☐ Roll Up Subledger Balances

Ledger Type AA Fiscal Year 5 From Period 6 Thru Period 12

Ledger Type AA Fiscal Year From Period Thru Period

☒ View Net Postings

Records 1 - 84 Customize Grid Grid

Obj	Acct	Sub	Description	Basis Amount Period 6	F0902 Net Posting 06	Basis Amount Period 7	F0902 Net Posting 07
<input type="checkbox"/>	5010		Store Sales	70,511.05-	70,511.05-		
<input type="checkbox"/>	5015		Wholesale Sales				
<input type="checkbox"/>	5020		Direct Ship Sales	333,575.32-	333,575.32-	393,750.00-	393,750.00-
<input type="checkbox"/>	5030		Contract Sales	76,784.41-	76,784.41-	45.48-	45.48-
<input type="checkbox"/>	5040		Deferred Revenue				
<input type="checkbox"/>	5050		Interplant Sales	5,465.00-	5,465.00-		
<input type="checkbox"/>	5060		Less Returns & Allowances				
<input type="checkbox"/>	5070		Less Sales Discounts	40.00	40.00	11.20	11.20
<input type="checkbox"/>	5080		Freight Out	64.14-	64.14-		
<input type="checkbox"/>	5090		Service Sales	24,917.15-	24,917.15-		
<input type="checkbox"/>	5202		Inter-Company Sales	110,000.00-	110,000.00-	131,250.00-	131,250.00-
<input type="checkbox"/>	5204		Training Revenue	77,796.00-	77,796.00-	89,500.15-	89,500.15-

2. On Retrieve Forecast Basis, complete the following fields:

- Company
- Business Unit
- Revision Number
- From

Enter the beginning object account for the range of accounts that you want to retrieve.

- Thru

Enter the ending object account for the range of accounts that you want to retrieve.

- Ledger Type
- Fiscal Year
- From Period

Enter the beginning period number for the range of account balances that you want to retrieve.

- Thru Period

Enter the ending period number for the range of account balances that you want to retrieve.

3. Turn on the following option, if applicable:

- Roll Up Subledger Balances

Turn on this option if you want the system to roll up subledger balances into the object account total.

4. To optionally retrieve accounts for the same ledger type or a different ledger type and different fiscal year, complete the following fields:

- Ledger Type
- Fiscal Year
- From Period
- Thru Period

Note

The From Period and Thru Period fields for the two ledger types cannot overlap. For example, assume the first ledger type is AA, the fiscal year is 05, and the from and thru periods are 7–12. The second ledger type must be for a different range of periods. For example, you could enter 1–6 for the from and thru periods. This flexibility allows you to retrieve amounts for the last six months of one year and the first six months of the next year, the last three months of one year and the next nine months of the next year, and so on.

5. Click Find.

The system retrieves the accounts and displays the balances for each period in the detail area of the form.

If the information that you entered was incorrect and you retrieved the wrong records, change the values in the fields in the header area and click Find again.

6. To view the net period postings for each period, turn on the View Net Postings option.
7. Revise any basis amounts, if necessary.
8. To save individual records, choose the records and then choose Save from the Row menu.
9. When you are satisfied with the results on the Retrieve Forecast Basis form, choose Save All from the Form menu to save all records.
10. On the Message form, click OK to replace existing unlocked accounts in the Forecast Basis table (F1403).

You must complete steps 8 and 10 or 9 and 10 to update the F1403 table.

Generating Accounts and Basis Amounts

From the Forecasting and Planning menu (G1411), choose Generate Forecast Basis.

Depending on the number of accounts for which you forecast budget amounts, running the Generate Forecast Basis program (R1403) might be more efficient than using the Revise Forecast Basis program (P1403) to manually enter account information.

The Generate Forecast Basis program automatically updates the Forecast Basis table (F1403) with a range of accounts (based on AAI item GLGxx for expense and revenue) and basis amounts from the Account Balances table (F0902). You specify the revision number, the ledger type, the fiscal year, the range of periods, and whether to roll up subledger balances in the processing options. You can retrieve account balances for up to 12 or 14 consecutive periods for one or two fiscal years and ledger types, based on processing option settings. For example, you could retrieve balances from periods 01 through 06 for fiscal year 05 and ledger type AA, and periods 07 through 12 for fiscal year 06 and ledger type BA. Alternatively, you could retrieve balances for fiscal years 05 and 06 for the same ledger type.

This program produces a report that includes the revision number and ledger type as well as the number of records that were added and updated in the F1403 table. The report also includes the number of records that failed, if applicable, and sends error messages to the work center.

Processing Options for Generate Forecast Basis (R1403)

Process

1. Revision Number
2. Ledger Type 1
3. Fiscal Year 1
4. From Period 1
5. Thru Period 1
6. Ledger Type 2
7. Fiscal Year 2
8. From Period 2
9. Thru Period 2
10. Roll Up Subledger

Blank = Do not roll up subledger balances

1 = Roll up subledger balances

Revising Accounts and Basis Amounts

After you define the accounts and retrieve the basis amounts for your revenue and expense accounts, you can use the Revise Forecast Basis program (P1403) to do the following:

- Add or change basis amounts for periods by account.
- Spread an amount over an account using a budget pattern code.

If you have budget pattern codes set up, you can assign the code and an override amount and the system will spread the override amount to the amount field for each period, according to percentages defined by the budget pattern code.

- Assign override growth pattern codes to individual accounts.
- Lock records. The Generate Forecast Results program (R1404) forecasts amounts for locked records only. The Lock Account flag (LOCKFLG) must equal 1 in the Forecast Basis table (F1403).

► To revise accounts and basis amounts

From the Forecasting and Planning menu (G1411), choose Revise Forecast Basis.

1. On Work With Forecast Basis, complete the following fields and click Find:
 - Business Unit
 - Revision Number
2. Choose the record and click Select.

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Revise Forecast Basis - Forecast Basis Revisions

OK Delete Cancel Form Row Tools

Business Unit Central Branch Default Growth Pattern

Revision Number

☒ Display Periods
☐ Annual Total Only

Records 1 - 103										Customize
Obj Acct	Sub	Co	Description	Lock Account	Basis Amount Period 06	Basis Amount Period 07	Basis Amount Period 08			
<input type="checkbox"/> 5000		00001	Revenues							
<input type="checkbox"/> 5005		00001	Sales-Product A							
<input type="checkbox"/> 5010		00001	Store Sales		70,511.05-					
<input type="checkbox"/> 5015		00001	Wholesale Sales							
<input type="checkbox"/> 5020		00001	Direct Ship Sales		333,575.32-	393,750.00-				
<input type="checkbox"/> 5030		00001	Contract Sales		76,784.41-	45.48-				
<input type="checkbox"/> 5040		00001	Deferred Revenue							
<input type="checkbox"/> 5050		00001	Interplant Sales		5,465.00-					
<input type="checkbox"/> 5060		00001	Less Returns & Allowances							
<input type="checkbox"/> 5070		00001	Less Sales Discounts		40.00	11.20				
<input type="checkbox"/> 5080		00001	Freight Out		64.14-					
<input type="checkbox"/> 5090		00001	Service Sales		24,917.15-					
<input type="checkbox"/> 5200		00001	Sales-Other							
<input type="checkbox"/> 5202		00001	Inter-Company Sales		110,000.00-	131,250.00-				
<input type="checkbox"/> 5204		00001	Training Revenue		77,796.00-	89,500.15-				

The Default Growth Pattern field that appears in the upper right portion of the Forecast Basis Revisions form contains the growth pattern that you assigned to this business unit and revision number on the Revise Business Unit Growth Patterns form. This growth pattern applies to all accounts, unless you specify an override growth pattern code for an account.

3. On Forecast Basis Revisions, turn on one of the following options:

- Display Periods
 - Annual Total Only
4. To change the period basis amounts for an account, turn on the Display Periods option and complete the Basis Amount Period fields for the applicable periods.
- The system updates the amount in the Basis Amount Year Total field accordingly.
5. To spread an amount over an account using a specific budget pattern and amount, complete the following fields in the detail area:
- Budg Patt
- If you leave this field blank, the system spreads annual budget amounts evenly across all months.
- Override Amount
- Enter a value in this field only if you entered a non-blank value in the Budg Patt field.
6. To override the growth pattern for an account, complete the following field in the detail area:
- Override Growth Pattern Code
- The system applies the growth pattern when you run the Generate Forecast Results program (R1404).
7. To lock an account record, choose the record and from the Row menu, choose Lock.
- To toggle between locking and unlocking an account, choose Lock again from the Row menu.
- The number 1 appears in the Lock Account field to identify the account as locked.
8. To lock all account records, choose Lock All again from the Form menu.
- To toggle between locking and unlocking all accounts, choose Lock All again from the Form menu.
9. Click OK to accept all of the revisions.

Note

The Generate Forecast Results program generates budget forecast amounts for locked records only in the Forecast Basis table (F1403).

Generating Budget Forecast Amounts

From the Forecasting and Planning menu (G1411), choose Generate Forecast Results.

After you revise your accounts and basis amounts and are satisfied with the revisions, you run the Generate Forecast Results program (R1404) over locked records in the Forecast Basis table (F1403). The Generate Forecast Results program generates budget forecast amounts in the following tables:

- Forecast Results - Header (F1404)
- Forecast Results - Detail (F14041)

You can generate budget forecast amounts up to fifteen years in the future. You specify the fiscal year to begin generating the amounts and the revision number in the processing options. You use data selection to specify the account ranges and business units in which to generate the budget forecast records.

The Generate Forecast Results program does the following:

- Uses the basis amounts that were retrieved and updated in the Forecast Basis table (F1403).
- Applies the growth pattern to the basis amounts for accounts with any posting edit code except N (non-posting). The growth pattern includes the default pattern associated with the business unit and revision number and any override growth patterns associated with individual accounts.
- Generates forecast amounts only for accounts in the F1403 table that are locked. The Lock Account flag (LOCKFLG) in the F1403 table must equal 1. The data selection for the program is hard coded to select only locked records.

This program produces a report that shows the revision number, fiscal year, and number of years to forecast as well as the number of records that were added and updated in the F1404 and F14041 tables. The report does not identify any accounts that are unlocked. Unlocked accounts are not included in the forecast amounts.

After you run the Generate Forecast Results program, you can do either of the following:

- Revise the accounts and basis amounts in the F1403 table, if necessary. You must unlock the records using the Revise Forecast Basis program (P1403), change the records, and lock the records again. Then, rerun the Generate Forecast Results program to override existing unlocked records in the F1404 and F14041 tables.
- Review and revise the budget forecast amounts in the F1404 and F14041 tables using the Revise Forecast Results program (P1404).

Prerequisites

- ❑ Ensure that all accounts associated with the business unit and revision number are locked. For information about how to lock accounts, see the task *To revise accounts and basis amounts* in the *General Accounting Guide*.

Processing Options for Generate Forecast Results (R1404)

Process

1. Revision Number
 2. Start Fiscal Year
 3. Number of Years To Forecast
-

Data Selection for Generate Forecast Basis

If you do not want to forecast amounts for all business units and accounts associated with a revision number, you can use data selection to select specific ones. You can also use data selection to select a specific growth pattern if you have multiple growth patterns assigned at the account level and do not want to forecast amounts for all of them.

Revising Budget Forecast Amounts

After you generate your budget forecast amounts, you can review and revise them for any account, year, or period using the Revise Forecast Results program (P1404). You can also use this program to do the following:

- Spread an amount over a forecast year using a budget pattern code
- Drill down to an account to review the account detail
- Lock an account after it is finalized. You might choose to do this to prevent accidentally changing a forecast amount on the Revise Budget Forecast Results form or, if you rerun the Generate Forecast Results program (R1404), to prevent overriding existing records in the Forecast Results – Header (F1404) and Forecast Results – Detail (F14041) tables.

Unlike the Generate Forecast Results program, you do not have to lock accounts before you run the Apply Forecast to Budget program (R1407).

► To revise budget forecast amounts

From the Forecasting and Planning menu (G1411), choose Revise Forecast Results.

1. On Work With Budget Forecast Revisions, complete the following fields and click Find:
 - Business Unit
 - Revision Number
2. Choose the record and click Select.

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Revise Forecast Results - Work With Budget Forecast Results

Select Find Close Tools

Business Unit Central Branch

Revision Number ☐ Display Account Description

Records 1 - 6

	Business Unit	Obj Acct	Sub	2006	2007	2008	2009	2010
<input checked="" type="radio"/>	3	5010		1100.00	0.99	900.00	800.00	0.99
<input type="radio"/>	3	5015		9900.00	0.99	9700.00	9600.00	0.99
<input type="radio"/>	3	5019		-100.00	-0.99	-300.00	-400.00	-0.99
<input type="radio"/>	3	5020		-1300.00	-0.99	-1500.00	-1600.00	-0.99
<input type="radio"/>	3	5030		-1100.00	-0.99	-1300.00	-1400.00	-0.99
<input type="radio"/>	3	5040		-100.00	-0.99	-300.00	-400.00	-0.99

3. On Work With Budget Forecast Results, turn on the following option, if applicable.
 - Display Account Description
4. To revise budget forecast amounts, choose a record and do one of the following:
 - To revise forecast amounts for a specific year, click the hyperlink in the year column for the account.
 - To revise forecast amounts for more than one year, click Select.
5. On Revise Budget Forecast Results – Single Year or Revise Budget Forecast Results – Multiple Years, change any of the following fields:
 - Forecast Amount Period 1

Thru

 - Forecast Amount Period 12

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Revise Forecast Results - Revise Budget Forecast Results - Single Year

OK Cancel Tools

Account Number 3.5015 Wholesale Sales

Revision Number 2

Fiscal Year 2008 ☐ Lock Account

Budget Pattern Code Annual Forecast 9,700.00

Remaining Amount

	Period End Date	Forecast Amount	Cumulative Amount
Period 1	01/31/08	1,940.00	1,940.00
Period 2	02/29/08	2,910.00	4,850.00
Period 3	03/31/08	1,940.00	6,790.00
Period 4	04/30/08		6,790.00
Period 5	05/31/08		6,790.00
Period 6	06/30/08		6,790.00
Period 7	07/31/08		6,790.00
Period 8	08/31/08		6,790.00
Period 9	09/30/08		6,790.00
Period 10	10/31/08		6,790.00
Period 11	11/30/08	970.00	7,760.00
Period 12	12/31/08	1,940.00	9,700.00

Notice that when you change amounts, the system automatically completes the Budget Pattern Code field with DNS (do not spread).

The amounts in the Forecast Amount Period 1–12 fields must equal the total amount in the Annual Forecast field. If they are not equal, the system issues the error message *Amounts Not Equal*. Review the Remaining Amount field and correct the amounts accordingly.

6. Turn on the following option to lock the account (optional):

- Lock All Fiscal Years

You can click this option to toggle between locking and unlocking an account before you complete the final step. You do not have to lock accounts to run the Apply Forecast To Budget program (R1407).

On the Revise Budget Forecast Results - Multiple Years form, the Lock Account field contains 1 if the year is locked and 0 (zero) if the year is unlocked. The Lock Account field does not appear on the Revise Budget Forecast Results - Single Year form.

7. Click OK.

Updating Budget Forecast Records

From the Forecasting and Planning menu (G1411), choose Apply Forecast to Budget.

When you are satisfied with the budget forecast records for a specific revision number, you can run the Apply Forecast to Budget program (R1407) to copy the finalized amounts from the Forecast Results - Header (F1404) and Forecast Results - Detail (F14041) tables to the Account Balances table (F0902). From the F0902 table, you can combine the records with budgets from other systems for reporting purposes.

You update budget forecast records by revision number and the system copies the records for that revision number to a user-defined ledger type that you specify in a processing option. The ledger type must exist in UDC 09/LT and the Ledger Type Master File table (F0025) or the system will not update the budget forecast records in the F0902 table.

To verify that the Apply Forecast to Budget program successfully copied the budget forecast records to the F0902 table, review the report that the system generates. The report shows the number of records updated in the F0902 table and, if applicable, the number of records in error. For information about the records in error, review the message in the work center. If the budget ledger type or revision number that you entered in the processing options is not valid, an error message appears on the report and no processing occurs.

Note

If you run the Apply Forecast to Budget program more than one time for a revision number, the system copies amounts from the F1404 and F14041 tables to the F0902 table (if an amount on a record changed, the F0902 table reflects the changed amount) and adds new records, if applicable. It does not double amounts or otherwise inflate balances in the F0902 table.

Prerequisites

- ❑ Verify that the ledger type to which you want budget forecast records copied is set up in UDC 09/LT and in the Ledger Type Master File table (F0025). For more information, see the following topics in the *General Accounting Guide*:
 - ❑ *User Defined Codes for General Accounting*
 - ❑ *Setting Up Ledger Type Rules for General Accounting*

Processing Options for Apply Forecast to Budget (R1407)

Budget Ledger

1. Budget Ledger Type
-

Revision Number

1. Revision Number

Data Selection for Apply Forecast to Budget

If you do not want to forecast amounts for all business units and accounts associated with a revision number, you can use data selection to specify certain business units and accounts.

Purging Budget Forecast Records

From the Advanced and Technical menu (G14111), choose Purge Forecast Basis or Purge Forecast Results.

Because you can create multiple revisions of the same budget for different business units, you might want to manage the size of the tables that contain budget forecast data by running the following programs:

- Purge Forecast Basis (R1403P). Purges all records in the Forecast Basis table (F1403).
- Purge Forecast Results (R1404P). Purges all records in the Forecast Results - Header (F1404) and Forecast Results - Detail (F14041) tables.

. If you do not want to purge all records, use data selection to select a specific revision number, business unit, and so on. No proof or final mode and no processing options are available for these purge programs.

Cash Flow Statements

International Accounting Standard (IAS) 7 requires European Union (EU) companies to present a cash flow statement that shows the historical changes in cash and cash equivalents during a specified period of operations for a company. IAS 7 requires that you classify cash flows that result from the following types of activities:

- Operating – Cash flow from principal revenue-producing activities, such as cash receipts from the sale of goods and services, and other activities that are not investing or financing activities
- Investing – Cash flow from the acquisition and disposal of long term assets and other investments that are not included in cash equivalents
- Financing – Cash flow from changes in the size and composition of the equity capital and borrowings

A cash flow statement provides the following:

- An overview of the major sources of cash flow for your business
- An assessment of the current liquidity of your business
- A way in which to estimate future cash flow, based on historical changes
- Information about cash flows generated from trading as well as other financing activities

Using the EnterpriseOne General Accounting system, you can analyze your cash flow and produce reports by fiscal period over one or more bank accounts for a company.

Before you can produce cash flow statements, you must set up cash flow rules for each activity code in UDC 10/CF.

Cash Flow Activity Codes (10/CF)

The activity codes available in UDC 10/CF (Statement of Cash Flow) are hard-coded and are based on the requirements for International Accounting Standards (IAS) 7.

Review the following table for a list of activity codes and the types of accounts associated with them:

Code	Description of Code	Explanation
10	Net Income Before Tax	Includes the account assigned to AAI item FSxx
20	Operating Profit Before Working Capital	Includes adjustments to the operating profit before working capital such as accumulated depreciation, profit or losses on the sale of non-current assets, and interest paid
30	Cash Generated from Operations	Includes working capital such as inventories, receivables, and payables
40	Cash Flow from Operating Activities	Includes outflows such as interest paid, dividends paid, and tax paid

Code	Description of Code	Explanation
50	Cash Flow from Investing Activities	Includes non-current assets and proceeds on the sale of those assets
60	Cash Flow from Financing Activities	Includes proceeds on the issue of shares and loans and the redemption of certain shares and loan amounts
70	Cash and Cash Equivalents	Includes cash and bank accounts

You assign accounts to an activity code on the Statement of Cash Flow Activity form. The activity code and description appear in the header area of the form so that you can easily keep track of which activity you are assigning accounts to.

The activity code description does not print on the cash flow report; it is informational only. You can change the description of an activity code, but you cannot change its purpose. For example, you can change the description for activity code 10 from Net Income Before Tax to Net Profit/Loss, but you cannot change how the activity code is used on the cash flow report.

Normal Balance Codes (10/NB)

The codes for UDC 10/NB (Normal Balance) identify the two types of account balances:

- Debit
- Credit

The Special Handling field for each of these codes is hard coded and contains either D (debit) or C (credit). When you set up cash flow rules, you assign a value of D or C to each row to specify whether the normal balance for the accounts in the row is a debit or credit. When you print the cash flow statement, the system inserts *Increase in* or *Decrease in* before the account description, based on the normal balance.

Setting Up Cash Flow Rules

After you verify the activity codes in UDC 10/CF (Statement of Cash Flow), you must set up cash flow rules. These rules specify the accounts that are associated with each activity code, the order in which the accounts appear on the cash flow statement, and their description.

For example, on the cash flow statement, activity code 30 represents all accounts included in the subtotal for *Cash Generated from Operations*. When you set up cash flow rules for activity code 30, you create a separate line and description for each of the different accounts. For example, you might create the following lines for activity code 30:

- Trade and Other Receivables
- Inventory
- Trade Payables

You use the Statement of Cash Flow Rules program (P10520) to set up cash flow rules for activity codes 20 through 70 (UDC 10/CF) and assign accounts and a description to each line that you want to appear on the Statement of Cash Flow report (R10521). You also specify whether the accounts for a

line normally have a debit or a credit balance. For activity code 10 only, you use the same program, but assign the AAI item for net income before tax (FSxx), and the system retrieves the amount.

The subtotal descriptions that print on the report correspond to the different activity codes. The subtotal descriptions are hard coded in the report and are based on International Accounting Standards (IAS) 7.

Information from the Statement of Cash Flow Rules program is stored in the Statement of Cash Flow Rule table (F10520).

► To set up cash flow rules

The following steps describe how to set up cash flow rules for activity code 10 and activity codes 20–70. The fields that appear on the Statement of Cash Flow Activity form are different for activity code 10.

From the Statement of Cash Flow menu (G1031), choose Statement of Cash Flow Rules.

1. On Work With Statement of Cash Flow Rules, click Add.
2. On Statement of Cash Flow Activity, enter an activity code in the following field:

- Cash Flow Activity

The system displays the activity code description from UDC 10/CF.

For activity code 10, complete steps 3–5.

For activity codes 20–70, complete steps 6–10.

Activity Code 10

PeopleSoft®

Statement of Cash Flows Rules - Statement of Cash Flows Activity

OK Find Delete Cancel Row Tools

Cash Flow Activity 10 Net Income before Tax

Records 1 - 2		Customize Grid
	FS AAI	Description
<input checked="" type="checkbox"/>	FS06	Net Profit Before Taxes
<input type="checkbox"/>		

3. On Statement of Cash Flow Activities, enter the AAI item (FSxx) for Net Income Before Taxes for the company in the following field:

- FS AAI
4. Enter a description in the following field, if applicable:

- Description

The description in this field prints on the cash flow statement. The default value is the description from the AAI item entered in the previous step. If you override the description, the system updates the Statement of Cash Flow Rules table (F10520) and prints the description on the cash flow statement only.

5. Click OK.

Activity Codes 20–70

6. On Statement of Cash Flow Activity, complete the following fields on the next available line:

- Description

The description in this field prints as one line on the cash flow statement.

- Normal Balance

Enter C or D (UDC 10/NB) in this field to specify whether the normal balance for the accounts on this line is a credit or debit balance.

7. In the Account Selection field, click the hyperlink Select Accounts.

The screenshot shows the PeopleSoft interface for the 'Statement of Cash Flows Rules - Statement of Cash Flows Account Selection' window. The window has a title bar with the PeopleSoft logo and a menu bar with options: OK, Find, Delete, Cancel, Form, and Tools. Below the menu bar is a toolbar with icons for each option. The main area contains several input fields:

- Cash Flow Activity:** 20
- Line Number:** 2.00
- Description:** Operating Profit Before Working Capital

Below these fields is a table titled 'Records 1 - 2' with a 'Customize Grid' link. The table has four columns: 'From Object Account', 'From Subsidiary Account', 'Thru Object Account', and 'Thru Subsidiary Account'. The first row shows '2120' in the 'From Object Account' column and '2190' in the 'Thru Object Account' column. The second row is empty.

	From Object Account	From Subsidiary Account	Thru Object Account	Thru Subsidiary Account
<input type="checkbox"/>	2120		2190	
<input type="checkbox"/>				

8. On Statement of Cash Flows Account Selection, enter an account or a range of accounts in the following fields and click OK:

- From Object Account

- From Subsidiary Account

To designate all subsidiaries for the object account, enter * in this field. If you leave this field blank, the system uses the first blank subsidiary associated with the “from” object account.

Note

The values in the From Object Account and From Subsidiary Account fields must be less than or equal to those in the Thru Object Account and Thru Subsidiary Account fields. Accounts that overlap from one line to the next line are not allowed. The system issues the error message *Invalid From and Thru values*.

- Thru Object Account
- Thru Subsidiary Account

Activity Code 20

For activity code 20 and the row for depreciation, enter the accounts for accumulated depreciation, and not the accounts for depreciation expense.

9. Click OK.

The system updates the F10520 table.

You can enter multiple lines, descriptions, and accounts for activity codes 20–60.

10. For each activity code, repeat steps 6–9.

Statement of Cash Flow Report (R10521)

From the Statement of Cash Flow menu (G1031), choose Statement of Cash Flow Report.

After you generate your financial reports for a period, you can print cash flow statements by company and fiscal period. A Statement of Cash Flow Report (R10521) provides information about how cash and cash equivalents are generated and used by a company. The cash flow statement consists of accounts that are part of a company’s operating, investing, and financing activities.

The system retrieves information for cash flow statements from the following tables:

- Statement of Cash Flow Rules (F10520). This table contains the descriptions that appear on the report, the accounts associated with each description, and an indication of whether the accounts normally have a debit or credit balance.

The F10520 table does not include the subtotal descriptions. The subtotal descriptions are hard coded in the Statement of Cash Flow Report and are based on International Accounting Standards (IAS) 7.

- Account Balances (F0902). This table contains the account balances for the accounts in the F10520 table.

The system calculates the net year-to-date postings for the period, based on the F0902 table and the fiscal period specified in a processing option.

On the Statement of Cash Flow Report, the system inserts the words *Increase in* or *Decrease in* before the account descriptions for each line as follows:

- If the accounts associated with the description normally have a debit balance (as specified in the F10520 table) and the balances in the F0902 table are positive, the system inserts *Increase in* before the description. If the balances are negative, it inserts *Decrease in*.
- If the accounts associated with the description normally have a credit balance (as specified in the F10520 table) and the balances in the F0902 table are positive, the system inserts *Decrease in* before the description. If the balances are negative, it inserts *Increase in*.

If amounts on the Statement of Cash Flow Report are out of balance, an error message prints at the end of the report. The out-of-balance condition occurs when the difference between beginning and ending cash and cash equivalents is not equal to the net increase or decrease in cash and cash equivalents.

Prerequisites

- ❑ Ensure that all financial statements for the fiscal period have been generated.
- ❑ Ensure that you have access to the programs in the Financial Reports system (system code 10).

Example: Statement of Cash Flow Report

The following example shows the contents of a Statement of Cash Flow Report. The left column shows the description as it appears on the report, the middle column shows the activity code and line item that correspond to that description, and the right column shows amounts, which are typically subtotal amounts.

You define line items for activity codes 20–70 (UDC 10/CF) and assign accounts to each line item. The system uses those account numbers to calculate the amounts that appear on your report. For most activity codes, the system summarizes the line item amounts into a subtotal. For example, the subtotal description for activity code 20 is Operating Profit Before Working Capital Changes and the subtotal amount is 100.

For activity code 10, you do not assign an account. Instead, you assign the AAI item that you use for Net Profit Before Tax (FS $_{xx}$) and the system locates the corresponding amount. This amount is from the Simple Income Statement (R10211B), which is generated when you run the Statement of Cash Flow Report.

Name of Company
Statement of Cash Flows
For the Period Ending day/month/year

Cash Flows from Operating Activities			
Net Profit Before Tax	Activity code 10		1,000

Adjustment for:			
Depreciation and Amortization	Activity code 20, line 1	50	
Profit/Loss on Sale of Fixed Assets	Activity code 20, line 2	100	
Decrease in Interest Expense	Activity code 20, line 3	-25	
Decrease in Other Expense	Activity code 20, line 4	-25	
Operating Profit Before Working Capital Changes	Subtotal activity code 20, lines 1-4		100
Decrease in Inventory	Activity code 30, line 1	25	
Increase in Receivables	Activity code 30, line 2	-25	
Decrease in Payables	Activity code 30, line 3	-25	
Cash Generated from Operations	Subtotal activity code 30, lines 1-3		-25
Increase in Taxes Paid	Activity code 40, line 1	25	
Increase in Dividends Paid	Activity code 40, line 2	25	
Increase in Other Non-Operating Income	Activity code 40, line 3	-50	
Increase in Other Non-Operating Expense	Activity code 40, line 4	50	
Net Cash Flow from Operating Activities	Subtotals for activity codes 10 + 20 + 30 + activity code 40, lines 1-4		1,125
Increase in Purchase of Fixed Assets	Activity code 50, line 1	-50	
Decrease in Proceeds of Sale of Fixed Assets	Activity code 50, line 2	25	
Increase in Purchase of Other Assets	Activity code 50, line 3	-25	
Net Cash Flow from Investing Activities	Subtotal activity code 50, lines 1-3		-50
Decrease in Non-Current Liabilities	Activity code 60, line 1	-50	
Increase in Capital Stock (excluding Retained Earnings)	Activity code 60, line 2	-50	
Net Cash Flow from Financing Activities	Subtotal activity code 60, lines 1-2		-100
Net Increase/Decrease in Cash and Cash Equivalents			** 975
Cash and Cash Equivalents (beginning balance)			350

Cash and Cash Equivalents (ending balance)			1,325
--	--	--	-------

** This amount should equal the difference between the beginning balance and ending balance of cash and cash equivalents.

Processing Options for Statement of Cash Flow Report (R10521)

Select Tab

1. Fiscal Date Pattern Company

Blank = Company 00000

Use this processing option to specify the company whose fiscal date pattern you want to use for printing the date on the report. If you leave this processing option blank, the system uses the current period for company 00000 and prints the corresponding date.

2. Thru Period Number

Use this processing option to specify the through period number in which to run the Statement of Cash Flows report. If you leave this processing option blank, the system uses the current period number of the company in the Fiscal Date Pattern Company processing option. If that processing option is blank, the system uses the current period number of company 00000.

3. Fiscal Year

Use this processing option to specify the fiscal year in which to run the Statement of Cash Flows report. If you leave this processing option blank, the system uses the current fiscal year of the company in the Fiscal Date Pattern Company processing option. If that processing option is blank, the system uses the current fiscal year of company 00000.

4. Ledger Type

Blank = Ledger type AA

Use this processing option to specify the ledger type to use for the Statement of Cash Flows report. If you leave this processing option blank, the system uses ledger type AA. If you work in a multicurrency environment, the currency of the ledger type must be the same as the currency of the company on the report.

Display Tab

1. Scaling

Blank = Do not scale amounts

Use this processing option to specify the value in which to scale amounts on the report. Valid values are 1, 10, 100, 1000, 10000, 100000, 1000000, 10000000, 100000000, and 1000000000. The system performs rounding when it scales amounts. If you leave this processing option blank, the system does not scale amounts.

Data Selection for Statement of Cash Flow Report

To generate a Statement of Cash Flow Report that includes more than one company, the fiscal date pattern and account structure must be the same for the companies that you specify in the data selection.

Cash Forecasting

The PeopleSoft EnterpriseOne cash forecasting programs can help your company project, or forecast, future cash requirements and effectively manage your cash accounts. With cash forecasting, you can analyze one or more bank accounts and forecast your cash position daily or periodically based on a date horizon.

The initial setup for cash forecasting includes setting up the following:

- Cash type codes
- Cash type rules
- Cash type forecast structures

After the initial setup, you extract data from the Accounts Receivable, Accounts Payable, and General Accounting systems and then refresh the data to update the Cash Forecast Data table (F09522). With your data refreshed, you then use the Cash Forecast Analysis inquiry and report programs to analyze and forecast your cash position. Before you repeat the process again and refresh your data, you might need to purge the existing data in the F09522 table.

See Also

- ❑ *Multicurrency Cash Forecasting* in the *Multicurrency Guide* for currency-specific information about cash forecasting

Cash Type Codes (09/CT)

You set up cash type codes in UDC 09/CT for the headings and detail row descriptions that you want to appear on the Cash Forecast Analysis form and the Cash Forecast Report (R095221).

Your EnterpriseOne software contains five heading cash type codes. You cannot change the code for these headings, but you can change the description. The number 10 in the Special Handling field of a cash type code designates the code as a heading. Review the following table for the heading cash type codes included in your software:

Code	Description of Code	Special Handling
1_TOTCF	Cash Forecast	10
1_BAL	Opening Balances	10
1_NETOP	Net Operating	10
1_IN	Incoming Cash	10
1_OUT	Outgoing Cash	10

These heading cash type codes appear on the setup form as follows:

PeopleSoft.

Cash Forecast Rpt Structures Setup - Revise Cash Forecast Reporting Structure

Find Form Row Tools

Reporting Structure TYPE 1 Corporate

Delete Node Add Node

Records 1 - 6

Reporting Structure:

- Corporate
 - Cash Forecast
 - Opening Balances
 - Net Operating Forecast
 - Incoming Cash
 - Outgoing Cash

Save Close Cancel

You can also set up additional cash type codes for headings. For example, you might set up a heading code for INVOPN (Open Invoices) to appear under the heading Incoming Cash.

You must set up cash type codes for the detail row descriptions and amounts that “roll up” into the headings. For example, for the heading Open Invoices, you might set up a detail code for INVCK (Open Invoices by Check) or INVEFT (Open Invoices by EFT).

Using the previous examples, the Cash Forecast Analysis form and the Cash Forecast Report would appear as follows:

Incoming Cash

Open Invoices

Invoices by EFT

1.1110.FIB

Invoices by Check

1.1110.BEAR

You must set up rules, which include information such as bank account numbers, for detail cash type codes, but not for heading cash type codes.

Setting Up Cash Type Rules

After you set up cash type codes, you must set up rules that correspond to the cash type codes for detail row descriptions in UDC 09/CT. You do not set up rules for the cash type codes for headings.

The system uses the detail cash type rules to retrieve data from your Accounts Receivable, Accounts Payable, and General Accounting systems to use for cash forecast analysis.

For each detail code, you specify the system to which the cash type rule applies. The requirements for a rule depend on the system. For example, cash type rules for detail codes in the General Accounting system require multiple bank accounts, whereas rules for detail codes in the Accounts Receivable and Accounts Payable systems require a single bank account. The system uses these rules to select records from the appropriate detail tables when you refresh your cash flow data.

For each detail code, you can specify a weight factor so that amounts are adjusted for more realistic expectations. For example, for the detail code for open invoices, you would set a weight factor of 80% if you expect about 80% of your open invoices to be paid by the due date. You can also designate a cash type code as active or inactive. When you refresh your cash flow data, the system includes only amounts associated with codes that are active.

Cash type rules are stored in the Cash Type Rules table (F09521).

► To set up cash type rules

From the Cash Forecasting menu (G09319), choose Cash Type Rules Setup.

1. On Work with Cash Type Rules, click Add.
2. On Revise Cash Type Rule, turn on one of the following options:

- A/R
- A/P
- G/L

3. Complete the following fields:

- Cash Type

If you enter a cash type that is specifically for a heading (a code with the special handling field equal to 10 in UDC 09/CT), the system issues an error message. You do not set up rules for headings.

- Node Currency
- Weight Factor

4. Turn on the following options, if applicable:

- Active Status
- Past Due Cash Type

This option does not appear for G/L cash type rules.

5. Do one of the following:

- For A/R cash type rules, click the A/R tab and continue to step 6.
- For A/P cash type rules, click the A/P tab and continue to step 6.
- For G/L cash type rules, click the G/L tab and continue to step 10.

A/R Cash Type Rules and A/P Cash Type Rules

PeopleSoft.

Cash Type Rules Setup - Revise Cash Type Rule

OK Cancel Tools

Data Source

☒ A/R ☐ A/P ☐ G/L

Cash Type Open Invoices by Check ☒ Active Status Weight Factor

Node Currency U.S. Dollar ☒ Past Due Cash Type

A/R A/P G/L

Bank Acct No Bear Creek National Bank

Document Type Invoice Payment Instrument

Base Currency U.S. Dollar Originating Module Accounts Receivable

Past Due

Days Past Due - From

Days Past Due - To

Display Mode

☒ Show Past Due Amount in First Date Column ☐ Show Past Due Amount in Past Due Column

The fields that appear on the A/R tab and A/P tab are the same.

6. On Revise Cash Type Rule, complete the following fields:

- Bank Acct No

For Accounts Receivable, enter a specific bank account for the A/R cash type. The system selects only invoices with this bank account.

For Accounts Payable, enter a specific bank account for the A/P cash type. The system selects only vouchers with this bank account. Alternatively, you can enter * for all bank accounts.

- Document Type

To include all document types, enter *.

7. Complete the following fields, if applicable:

- Base Currency
- Payment Instrument
- Originating Module

For A/R, enter a system code (0, 1, 2, 3, 4) from UDC 03B/OS in this field.

For A/P, enter a software module code (P, R, C, M, or L) in this field.

The Originating Module fields for A/R and A/P have different aliases (OMOD and RP3, respectively).

Note

For the Base Currency, Payment Instrument, and Originating Module fields, you can enter * to include all values.

- Days Past Due - From
 - Days Past Due - To
8. For past due cash types only, turn on one of the following options:
- Show Past Due Amount in First Date Column
 - Show Past Due Amount in Past Due Column
9. Click OK.

G/L Cash Type Rules

PeopleSoft.

Cash Type Rules Setup - Revise Cash Type Rule

OK Cancel Tools

Data Source

☐ A/R ☐ A/P ☒ G/L

Cash Type Bank Accounts ☒ Active Status Weight Factor

Node Currency U.S. Dollar

A/R A/P G/L

Beginning Object Account Beginning Subsidiary

Ending Object Account Ending Subsidiary

10. On Revise Cash Type Rule, complete the following fields:

- Beginning Object Account
- Ending Object Account
- Beginning Subsidiary
- Ending Subsidiary

Make sure that you include all bank accounts that apply to a given G/L cash type. If you omit a bank account, the net operating forecast amount for that cash type, which appears on the Cash Forecast Analysis form, will not include that bank account and subsequent opening balances will be incorrect.

Beginning and Ending Subsidiary Fields

Do one of the following to enter values in the Beginning and Ending Subsidiary fields:

- Enter a valid subsidiary in both the Beginning Subsidiary and the Ending Subsidiary fields. For example, 1110.BEAR (beginning object/subsidiary) – 1110.FIB (ending object/subsidiary) includes only the subsidiaries BEAR through FIB.
 - Enter a valid subsidiary in the Beginning Subsidiary field and a * in the Ending Subsidiary field to include all subsidiaries as of a specific beginning subsidiary. For example, 1110.BEAR (beginning object/subsidiary) – 1110.* (ending object/subsidiary) includes all subsidiaries beginning with BEAR.
 - Enter * in the Beginning Subsidiary field and a valid subsidiary in the Ending Subsidiary field to include all subsidiaries through a specific subsidiary. For example, 1110.* (beginning object/subsidiary) – 1.1110.FIB (ending object/subsidiary) includes all subsidiaries through FIB.
 - Enter * in the Beginning Subsidiary and * in the Ending Subsidiary fields to include every subsidiary within an object account. For example, 1110.* (beginning object/subsidiary) – 1110.* (ending object subsidiary) includes all subsidiaries for object account 1110.
-

11. Click OK.

Defining a Cash Forecast Report Structure

After you set up cash type codes and their corresponding rules, you must define the reporting structure, or format, for your cash forecasts. You define a reporting structure by arranging cash type codes into reporting hierarchies within a parent/child tree structure.

The system uses reporting structures to format the Cash Forecast Analysis form (P09522) and the Cash Forecast Report (R095221).

You can set a processing option in the Cash Forecast Report Structures Setup program (P09523) to automatically include the following standard report headings from UDC 09/CT in your report structure:

- Cash Forecast (1_TOTCF)
- Opening Balances (1_BAL)
- Net Operating Forecast (1_NETOP)
- Incoming Cash (1_IN)
- Outgoing Cash (1_OUT)

By including these default headings, you provide a framework in which to add other user-defined heading and detail cash type codes when you define your parent/child tree structure.

Each row in the tree structure corresponds to a heading or detail cash type code in UDC 09/CT (Cash Types), and each cash type code that is not a heading has a cash type rule associated with it. You can add and move cash type codes within the tree structure to define your reporting structure. You can define multiple reporting structures.

Detail cash type codes, which show detail row descriptions such as Checking Accounts, appear under the cash type code in the tree structure. When you expand the tree structure, account data that is selected for the detail cash type code appears below the detail row description. The amounts from detail rows “roll up” into heading rows. For example, amounts from the detail row Checking Accounts might roll up into the heading for Opening Balances.

If you add or move a cash type code to a place within the parent/child tree structure that is not allowed, the system issues a detailed error message. If you revise a cash type rule associated with a detail cash type code, the system issues a warning that the revision will affect all reporting structures that use the rule.

Prerequisites

- ☐ Set up detail cash type codes and, optionally, heading cash type codes in UDC 09/CT
- ☐ Set up cash type rules for detail cash type codes
- ☐ Set the processing option for the Cash Forecast Report Structures Setup program (P09523) to include standard report sections

► To define a cash forecast report structure

From the Cash Forecasting menu (G09319), choose Cash Forecast Rp Structures Setup.

1. On Work with Cash Forecast Reporting Structures, click Add.
2. On Revise Reporting Structure Name, complete the following fields and click OK:
 - Reporting Structure
 - Description
3. On Revise Cash Forecast Reporting Structure, expand the tree structure.

PeopleSoft.

Cash Forecast Rpt Structures Setup - Revise Cash Forecast Reporting Structure

Find Form Row Tools

Reporting Structure TYPE 1 Corporate

Delete Node Add Node

Records 1 - 6

Reporting Structure:

- Corporate
 - Cash Forecast
 - Opening Balances
 - Net Operating Forecast
 - Incoming Cash
 - Outgoing Cash

Save Close Cancel

If you set the processing option to include standard report selections, the system displays the cash type codes for headings (UDC 09/CT) in hierarchical order.

4. To add a detail cash type code to the existing report structure, choose the node where you want the code to exist and click Add Node.

For example, to add the cash type code for Open Invoices by Check to the heading code Incoming Cash, choose Incoming Cash.

PeopleSoft®

Cash Forecast Rpt Structures Setup - Select Cash Type UDC

Find Close Form Row Tools

Parent Cash Type

1_IN Incoming Cash

Child Row Type

☒ Detail ☐ Heading

Records 1 - 10 ☒ Customize Grid ☐

	Code	Description	Special Handling
<input type="radio"/>	BANK	Bank Accounts	0
<input type="radio"/>	CD	Certificates of Deposit	0
<input checked="" type="radio"/>	INVCK	Open Invoices by Check	0
<input type="radio"/>	INVCK07	Inv fm Ck Past Due 1-7 days	0
<input type="radio"/>	INVCK14	Inv fm Ck Past Due 8-14 days	0
<input type="radio"/>	INVEFT	Open Invoices by EFT	0
<input type="radio"/>	INVEFT07	Inv EFT Past Due 1-7 days	0
<input type="radio"/>	INVEFT14	Inv EFT Past Due 8-14 days	0
<input type="radio"/>	SAV	Savings Accounts	0
<input type="radio"/>	VOUCK	Open Vouchers by Check	0

OK Cancel

5. On Select Cash Type UDC, turn on one of the following options and click Find:
 - Detail
 - Heading
6. In the detail area, scroll down, if necessary, and choose the row that corresponds to the code that you want to add.

7. Click OK to update the database.
8. On Revise Cash Forecast Reporting Structure, click Find to refresh the data.
9. To move (cut and paste) a node, choose the node and click the scissors icon to cut it.
10. Choose the node where you want to place the node (from step 9) and click the paste icon.
11. Expand the tree structure to view the node that you moved and its children.
12. Click Save to update the database.
13. On Revise Cash Forecast Reporting Structure, continue to add, delete, or move nodes until your structure is complete.

If you add or move a cash type code to a place within the parent/child tree structure that is not allowed, the system issues an error message.
14. Complete the following steps, as necessary:
 - To revise a cash type code without exiting the program, complete steps 15–16
 - To review multiple cash type codes within the reporting structure, complete steps 17–18.
 - To revise multiple cash type codes within the reporting structure, complete steps 17–20.
15. On Revise Cash Forecast Reporting Structure, choose a detail cash type and then choose Cash Type Rule from the Row menu.
16. On Revise Cash Type Rule, change the fields as necessary and click OK.
17. On Revise Cash Forecast Reporting Structure, to review or revise multiple cash type codes within a specific reporting structure, choose Rules for Rpt Struc from the Form menu.
18. On Revise Reporting Structure Cash Type Rules, turn on the Data Source option for one of the following groups of cash types and click Find:
 - All
 - A/R
 - A/P
 - G/L

Use the Revise Reporting Structure Cash Type Rules form to review multiple cash type rules for a group in a reporting structure and verify that the rules do not have overlapping G/L accounts, that the A/R and A/P bank account numbers are accurate, and so on.
19. To revise multiple cash type codes for a group within a specific reporting structure, enter a new value in the QBE row and click OK.
20. On the Message form, click OK to accept the revision.

Caution

If you change criteria for a cash type rule in this reporting structure, the criteria is changed for all reporting structures that use this cash type rule.

Processing Options for Cash Forecast Report Structures Setup (P09523)

Default Tab

1. Standard Report Sections

Use this processing option to specify whether the system includes the following report headings from UDC 09/CT (Cash Types) for your cash forecast reporting structure:

- o Cash Forecast (1_TOTCF)
- o Opening Balances (1_BAL)
- o Net Operating Forecast (1_NETOP)
- o Incoming Cash (1_IN)
- o Outgoing Cash (1_OUT)

You can add detail cash type codes to these headings when you define your cash forecast reporting structure.

Valid values are:

1

Add report headings.

Blank or Zero

Omit report headings.

Refreshing Cash Forecast Data

From the Cash Forecasting menu (G09319), choose Refresh Cash Forecast Data.

You must refresh the data in the Cash Forecast Data table (F09522) so that you have the most current information available when you analyze and forecast amounts for your cash accounts using the Cash Forecast Analysis program (P09522). You can refresh your data for a fiscal period as well as daily or weekly.

When you run the Refresh Cash Forecast Data program (R00522), you specify in the processing options a based-on date and the future number of days in which to create cash forecast data. The system then calculates the ending date. You also specify a version for each of the following three programs:

- Extract A/R Cash Forecast Data (R03B522)
- Extract A/P Cash Forecast Data (R04522)
- Extract G/L Cash Forecast Data (R09522)

These extraction programs perform the following tasks:

- Retrieve active cash type rules for A/R, A/P, and G/L from the Cash Type Rules table (F09521)
- Extract cash forecast detail from the following tables:
 - Customer Ledger (F03B11)
 - Accounts Payable Ledger (F0411)
 - Account Ledger (F0911)
- Refresh F09522 table with new cash forecast records

For each cash type, the Refresh Cash Forecast Data program refreshes the F09522 table with summarized amounts for active cash types by bank account and due date. If more than one bank account or due date meets the selection criteria for a cash type, the program produces multiple summarized amounts. For each unique bank account ID in the F09522 table, the Refresh Cash Forecast Data program creates a record in the Cash Forecast Bank Accounts table (F09525). The system accesses information in the F09525 table if you use the search button to locate a bank account number on the Cash Forecast Analysis form. If no bank accounts exist in the F09525 table, the system accesses information in the Account Master table (F0901) instead.

You can set a processing option to purge existing cash forecast records for prior based-on dates. The system purges the data in the F09522 table before it refreshes the table with the new cash forecast data.

Note

If you make changes to your data and need to run the Refresh Cash Forecast Data program more than one time in a given day, you must run the Purge Cash Forecast Data program (R09522B) from menu G09319 before you run the refresh program again. If you do not, the program issues the following error message:

Record already exists in F09522 for based on date. Please purge the records for this date using Purge Cash Forecast Data (R09522B) and then run the refresh.

Extract A/R Cash Forecast Data and Extract A/P Cash Forecast Data Programs

The Extract A/R Cash Forecast Data program extracts open invoices with amounts that are not equal to 0, pay status A (approved), and a posted code D (posted) for active A/R cash type rules from the F03B11 table. The Extract A/P Cash Forecast Data program extracts open vouchers with amounts that are not equal to 0 and a pay status that is not equal to P (paid) for active A/P cash type rules from the F0411 table.

To determine which open invoices and vouchers to include in your cash forecast data, the system uses processing options for the beginning and ending dates. You specify the beginning date in the Based On Date processing option. Based on the value that you specify for the Future Number of Days processing option, the system calculates the ending date. Invoices and vouchers with due dates that are between the beginning and ending dates are included in your cash forecast data.

Depending on whether a cash type has the Past Due option activated, the system does one of the following:

- If a cash type has the Past Due option activated, the program chooses due dates that are less than the based-on date specified in a processing option as follows:

The program adjusts the based-on date by the negative beginning number and the negative ending number of past due days to derive the most recent past due date and the oldest past due date, respectively. The program selects transactions with due dates that are less than or equal to the most recent past due date as well as transactions that are greater than or equal to the oldest past due date and writes new A/R and A/P cash forecast records to the F09522.

- If a cash type does not have the Past Due option activated, the program chooses due dates that are greater than or equal to the based-on date specified in a processing option and less than or equal to the ending date and writes new A/R and A/P cash forecast records to the F09522.

The extraction programs take a conservative approach to cash forecasting. The Extract A/P Cash Forecast Data program does not include estimated discounts.

Extract G/L Cash Forecast Data Program

The Extract G/L Cash Forecast Data program extracts posted account balances from the F0911 and F0902 tables for each account that is associated with an active G/L cash type rule. It does not include non-posting accounts or inactive accounts. The program increases the based-on date in a processing option by one day to derive an adjusted date and then retrieves balances for the cash type rules using that adjusted date. Then the program refreshes the F09522 table with new G/L cash forecast records using the adjusted date.

The program repeats this process until it has written records for the bank accounts for all days greater than or equal to the based-on date and all days less than or equal to the ending date. Then, the program resets the adjusted date to the based on date and repeats the process for the next G/L cash type. If the program finds an account with a zero balance, it writes the zero balance to the F09522 table for that date.

Processing Options for Refresh Cash Forecast Data (R00522)

Process Tab

1. Based On Date

Blank = Today's date

Use this processing option to specify the based on date for which to create cash forecast data in the Cash Forecast Data table (F09522). If data for the based on date already exists in the F09522 table, use the Purge Cash Forecast Data program (R09522B) to purge the existing data before you create new cash forecast data. If you leave this processing option blank, the system uses today's date for the based on date.

2. Future Number of Days

Blank = 7 calendar days

Use this processing option to specify the future number of days in which to create cash forecast data. For example, if you specify 10, the system creates cash forecast data from (and including) the based on date through the next 9 calendar days. If you leave this field blank or specify 0, the system creates cash forecast data from (and including) the based on date through the next 6 calendar days.

Version Tab

1. A/R Cash Forecast Data Extraction Version (R03B522)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Extract A/R Cash Forecast Data program (R03B522). If you leave this processing option blank, the system uses version ZJDE0001.

2. A/P Cash Forecast Data Extraction Version (R04522)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Extract A/P Cash Forecast Data program (R04522). If you leave this processing option blank, the system uses version ZJDE0001.

3. G/L Cash Forecast Data Extraction Version (R09522)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Extract G/L Cash Forecast Data program (R09522). If you leave this process option blank, the system uses version ZJDE0001.

Purge Tab

1. Prior Number of Days

Blank or 0 = Do not Purge

Use this processing option to specify the prior number of days in which to begin purging cash forecast records. If you specify 10, all cash forecast records with based on dates prior to 10 days from the based on date will be purged. For example, if the based on date is June 14, all cash forecast records with based on dates June 4 and before will be purged. If you specify 1, all records with based on dates prior to today will be purged. If you leave this field blank or specify 0, no records will be purged.

Analyzing Cash Forecast Information

After you refresh the Cash Forecast Data table (F09522), you can view cash forecast amounts for one bank account or all bank accounts using the Cash Forecast Analysis program (P09522). This program provides both an online inquiry and a report that uses the refreshed data in the F09522 table, as well as the following information:

- The report structure that you defined in the Cash Forecast Reporting Structures table (F09523)
- The rules that you set up for active cash types in the Cash Type Rules table (F09521)
- The bank account number in the Cash Forecast Bank Accounts table (F09525)

The summarized amounts on the Cash Forecast Analysis form and the Cash Forecast Report (R095221) correspond to the based on date that you refreshed your data. You can view the summarized amounts by day, week, or period.

If you set up cash type rules for past-due items, the system displays the past-due amounts in a separate column or combined with the amounts in the first date column, according to the rules. If you choose, you can hide the Past Due Exclusions column and amounts. If you specify a weight factor for cash type rules, you can optionally view amounts with the weight factor adjustments applied to the actual amounts.

The contents of the Cash Forecast Analysis form and the Cash Forecast Report are basically the same. The report prints all detail information as if the tree structure on the Cash Forecast Analysis form is expanded at all levels, regardless of whether all levels are expanded. If the Hide Past Due Column option on the form is turned on, the report does not include past due cash types. You can print the report from the Cash Forecast Analysis form by choosing Print from the Report menu. The report retrieves information from the Cash Forecast Detail table (F09UI017).

Note

If a bank account is not assigned to an active G/L cash type rule and you refresh the F09522 table, you will receive the warning message *G/L Cash Type Rule Not Found for [Account]* on the Cash Forecast Analysis form after you click Find. The net operating carryover amount for that cash type will not include the bank account, and subsequent opening balances on the Cash Forecast Analysis form will be incorrect.

To correct the problem, use the Cash Type Rules Setup program (P09521) and do one of the following:

- Add the bank account to the account range for an existing G/L cash type rule
- Set up a new G/L cash type rule for the bank account

Then rerun the Refresh Cash Forecast Data program (R00522). Access the Cash Forecast Analysis form again. The net operating carryover amount will include the bank account, and subsequent opening balances will be correct.

Prerequisites

- ☐ Run the Refresh Cash Forecast Data program (R00522) to update the Cash Forecast Data table (F09522)

- ❑ In the processing option for Cash Forecast Analysis (P09522), specify the name of the reporting structure in which you want to view cash analysis information

► **To analyze cash forecast information**

From the Cash Forecasting menu (G09319), choose Cash Forecast Analysis.

1. On Cash Forecast Analysis, complete the following fields:

- Based On Date
- Bank Acct No

If you use the search button for this field to locate an account, the system accesses the bank accounts associated with all G/L cash type rules in the Cash Forecast Bank Accounts table (F09525). If no bank accounts exist in the F09525 table, the system accesses the information in the Account Master table (F0901) instead.

- Beginning Date
- Ending Date

2. Turn on the following options, if applicable:

- Apply Weight Factors
- Hide Past Due Column

3. Choose one of the following time period options and click Find:

- Day
- Week
- Period

The processing time required to display information on this form depends on the amount of data in the Cash Forecast Data table (F09522).

PeopleSoft.

Cash Forecast Analysis - Cash Forecast Analysis

Find Close Form Row Report Tools

Selection Criteria

Based On Date 07/05/05 Base Currency

Bank Acct No 1.1110.BEAR Bear Creek National Bank

Options - Display

☐ Apply Weight Factors

☐ Hide Past Due Column

Date Range - Display

Beginning Date 06/30/05 Ending Date

Time Period - Display

☒ Day ☐ Week ☐ Period

Records 1 - 7

Cash Forecast Analysis:	Past Due Exclusions	Thursday 6/30/2005	Friday 7/1/2005	Saturday 7/2/2005
+				
- Cash Forecast		80,184.91	80,184.91	80,184.91
- Opening Balances			80,184.91	80,184.91
- Bank Accounts			80,184.91	80,184.91
- Net Operating Forecast		80,184.91		
- Incoming Cash		55,126.41		
- Outgoing Cash		25,058.50		

Processing Options for Cash Forecast Analysis (P09522)

Display Tab

1. Reporting Structure (Required)

Use this processing option to specify the reporting structure that the system uses to display information in the Cash Forecast Analysis program (P09522). The reporting structure must exist in the Cash Forecast Reporting Structures table (F09523). A value for this processing option is required; do not leave it blank.

2. Number of Columns Blank = 7 Columns

Use this processing option to specify the number of date period columns (up to a maximum of seven, the default) to display on the Cash Forecast Analysis form. If specified in the Setup Cash Type Rules program (P09521), a Past Due column is displayed for past due items.

3. Revaluation Currency Blank = System Currency

Use this processing option to specify the revaluation currency to use to display amounts on the Cash Forecast Analysis form. The currency code must exist in the Currency Codes table (F0013). If you leave this processing option blank, the system uses the currency code for company 00000 from the Company Constants table (F0010).

4. Company for Fiscal Date Patterns Blank = Company 00000

Use this processing option to specify the company to use to retrieve the fiscal date pattern to calculate cash forecast amounts when the Time Period option in the Cash Forecast Analysis program (P09522) is set to (accounting) period. If you leave this processing option blank, the system uses the fiscal date pattern and the fiscal year begin date of company 00000.

Version Tab

1. Cash Forecast Reporting Structures (P09523)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Setup Cash Forecast Reporting Structures program (P09523). If you leave this processing option blank, the system uses ZJDE0001.

2. Cash Forecast Report (R095221)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Cash Forecast Report (R095221). If you leave this processing option blank, the system uses ZJDE0001.

Purging Cash Forecast Records

From the Cash Forecasting menu (G09319), choose Purge Cash Forecast Data.

Ensure that you purge existing data from the Cash Forecast Data table (F09522) before you refresh the table with new cash forecast data.

You can run the Purge Cash Forecast Data program (R09522B) in one of two ways:

- From a menu selection (G09319). Use the processing options to specify the beginning and ending based-on dates on which to purge records.
- From the Refresh Cash Forecast Data program (R00522). Use a processing option to specify the prior number of days in which to purge records. The purge program runs before the Refresh Cash Forecast Data program refreshes the data in the table. When you run the purge program from the refresh program, you can purge records up to one day before the based on date, but not including the based on date.

Note

If you make changes to your data and need to run the Refresh Cash Forecast Data program more than one time in a given day, you must run the Purge Cash Forecast Data program from menu G09319 before you run the refresh program again. The purge program that you run from the menu allows you to specify an ending based on date, whereas the purge program that runs from the Refresh Cash Forecast Data program allows you to purge records only up to one day before the based on date.

Processing Options for Purge Cash Forecast Data (R09522B)

Select Tab

1. Beginning Date to Purge

Use this processing option to specify the beginning based on date in which to purge records in the Cash Forecast Data table (F09522). If you leave this processing option blank, the system purges all records with a based on date prior to the date that you specify in the Ending Date processing option.

2. Ending Date to Purge

Blank = Yesterday

Use this processing option to specify the ending based on date in which to purge records in the Cash Forecast Data table (F09522). If you leave both this processing option and the Beginning Date processing option blank, the system purges all records with a based on date through yesterday.

Allocations

Allocations can serve many purposes, such as distributing expenses, creating annual or periodic budgets, and calculating currency conversions. Use allocations to redistribute amounts from one or more business units to accounts in other business units, or from one ledger type to another.

You can set up model journal entries to work as allocations. Use model journal entries if the amounts change. Use model journal entries or recurring journal entries if the amounts never change.

PeopleSoft provides the following three types of allocations:

- **Recurring journal entries**
Set up a recurring journal entry when you have an entry that recurs on a regular basis.
- **Indexed allocations**
Set up an indexed allocation when you want to allocate amounts from one company or business unit to another or set up either annual or monthly budgets.
- **Variable numerator allocations**
Set up a variable numerator allocation when you want to allocate amounts from one business unit to other business units with a common category code value and to base an allocation on a variable, such as headcount.

The following frequency intervals can be used with all three types of allocations:

- Weekly
- Monthly
- Quarterly
- Semiannually
- Annually

You can create reversing journal entries for accrual accounting or year-to-date performance calculations for all allocations. Companies often reverse allocations to create estimated distributions that will be reversed on the first day of the following period. When you reverse an allocation and process it in final mode, the system reverses the journal entry that was created initially. When you post the allocation journal entry, the system creates the reversing journal entry on the first day of the next accounting period.

When you set up allocations, three different dates affect the allocation methods:

G/L date	The date that determines the accounting period to which the journal entry posts.
Special period/year	The date that determines the source balances for the allocation. The system selects amounts from the Account Balances table (F0902) based on this date if the based-on period or year is different from the current period or year.

Stop date	The date when the allocation becomes ineligible for processing by the computations programs.
------------------	--

For all three types of allocations, the system uses the original document number of an allocation for the journal entries that are created each time that you run the allocation. Even though the journal entries have the same document number, they are not considered duplicates because each journal entry has a different G/L date. You can use the document number to follow the audit trail back to the original allocation.

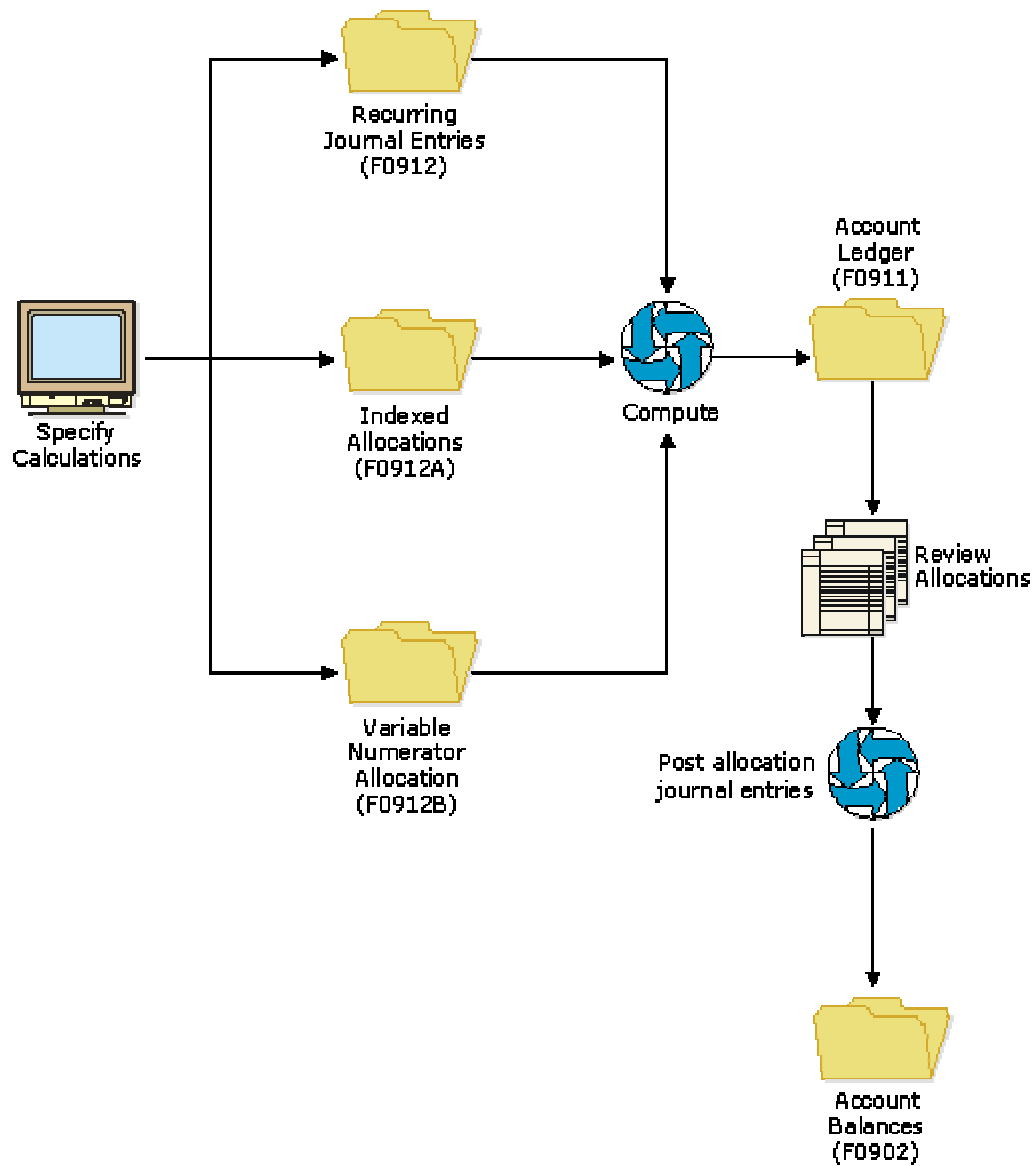
For each type of allocation—recurring journal entries, indexed allocation, and variable numerator allocation—the following three steps are required:

- Setting up allocations
- Reviewing allocations
- Calculating allocations

After calculating allocations, you must review and post the journal entries that the allocation creates.

The following graphic illustrates how an allocation creates journal entries for the AA (actual amounts) ledger:

Journal Entries for AA Ledger Created by Allocation



PeopleSoft recommends that you use document type JA for allocations. All allocations use batch type D.

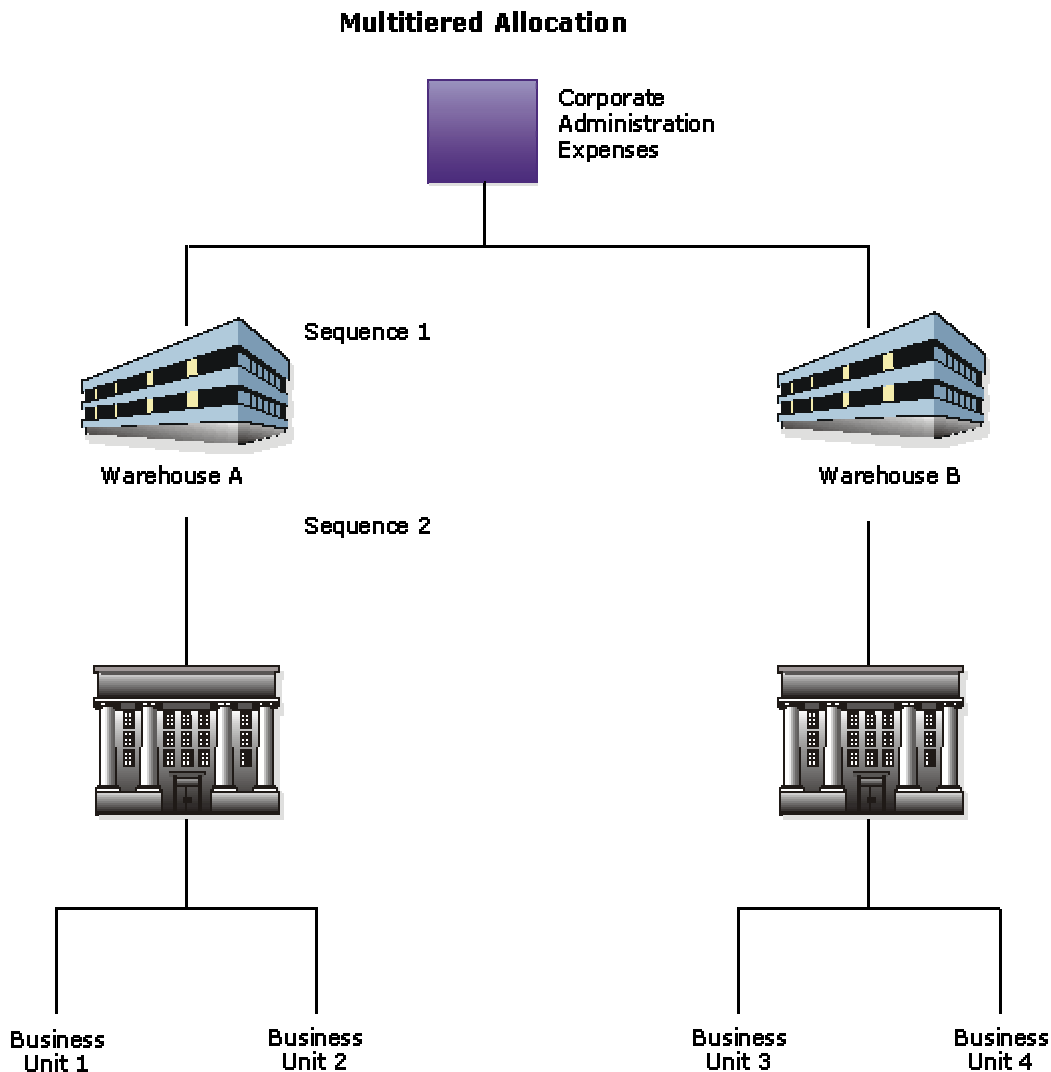
See Also

- ❑ *Model Journal Entries* in the *General Accounting Guide* for more information about how to set up model journal entries to work as allocations

Multitiered Allocations

All allocations can create multiple tiers of allocations (also known as compound or cascading allocations) if you define the calculation sequence. Subsequent calculations use the allocation amounts from previous tiers. You can have up to nine tiers.

The following graphic illustrates multitiered allocations:



This type of multitiered allocation sequence is necessary when both of the following conditions exist:

- All of the corporate costs are passed through the warehouses to the business units.
- Warehouse costs (not just corporate costs) are allocated to the business units.

The system can perform calculations sequentially only if all of the calculations in the sequence use the same type of allocation. For example, if you use an indexed allocation and a variable numerator

allocation, the system cannot perform calculations sequentially. If you want to use different types for sequential calculations, you must compute each calculation separately and in the correct sequence. You must also post each calculation separately prior to computing the next sequential allocation.

Note

When running the compute and print program for multitiered allocations that use the same type of allocation, follow these guidelines:

- Enter the appropriate value in the multitier processing option to include amounts in the totals for multitiered entries.
- Using data selection, specify all allocation document numbers that are part of the tiers.

For example, if documents JA 1000, JA 1001, and JA 1002 compose the tiers of a multitiered, indexed allocation, enter a value of R in the multi-tier processing option and include documents 1000, 1001, and 1002 in data selection of the Indexed Computations Compute & Print program (R093021).

Setting Up Recurring Journal Entry Allocations

Recurring journal entries allow you to redistribute amounts in one or more business units to accounts in other business units. You can redistribute amounts based on a fixed amount, percentage, or units. For example, you can distribute expenses that are categorized as overhead to individual departments.

Note

PeopleSoft recommends that you not change the method of allocation for an existing recurring journal entry from amount to percent or unit. If you need to do so, delete the existing recurring journal entry and add a new one, choosing the percent or unit method of allocation.

You can set up a recurring journal entry using the fixed amount method if you know that the amount of the journal entry will not change. You enter the journal entry once, and then each month (or other desired frequency) the system will create another entry for you with the new G/L date.

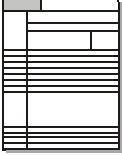
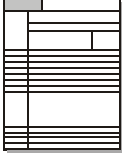
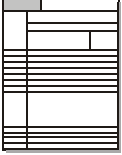
You can also set up a recurring journal entry that is based on percentages rather than a fixed amount. For example, if you know that a piece of equipment is used by several business units, you can distribute the expenses associated with the equipment, such as repairs and depreciation to each business unit, based on the percentage of time that the business unit used the equipment. Each month, the system will calculate the distribution of the repairs and depreciation expenses based on the percentages that you set up.

A third method of setting up a recurring journal entry is the units method. If you know how many units to specify for an account, you can set up each account with the number of units and the system will distribute the amount that you specify based on the units entered. For example, if you want to allocate the administrative costs for the payroll department to various departments based on head count in each department, you can set up a recurring entry with units of head count in each account. When the system calculates the distribution, it will calculate a percentage based on the head count in a business unit divided by the total head count and multiply that percentage by the amount in the account to be allocated.

Batch type D is assigned to recurring journal entries.

The following example shows how you can set up one recurring journal entry and then reuse it each month:

Journal Entry: Set Up and Reuse

JE 1		JE 1		JE 1	
					
G/L Date	6/30/05	G/L Date	7/30/05	G/L Date	8/30/05
Account	Amount	Account	Amount	Account	Amount
Accrued Vacation	1500.00-	Accrued Vacation	1500.00-	Accrued Vacation	1500.00-
Payroll Expense	1500.00	Payroll Expense	1500.00	Payroll Expense	1500.00
Recurring Frequency = MO		Recurring Frequency = MO		Recurring Frequency = MO	

► To set up recurring journal entry allocations

From the Allocations menu (G0923), choose Recurring JE Computation.

1. On Work With Recurring Journal Entries, click Add.
2. On Recurring Journal Entry, complete the following fields on the Option tab:
 - Company
 - Ledger Type
 - G/L Date
 - Stop Date
 - Status Code
 - Explanation
 - Recur Frequency

If you use the percentage or the unit allocation method, the currency for the ledger type or account from which the amount will be distributed must be the same as the currency for the ledger type or business unit company on which the computation is based.
3. If you want to create a reversing journal entry, turn on the following option:
 - Reverse
4. To specify the method for the recurring journal entry allocation, complete the following field:

- Method of Allocation

If you specify either the unit allocation method or the percentage allocation method, the Computations Based On tab is activated.

5. If the Computations Based On tab is activated, complete the following fields:

- Business Unit
- From Obj/Sub
- Thru Obj/Sub
- Rate Factor

The default rate factor is 1.00000000 if you do not complete the field.

- Using MTD, YTD, or Budget(M/Y/B)

You can specify the month-to-date amount, the year-to-date amount, or the budget amount for this account.

- Period

If you leave the Period and Fiscal Year fields blank, the system uses the current period and fiscal year of the company.

- Fiscal Year

The system uses the Business Unit, From Obj/Sub, and Thru Obj/Sub fields to determine which account to base the distribution on.

6. In the detail area, complete the following fields to specify the G/L Distribution, and click OK:

- Account Number
- Amount

Note

If you are using the percentage allocation method, the amount field contains the percentage that you want to allocate to a specific account. If you are using the unit allocation method, the amount field contains the number of units for each account. The amount will be allocated based on a percentage of the number of units of the account over the total number of units. If you are using the percentage allocation method, the percentages do not have to equal 100, but the debits and credits must balance if you have turned on the option that requires ledgers to balance in the Ledger Type Master Setup program (P0025).

Reviewing Recurring Journal Entry Allocations

You should review how you have set up your recurring journal entries before the system calculates the allocations.

When you review recurring journal entries, the system displays information from the Cost Allocations/Flex Budgeting table (F0912).

► **To review recurring journal entry allocations**

From the Allocations menu (G0923), choose Recurring JE Computation.

1. On Work With Recurring Journal Entries, click Find to display all recurring journal entries, or complete any of the following fields in the QBE row to limit your search, and click Find:
 - Document Type
 - Document Number
 - Company
 - Explanation Alpha Name
 - G/L Date
 - Stop Date
 - Based On Ledger Type
 - Status Code
 - Recur Frequency
 - User ID
2. To view the original computation, choose a recurring journal entry and click Select.
3. On Recurring Journal Entry, verify the information.

Calculating Recurring Journal Entry Allocations

From the Allocations menu (G0923), choose Recurring JE Compute & Print.

After you review the recurring journal entries and determine that they are correct, the system can create the entries. Run the Recurring JE Compute & Print program (R09302) to process recurring journal entries.

When you run the program in proof mode, the system generates the Recurring Journal Entry report but does not create any journal entries. This report lists the journal entries that the system will create in the Account Ledger table (F0911) when you run the program in final mode. You can review the report and determine whether to change any information. The report also lists error messages for recurring journal entries that contain errors. The report indicates invalid accounts with ***.

When you run this program in final mode, the system creates journal entries in the F0911 table and advances the G/L date according to the recurring frequency and stop date.

After the system advances the G/L date, the recurring journal entry is ready for future processing.

We recommend that you create different versions of this program for recurring frequencies, specific companies, and specific document types. This approach enables you to include specific groups of recurring journal entries.

After you run this program in final mode, you must review and post the journal entries.

See Also

- ❑ *Reviewing Allocation Journal Entries* and *Posting Allocation Journal Entries* in the *General Accounting Guide* for more information about how to review and post an allocation

Prerequisite

- ❑ Set up next year's date pattern so that the program advances the dates correctly.

Processing Options for Recurring JE Compute & Print (R09302)

Thru Date

1. Enter the "Thru Date" for the allocations included. If left blank, the current date will be used.

ThruDate

Mode

1. Enter the mode the calculations and update are to be processed in:

'1' = Proof mode with report

'2' = Final mode to create transactions.

ProcessMode

Data Selection for Recurring Journal Entries Compute & Print (R09302)

Specify the journal entries that you want to include by document numbers and recurring frequencies.

See Also

- ❑ *Setting Up Ledger Types Rules for General Accounting* in the *General Accounting Guide* for more information about how to specify that a ledger is required to balance

Setting Up Indexed Allocations

Indexed allocations allow you to redistribute amounts from one business unit or range of business units to another business unit or range of business units. Indexed allocations are the most flexible and most commonly used allocation method because of their copy feature. For example, you can copy this year's actual amounts to next year's budget. You can also use indexed allocations for the following purposes:

- To distribute expenses categorized as overhead among business units or companies in your organization
- To allocate from one company to another

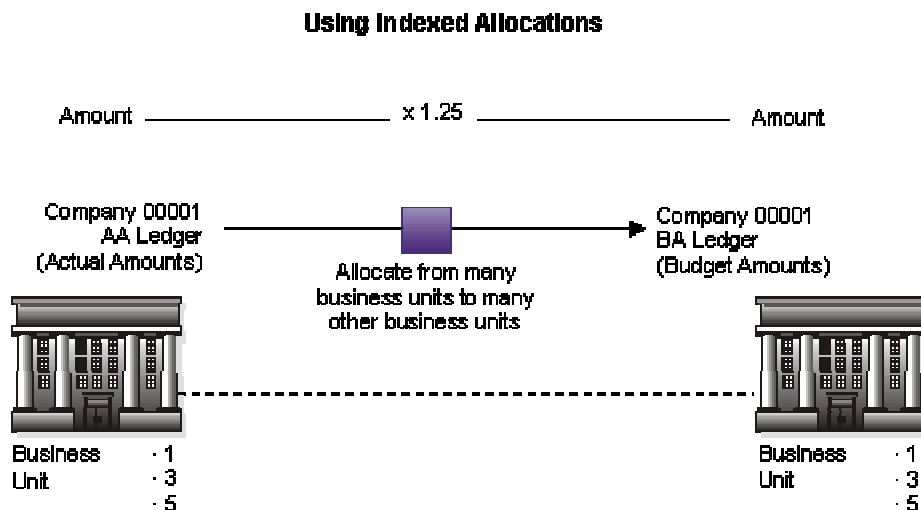
- To multiply by a positive or negative factor before allocating
- To take actual amounts, multiply by a certain percentage, and allocate the amounts to the budget ledger
- To allocate a budget amount to another account
- To allocate to or zero out the budget fields (BORG, BREQ, BAPR)
- To set up either annual or monthly budgets
- To zero out accounts
- To create allocations transaction-by-transaction in the Account Ledger table (F0911) or directly update account balances in the Account Balances table (F0902)

The system maintains indexed computations in the Index Computation Entry File table (F0912A).

You can apply an index, or rate, to the balance of an account or a range of accounts. The system distributes the resulting balance to another account, period, and ledger or to a range of accounts, period, and ledger.

If you want to create a budget using indexed allocations, use the balance method and complete the budget fields in the detail area of the Allocations - Index Computations form.

The following graphic shows how you can use indexed allocations to allocate amounts from the actual ledger to the budget ledger to create a budget:



Example: Indexed Allocations

In the following example, the system takes the end-of-year balances in the AA (actual amounts) ledger in accounts 6110 through 6320 and multiplies each by 1.1 (a 10 percent increase over the current year's balance). The results are placed in the same account numbers in the BA (budget amounts) ledger for the following year.

YTD account balance	50,000
Index or rate	1.1
Budget to be distributed for next year	55,000

► **To set up indexed allocations**

From the Allocations menu (G0923), choose Indexed Computations

1. On Work With Indexed Computations, click Add.

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Indexed Computations - Allocations - Index Computations

OK Delete Cancel Row Tools

Doc Type/No JA 1066 Company 00001 ☐ Reverse

G/L Date 06/30/05 Explanation Allocate Advertising Expense

Recur Frequency MO Posting Sequence Stop Date

Contra/Clearing Account 9.8605 Advertising

Computations Based On **Specific Date** **Status Code** **Method**

☒ Period to Date ☐ Special Period ☒ Approved ☒ Balances

☐ Year to Date ☐ Fiscal Year ☐ On Hold ☐ Transaction

☐ Update

Records 1 - 4

	From Bus. Unit	From OBJ	Thru OBJ	From LT	Rate Factor	TO Bus. Unit	TO OBJ	TO LT	Explanation-Remark-
<input type="checkbox"/>	9	8605	8605	AA	0.35000000	3	8605	AA	Allocate Advertising Expense
<input type="checkbox"/>	9	8605	8605	AA	0.20000000	4	8605	AA	
<input type="checkbox"/>	9	8605	8605	AA	0.15000000	5	8605	AA	
<input type="checkbox"/>									

2. On Allocations - Index Computations, complete the following fields:
 - Company
 - G/L Date
 - Explanation
 - Recur Frequency
3. If you want to create a reversing journal entry, turn on the following option:
 - Reverse
4. Complete the following optional fields:
 - Doc Type/No
 - Stop Date

5. If you are using multitiered allocations, complete the following field:
 - Posting Sequence
6. If you are allocating to the AA ledger type or to another ledger type that is required to balance, complete the following field:
 - Contra/Clearing Account

You must specify a contra/clearing account if the ledger is required to balance.
7. To specify whether the system should base computations on period-to-date amounts or year-to-date amounts, turn on one of the following options:
 - Period to Date
 - Year to Date
8. If you are not using the current period, complete the following fields:
 - Special Period
 - Fiscal Year
9. To specify whether the allocation should be approved or on hold, turn on one of the following options:
 - Approved
 - On Hold

The system creates journal entries and updates accounts only for allocations with an approved status.
10. To specify the method for how the system should create allocation journal entries, turn on one of the following options:
 - Balances
 - Transaction
 - Update
11. To set up the indexed allocation basis, complete the following fields:
 - From Bus. Unit

To include all business units in a specific company, enter *XXXXXX, where XXXXX equals the company number. For example, to include all business units in company 00001, enter *00001 in this field.

 - From OBJ
 - Thru OBJ
 - From LT
 - Rate Factor
12. Complete the following optional fields for the indexed allocation basis:

- From SUB
- Thru SUB

To include all subsidiaries, leave the From SUB field blank, and then in the Thru SUB field, enter either 99999999 or ZZZZZZZZ, depending on your database. See your system administrator to determine whether you should enter 99999999 or ZZZZZZZZ.

- From Subldgr Type
- From Subledger
- From Budget Code

13. To set up the G/L distribution, complete the following fields:

- TO Bus. Unit
- TO OBJ
- TO LT

14. Complete the following optional fields for the G/L distribution:

- Explanation -Remark-
- To SUB
- To Subldgr Type
- To Subledger
- To Budget Code
- Budget Year

You can use * in the To Subledger field to carry the subledger in the From OBJ field to the Thru OBJ field. The TO OBJ field must also contain *.

15. Click OK.

Reviewing Indexed Allocations

After you set up your indexed allocation calculations, you should review them to ensure that they are accurate before the system calculates them.

When you review indexed allocations, the system displays information from the Index Computation Entry File table (F0912A).

► To review indexed allocations

From the Allocations menu (G0923), choose Indexed Computations.

1. On Work With Indexed Computations, click Find to display all indexed allocations, or complete any of the following fields in the QBE row, and then click Find:
 - Do Ty

- Document Number
 - Co
 - G/L Date
 - Fq
 - M/ Y
 - Method Alloc.
 - Explanation
 - Stat Code
 - User ID
2. To view the original calculation, choose an allocation and click Select.
 3. On Allocations - Index Computations, verify the information.
 4. Choose a row in the detail area and choose Details from the Row menu.
 5. On Indexed Computations - Detail, verify the information.

Calculating Indexed Allocation Amounts

From the Allocations menu (G0923), choose Indexed Computations Compute & Print.

After you review the indexed allocations and determine that they are correct, the system can calculate them. You can run the Indexed Computations Compute & Print program (R093021) in proof or final mode.

When you run the Indexed Computations Compute & Print program in proof mode, the system prints a report displaying the entries that it will create in final mode. Review the report to determine whether you need to make any changes to the allocation before running the program in final mode.

When you run the Indexed Computations Compute & Print program in final mode, the system does the following:

- Reads balances or transactions (depending on the method) from one or more accounts.
- Multiplies each balance or transaction by the specified rate index.
- Creates journal entries in the Account Ledger table (F0911) with batch type D. If the balance method is used, the journal entries distribute the results to another account or range of accounts. If the transaction method is used, the system creates journal entries in a one-to-one ratio with the transactions that it reads.
- Calculates an offset to balance the resulting journal entries, if needed, and distributes it to a contra/clearing account.
- Increases the G/L date incrementally according to the recurring frequency in the allocation, which ensures that the allocation is ready for future processing.
- Updates balances only in the Account Balances table (F0902) for ledger types other than AA if Method U is being used.

- Prints the Indexed Computations Journal report. This report lists detailed allocation information and errors, such as invalid accounts and entries posted before cutoff (PBCO).

The report contains the following abbreviated column headings:

- LT - Ledger Type
- Do Ty - Document Type

The report can also contain the following abbreviated column headings:

- BF - Budget From
- BT - Budget To

The report lists invalid accounts with ***.

After you run this program in final mode, review and post the journal entries.

PeopleSoft recommends that you create different versions of this program for various recurring frequencies and for specific companies and specific document types. This allows you to include specific groups of allocations.

- ❑ Before you run the program with multitiered calculations, verify that the posting sequence numbers on the Allocations - Index Computations form are correct so that the allocations run in the required order.

Processing Options for Indexed Computations Compute & Print (R093021)

Mode

1. Enter the mode the calculations and update are to be processed in:

1 = Proof mode with report

2 = Final mode to create transactions

Audit Trail

1. Enter a '1' to print an audit trail of all transactions or accounts supporting each entry. Default of blank will print the journal entries only.

Print Audit Trail:

Include Alloc

1. Enter the "Thru Date" for the allocations included. If left blank, the date that the allocation is processed will be used.

Thru Date:

Multi-tier

1. Enter an 'R' to include the amounts from transactions created in this batch in totals for multi-tiered entries. Default of blank will include only posted transactions created previous to this batch.

Multi-Tier Processing:

Explanations

1. Enter a '1' to cause the first description on new transactions to be moved from the detail transaction the calculation is based on. Leave blank to move the specification first description.

Note: This option applies to 'T' method allocations only.

Journal Entry Explanations:

Errors

1. Error Processing

1 = Print errors on report

Blank = Send errors to Work Center

(Default)

Log Warnings

1. Warning Processing

1 = Suppress warnings

Blank = Log all errors and warnings

(Default)

Data Sequence for Indexed Computations Compute & Print

Do not change the data sequence provided in the demo version of this program.

Setting Up Variable Numerator Allocations

Variable numerator allocations are the least flexible but the most dynamic method of allocations. Using variable numerator allocations, you can do the following:

- Allocate amounts from one business unit to other business units with a common category code value

This feature is unique to variable numerator allocations.

- Base an allocation on a variable, such as head count, square footage, or percentage of use

The allocation percentages change automatically as the variable changes. This feature is also unique to variable numerator allocations.

- Set up budget amounts

The system calculates variable numerator allocations by computing percentages that are applied to the balance of an account or range of accounts. The system allocates amounts to only one specific object account. However, you can allocate to a range of subsidiaries and subledgers for that object account if you set up the Based On definition appropriately. You can specify accounts by business unit category code instead of by business unit/account range.

The percentages represent fractions of the total of the balances in the accounts that you specify. The balance total is the denominator, and the individual account balances are the numerators of the fractions.

The system calculates variable numerator allocations by performing the following processes in the order specified:

- Gathers balances from a range of accounts (the Based Upon accounts)
- Computes the percentage of the total for each account balance
- Applies the appropriate percentage to the balance of an account or range of accounts (the Allocate accounts)
- Creates journal entries to distribute the resulting amounts to a specific account (the Apply To account) within multiple business units
- Calculates an offset amount (if needed) to balance the resulting journal entries and distributes it to the contra/clearing account that you specify

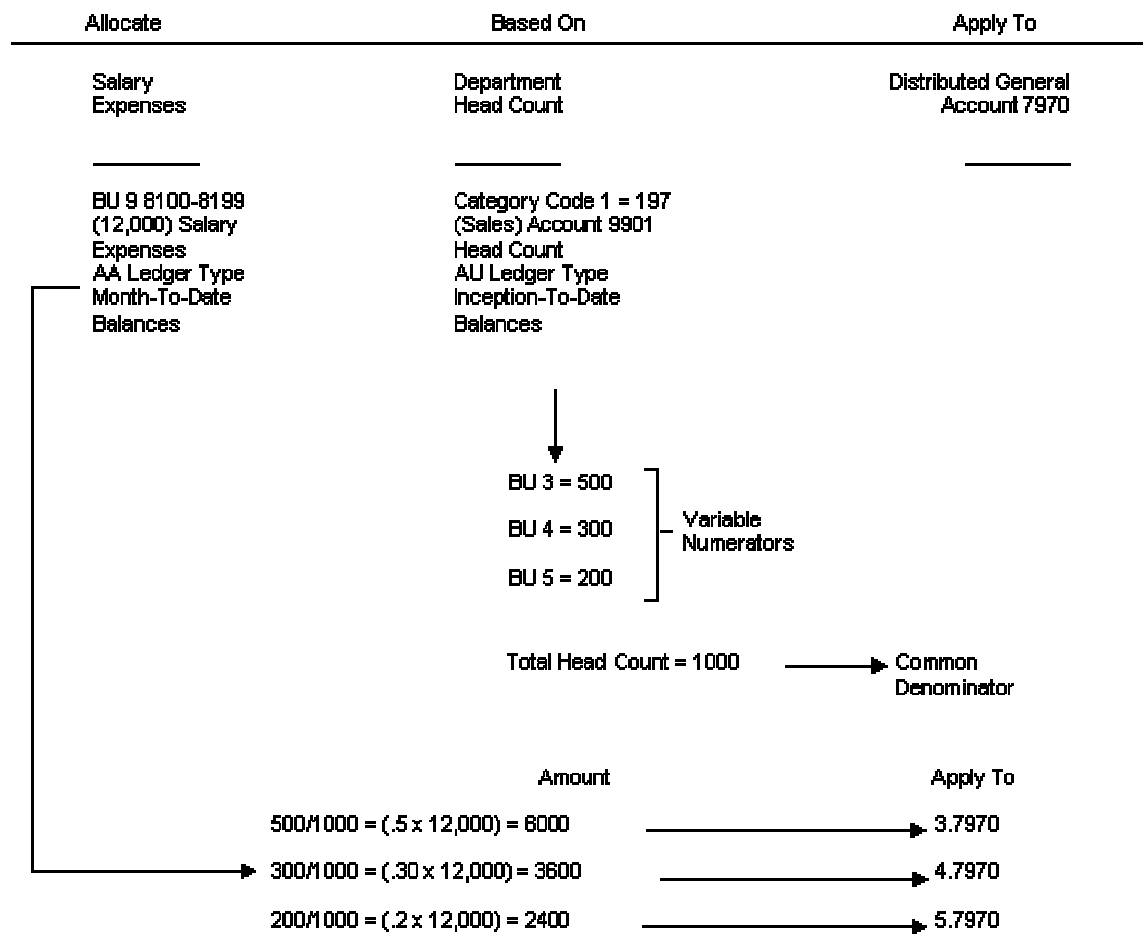
The system stores the computation specifications in the Variable Allocation File table (F0912B).

The system assigns batch type D to variable numerator allocations.

Example: Variable Numerator Allocations

In this example, you allocate a year-to-date salary expense amount (12,000) to several business units (BU). You want to base the allocation amount for each business unit on the number of people in the business unit compared with the total number of people in the department.

Allocating An Expense Account



► To set up variable numerator allocations

From the Allocations menu (G0923), choose Variable Numerator.

1. On Work With Variable Numerator, click Add.

PeopleSoft®

Variable Numerator - Specify Variable Numerator Computation

OK Cancel Tools

Doc Type/Number JA 3150 Company 00001 Financial/Distribution Co...

Identification Specifications

G/L Date 07/31/05 ☐ Reverse

Explanation Salary and Benefits Allocation

Contra/Clearing Account No. 9.8799 General Contra/Clearing A...

Type/Subledger

Stop Date

Rate Factor 1.00000000

Recur Frequency MO Monthly

Posting Sequence

Status

☒ Approved

☐ Hold

2. On Specify Variable Numerator Computation, complete the following fields:

- Doc Type/Number
- Company

3. On the Identification tab, complete the following fields:

- G/L Date
- Explanation
- Contra/Clearing Account No.

You must specify a contra/clearing account if the ledger is required to balance.

- Rate Factor
- Recur Frequency
- Posting Sequence

Use the posting sequence field for multitiered allocations. The allocations are posted in the order that you specify.

4. Complete the following optional fields:

- Type/Subledger

- Stop Date
- To specify that the system create reversing journal entries for this allocation, turn on the following option:
 - Reverse
 - To specify whether the status of the allocation is approved or on hold, turn on one of the following options:
 - Approved
 - Hold

The Variable Numerator Compute & Print program (R093022) creates journal entries and updates accounts for only allocations with an approved status.

PeopleSoft®

Variable Numerator - Specify Variable Numerator Computation

OK Cancel Tools

Doc Type/Number JA 3150 Company 00001 Financial/Distribution Co...

Identification Specifications

ALLOCATE (source)	BASED UPON (ratio)
From Business Unit <input type="text" value="g"/>	Code Number <input type="text" value="01"/> AND Value <input type="text" value="197"/>
OR Code Number <input type="text"/> AND Value <input type="text"/>	Object - From <input type="text" value="9901"/> Thru <input type="text" value="9901"/>
Object - From <input type="text" value="8100"/> Thru <input type="text" value="8199"/>	Subsidiary - From <input type="text"/> Thru <input type="text"/>
Subsidiary - From <input type="text"/> Thru <input type="text"/>	Subledger Type <input type="text"/>
Subledger Type <input type="text"/>	Subledger - From <input type="text"/> Thru <input type="text"/>
Subledger - From <input type="text"/> Thru <input type="text"/>	Ledger Type <input type="text" value="AU"/>
Ledger Type <input type="text" value="AA"/>	Special Period/Yr <input type="text"/> <input type="text"/>
Special Period/Yr <input type="text"/> <input type="text"/>	
Amounts to Use <input checked="" type="radio"/> MTD <input type="radio"/> YTD <input type="radio"/> ITD	Amounts to Use <input type="radio"/> MTD <input type="radio"/> YTD <input checked="" type="radio"/> ITD
APPLY TO (destination) Object <input type="text" value="7970"/> Subsidiary <input type="text"/> Type/Subledger <input type="text"/> <input type="text"/> Ledger Type <input type="text" value="AA"/>	

- On the Specifications tab, complete any of the following Allocate (source) fields:
 - From Business Unit
 - OR Code Number
 - AND Value
- Complete the following fields in the ALLOCATE (Source) area of the form:
 - Object - From

- Thru
 - Ledger Type
9. Complete the following optional fields:
- Subsidiary - From
 - Thru
- To include all subsidiaries, leave the Subsidiary - From field blank, and then in the Subsidiary Thru field, enter either 99999999 or ZZZZZZZZ, depending on your database. See your system administrator to determine whether you should enter 99999999 or ZZZZZZZZ.
- Subledger - From
 - Thru
 - Subledger Type
10. Complete the following Allocate (source) field if you are not using the current period:
- Special Period/Yr
11. Turn on one of the following options to select the amounts to use:
- MTD
 - YTD
 - ITD
12. Complete the following fields in the BASE UPON (ratio) area of the form:
- Code Number
 - AND Value
 - Object - From
 - Thru
 - Subsidiary - From
 - Thru
- To include all subsidiaries, leave the Subsidiary - From field blank, and then in the Subsidiary Thru field, enter either 99999999 or ZZZZZZZZ, depending on your database. See your system administrator to determine whether you should enter 99999999 or ZZZZZZZZ.
- Subledger - From
 - Thru
 - Subledger Type
 - Ledger Type

13. Complete the following field in the BASED UPON (ratio) area of the form if you are not using the current period:

- Special Period/Yr

14. Turn on one of the following options to select the amounts to use:

- MTD
- YTD
- ITD

15. Complete the following fields in the APPLY TO (destination) area of the form:

- Object
- Subsidiary
- Type/Subledger

Enter * if you want the records specified in the APPLY TO (destination) area of the form to be loaded with the subledger and subledger type that were specified in the BASED UPON (ratio) area of the form.

- Ledger Type

16. Click OK.

Reviewing Variable Numerator Allocations

You should review how you set up the allocation before the system calculates the allocation.

When you review variable numerator allocations, the system displays information from the Variable Allocation File table (F0912B).

► To review variable numerator allocations

From the Allocations menu (G0923), choose Variable Numerator.

1. On Work With Variable Numerator, click Find to display all allocations, or complete any of the following fields in the QBE row to narrow your search, and then click Find:

- Do Ty
- Document Number
- Co
- G/L Date
- Explanation Alpha Name
- Fq
- Stop Date
- R

- Posting Sequence
 - Stat Code
 - User ID
2. To view the original computation specifications, choose an allocation and click Select.
 3. On Specify Variable Numerator Computation, verify the information and click OK.

Calculating Variable Numerator Allocations

From the Allocations menu (G0923), choose Variable Numerator Compute & Print.

After you review the variable numerator allocations and determine that they are correct, the system can calculate them.

Run the Variable Numerator Compute & Print program (R093022) to process allocations and to print the Variable Allocations Journal report.

When you run this program in proof mode, the system prints a report displaying the entries that it will create when you run it in final mode. You should review this report and make any necessary corrections to your allocation before running the Variable Numerator Compute & Print program in final mode. You can set your processing options to have error messages sent to the Work Item Manager (G02), or you can specify that you want the system to display the errors on the report. The word PRELIMINARY appears at the top of the report.

When you run the Variable Numerator Compute & Print program in final mode, the system does the following:

- Creates journal entries in the Account Ledger table (F0911).
- Incrementally increases the G/L date on the allocation according to the recurring frequency in the allocation.

This process ensures that the allocation is ready for future processing.

- Prints the Variable Allocations Journal report.

The following information appears on the report:

- The total amount to allocate is next to the Total To Be Allocated.
- The amounts in the Basis Amount column are the numerators, which are the amounts on which the calculation is based.
- The amount next to the Basis Total is the denominator in the calculation.
- The results of the calculation are under the allocation amount at the bottom of the report.
- The contra/clearing account is also located at the bottom of the report.

This report also lists detailed allocation information and errors, such as invalid accounts and entries posted before cutoff (PBCO).

PeopleSoft recommends that you create different versions of this program for recurring frequencies, specific companies, and specific document types. Doing this allows you to include specific groups of allocations.

After you run this program in final mode, you must review and post the journal entries.

R093022		PRELIMINARY		Worldwide Company		3/20/2004 14:52:36	
		Variable Allocations Journal				Page: 1	
						Thru Date: 12/31/2005	
J.E. Number/Type		3150 / JA		Explanation: Salary and Benefits Allocation			
G/L Date		7/31/2005					
Month to Date Thru Period/Year:		6 / 5					
ALLOCATE							
Business Unit	Object	Subsidiary	Subledger / Type	LT	J.E. No.	Description	Allocate Amount
9	8115			AA		Regular Pay	90,000.00
9	8120			AA		Employee Benefits	9,000.00
9	8125			AA		Burden-Fringe	22,500.00
9	8130			AA		Vacation and Sick Expense	1,800.00
9	8135			AA		FICA/Medicare	4,500.00
9	8136			AA		401K Contribution	12,700.00
9	8140			AA		Insurance-Health & Disability	7,200.00
9	8155			AA		Training Expenses	3,000.00
9	8191			AA		Sick Expense	900.00
9						Corporate Administration	151,600.00
Total to be Allocated							151,600.00
BASIS UPON							
Business Unit	Object	Subsidiary	Subledger / Type	LT	J.E. No.	Description	Basis Amount
3	9901			AU		Central Headcount	500.00
3						Central Branch	500.00
4	9901			AU		Southern Headcount	300.00
4						Southern Branch	300.00
5	9901			AU		Western Headcount	200.00
5						Western Branch	200.00
Basis Total (Denominator)							1,000.00
ALLOCATE							
Business Unit	Object	Subsidiary	Subledger / Type	LT	J.E. No.	Description	Basis Amount
9	8199					General Contra/Clearing Act	1,000.00
At Index or Rate of: 1.00000000							151,600.00
** Allocation **							100.0000000000
Percent							100.0000000000

Prerequisite

- Before you run a version with multitiered calculations, verify that the posting-sequence numbers on the Specify Variable Numerator Computation form are correct.

See Also

- ❑ *Reviewing Allocation Journal Entries* and *Posting Allocation Journal Entries* in the *General Accounting Guide* for more information about how to review and post an allocation

Processing Options for Variable Numerator Compute & Print (R093022)

Effective Date

1. Enter the "Thru Date" for the allocations included. If left blank, the current date will be used.

Effective Date :

Mode

1. Enter the mode the calculations and update are to be processed in: '1' = Proof mode with report '2' = Final mode to create transactions.

Proof or Final Mode :

Multi-Tier

1. Enter a '1' to include the amounts from transactions created in this batch in totals for multi-tiered entries. Default of blank will include only posted transactions created previous to this batch.

Multi-Tier Processing:

Omit Zeros

1. Enter a '1' to suppress printing 'Allocate From' and 'Based Upon' amounts which are zero.

Suppress Zero Amounts :

Errors

1. Enter a '1' to print error messages on the report, or leave blank to send error messages to the user's Work Center.

Print Errors on Report:

Data Selection for Variable Numerator Compute & Print

Specify the allocations that you want to include by document numbers. For multitiered allocations, include all document numbers to be processed.

Reviewing Allocation Journal Entries

From the Allocations menu (G0923), choose Allocations Journal Review.

You should review the journal entries that are created by the compute allocations programs for accuracy and correct any errors. The Allocations Journal Review program (P0011) works the same as other batch review programs in EnterpriseOne software. The Allocations Journal Review program displays only batches with batch type D (allocations). If you make changes to a batch, the system updates the Batch Control Records (F0011) and Account Ledger (F0911) tables.

After you review your batches created by the compute allocations programs, you must post them.

See Also

- *Reviewing Transaction Batches* in the *General Accounting Guide* for more information about the batch review programs

Posting Allocation Journal Entries

From the Allocations menu (G0923), choose Post Allocations.

After you review and correct journal entries that are created by the compute allocations programs, you must post the batches using the Post Allocations program (R09801). All PeopleSoft post programs work the same way. This program updates the appropriate tables and creates the necessary journal entries. The Post Allocations program also creates reversing journal entries if your allocation was set up as a reversing allocation.

Integrity Reports for General Accounting

Use integrity reports to supplement your internal balancing procedures. Integrity reports locate potential balancing problems and data inconsistencies.

Why You Should Run Integrity Reports

Running integrity reports helps you do the following:

- Ensure that your system functions correctly and that tables remain in balance.
- Correct any problems in a timely and efficient manner.

When You Should Run Integrity Reports

Integrity reports are an integral part of the system. You should run them at the following times:

- During installation
- During conversion
- Daily, if necessary

Integrity reports provide information that is current at the time you run them. That is, they have no "as of" capability. Consequently, the more often you run them, the easier it is to determine when a problem occurred.

What Integrity Reports Provide

Some integrity reports are exception reports that do the following:

- List only discrepancies.
- Alert you to discrepancies in data among tables.

Types of Integrity Reports

Two types of integrity reports are available:

- Batch header reports. Run these to identify discrepancies between the Batch Control Records table (F0011) and the Account Ledger table (F0911).
- G/L integrity reports and updates. Run these to verify the following conditions:
 - Transactions within a company are in balance.
 - Intercompany settlement accounts are in balance.
 - Company number in the Account Master table (F0901) matches the company number in the following tables:
 - Business Unit Master (F0006)
 - Account Balances (F0902)
 - Account Ledger (F0911)
 - Accounts balance on a period-by-period basis.

Which Integrity Report You Should Run

To decide which integrity report you should run, review the following list. It contains the report title and the reasons that you use the report:

Unposted Batches	Prints a list of unposted batches based on the Batch Control Records table (F0011).
Transactions to Batch Headers	Provides transaction level information: <ul style="list-style-type: none"> • Transactions without a batch header record in the F0011 table • Unposted transactions with a batch status of D (posted)
Batch to Detail	Provides batch level information: <ul style="list-style-type: none"> • Deletes batch header records with no detail records • Updates the batch status of a batch header record in the F0011 table to D (posted) if the detail records in the Customer Ledger (F03B11), Accounts Payable Ledger (F0411), and Account Ledger (F0911) tables are posted, but the header record is unposted.
Batches Out of Balance	Locates batches that are out of balance.
Batch and Company Within Batch Out of Balance	Locates out-of-balance amounts by company within each batch.
Companies in Balance	Prints each company's net balance. Identifies missed intercompany settlements or adjustments posted to a prior year that are not included in the balance forward amounts for an account.
Intercompany Account Balance Integrity Report	Locates imbalances between corresponding intercompany accounts.
Accounts without Business Units	Provides business unit information in the Account Master table (F0901): <ul style="list-style-type: none"> • Locates company and business unit discrepancies in the Account Master table. • Updates the Account Master table from the Business Unit Master table (F0006).
Account Balance w/o Account Master	Locates company and account discrepancies between the Account Master and the Account Balances tables.
Transaction w/o Account Master	Locates company and account discrepancies between the Account Ledger and Account Master tables.
Compare Account Balances to Transactions	Locates imbalances on a period-by-period basis between the Account Balances table and the Account Ledger table.

Note

If a batch has the Exclude batch from integrity report option turned on in the Batch Header Revisions program (P0011) and the batch contains an out-of-balance entry, the batch will not be included in some integrity reports. The batch will not appear on the integrity reports even though it is out of balance.

Printing Unposted Batches

From the Integrity Reports and Updates menu (G0922), choose Unposted Batches.

To review unposted batch transactions, print the Unposted Batches report (R007011). You should print this report on a weekly basis or prior to period-end procedures. Use this report as a reminder to do the following:

- Post batches that have an approved status.
- Review and approve batches that are still pending.
- Research batches that are in error.

This report prints information from the Batch Control Records table (F0011) only. Thus, unposted batch transactions do not appear on this report if the batch header does not exist.

This report sorts information by batch type and then batch number.

Abbreviated Column Headings

The report contains the following abbreviated column headings:

- App - Batch Approved for Posting
- Ty - Batch Type
- Balanced B - Balanced Batch
- Balanced J - Balanced Journal Entry

R007011		Worldwide Company										3/20/2004	14,561.2	1
App	Batch	Batch	Batch	Batch	Difference	Difference	Bal	Bal	Bal	Batch	User			
	Tr	Number	Date	Unpatched	Total	Documents	B	Y	Y					
A	#	6136	4/24/2002	10.44			1-	N	Y	Approved	KH5970524			
P	#	6138	4/24/2002							In Use	KH5970524			
P	#	4684	2/24/1999							Approved	MS238060			
P	#	4687	2/25/1999							Approved	MS238060			
P	#	4689	2/25/1999							Approved	MS238060			
P	#	4708	2/26/1999							Approved	MS238060			
P	#	5571	4/28/2000					Y	N	Error	BEG193350			
P	#	5834	7/20/2000					Y	N	Error	KT5078909			
P	#	5857	8/22/2000					Y	N	Error	KT5078909			
P	#	6075	4/16/2002					Y	N	Error	KH5970524			
P	#	6131	4/22/2002					Y	N	Error	KH5970524			
P	#	6133	4/22/2002					Y	N	Error	KH5970524			
P	#	6152	4/25/2002					Y	N	Error	KH5970524			
A	+	6507	5/15/2003	3,325.00-			1-	N	N	Approved	JPS453711			
P	0	4874	3/15/1999	463,341.28-			8-	N	N	Pending	KL5973629			
P	0	5908	7/19/2000	16,213.00-			4-	N	N	Pending	HJ5830097			
P	0	5873	8/4/2000							In Use	HJ5830097			
P	0	5875	8/4/2000							In Use	HJ5830097			
P	41	5570	4/28/2000				4-			Error	BEG193350			
P	41	5856	8/22/2000				4-			Approved	KT5078909			
P	41	6074	4/16/2002				5-			Error	KH5970524			
P	41	6130	4/22/2002							Error	KH5970524			
P	41	6132	4/22/2002							In Use	KH5970524			
A	51	6029	6/30/2005							Error	KH5970524			
A	51	6030	6/30/2005	2,684.62-			2-	N	N	Error	KH5970524			
A	7	4716	2/26/1999	41,725.37-			1-	N	N	Approved	MS238060			
A	7	4722	2/27/1999	8,658.75-			1-	N	N	Approved	MS238060			
A	7	4724	2/27/1999	46,509.36-			1-	N	N	Approved	MS238060			
A	7	4726	2/27/1999	44,350.48-			1-	N	N	Approved	MS238060			
A	7	4737	3/1/1999	55,976.02-			1-	N	N	Approved	MS238060			
A	7	4739	3/1/1999	52,667.40-			1-	N	N	Approved	MS238060			
A	7	4746	3/2/1999	38,118.96-			1-	N	N	Approved	MS238060			
A	7	4755	3/2/1999	27,854.07-			1-	N	N	Approved	MS238060			
A	7	4759	3/3/1999	5,107.08-			1-	N	Y	Approved	MS238060			
A	7	4769	3/4/1999	5,481.59-			1-	N	Y	Approved	MS238060			
A	7	4775	3/4/1999	7,417.79-			1-	N	Y	Approved	MS238060			
A	7	4783	3/4/1999	26,069.36-			1-	N	N	Approved	MS238060			
A	7	4787	3/4/1999	25,997.48-			1-	N	N	Approved	MS238060			
A	7	4791	3/4/1999	26,084.60-			1-	N	N	Approved	MS238060			
7		4795	3/4/1999	25,751.78-			1-	N	N	Error	MS238060			
7		4826	3/6/1999	25,997.66-			1-	N	N	Pending	DW5953601			
7		4829	3/6/1999	26,101.32-			1-	N	N	Pending	DW5953601			
7		4831	3/6/1999	26,096.74-			1-	N	N	Pending	DW5953601			

Correcting Transactions to Batch Records

To identify discrepancies between a batch record and its associated ledger transactions, generate the Transactions To Batch Headers report (R007021). After you identify discrepancies, you should correct them. We recommend that you run this report on a weekly basis.

After you run the report and correct any discrepancies, you can prevent future discrepancies by doing the following:

- Assigning responsibility for batch revisions to one user
- Verifying validity of conversion or interface programs

Running the Transactions to Batch Headers Report

From the Integrity Reports and Updates menu (G0922), choose Transactions to Batch Headers.

This report compares batches in the Batch Control Records table (F0011) with transactions in the following tables:

- Account Ledger (F0911)
- Accounts Payable Ledger (F0411)
- Accounts Payable - Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

The Transactions to Batch Headers report lists discrepancies, if any are found, and adds missing information. Specifically, the report lists unposted transactions with a batch header record that is marked as posted (batch status D), as well as unposted and posted transactions without matching batch header records. For transactions without matching batch header records, you can set a processing option to create matching records in the F0011 table.

You can create different versions of this report to compare general ledger, accounts payable, or accounts receivable transactions with the batch records, based on the corresponding processing options. You must enter 1 for at least one of the general ledger, accounts payable, or accounts receivable processing options for the system to process records. Otherwise, the system does not process records and prints the message *No Data Selected* on the report.

Note

This report can be lengthy. For example, if a 500-line journal entry has a problem, the system prints all 500 lines.

Abbreviated Column Headings

The Transactions to Batch report contains the following abbreviated column headings:

- Bt Ty - Batch Type
- PC - Posted Code
- Ty - Document Type

Processing Options for Transactions to Batch Headers (R007021)

Posted/Unposted Tab

1. Posted/Unposted Transactions

Blank = Check both posted and unposted transactions

1 = Check only unposted transactions

Use this processing option to specify what records the system selects for processing. Valid values are:

1

The system selects only unposted transactions.

Blank

The system selects both posted and unposted transactions.

Select Tab

1. Date Range

From Date:

Use this processing option to specify the beginning date for a range of dates that the system uses to select records for processing. If you leave this processing option blank, the system selects all records unless you enter a value for the Prior Days processing option.

Note: Because this is a batch header report, the system uses the batch date, not the G/L transaction date, when selecting records.

Thru Date :

Use this processing option to specify the ending date for a range of dates that the system uses to select records for processing. If you leave this processing option blank, the system selects all records unless you enter a value for the Prior Days processing option.

Note: Because this is a batch header report, the system uses the batch date, not the G/L transaction date, when selecting records.

2. Prior Days

Use this processing option to specify the number of days prior to the current date that the system uses to select records for processing. The system selects records with a batch date equal to the calculated date through the current date. For example, if you specify 30 for this processing option, the system selects records starting 30 days ago through today. If you leave this processing option blank, the system uses the dates specified in the From Date and Thru Date processing options.

Note: Because this is a batch header report, the system uses the batch date, not the G/L transaction date, when selecting records.

3. Batch Type Range

From Batch Type:

Use this processing option to specify the beginning and ending batch types for a range of batch types that the system uses to select records for processing. Enter a valid value from UDC table 98/IT. If you leave this processing option blank, the system selects all batch types.

Thru Batch Type:

Use this processing option to specify the beginning and ending batch types for a range of batch types that the system uses to select records for processing. Enter a valid value from UDC table 98/IT. If you leave this processing option blank, the system selects all batch types.

4. Batch Number Range

From Batch Number:

Use this processing option to specify the beginning and ending batch numbers for a range of batch numbers that the system uses to select records for processing. If you leave this processing option blank, the system selects all batch numbers.

Thru Batch Number:

Use this processing option to specify the beginning and ending batch numbers for a range of batch numbers that the system uses to select records for processing. If you leave this processing option blank, the system selects all batch numbers.

5. User ID Range

From User ID:

Use this processing option to specify the beginning and ending user IDs for a range of user IDs that the system uses for selecting records for processing. If you leave this processing option blank, the system selects all user IDs.

Thru User ID:

Use this processing option to specify the beginning and ending user IDs for a range of user IDs that the system uses for selecting records for processing. If you leave this processing option blank, the system selects all user IDs.

G/L Tab

1. G/L Integrity check Flag

Blank = Do not extend the integrity check

1 = Extend the integrity check

Use this processing option to specify whether the system includes records from the Account Ledger table (F0911) for comparison with the Batch Control Records table (F0011). Valid values are:

1

The system includes records from the F0911 table.

Blank

The system does not include records from the F0911 table.

A/R Tab

1. A/R Ledger File F03B11 Flag

Blank = Do not extend the integrity check

1 = Extend the integrity check

Use this processing option to specify whether the system includes records from the Customer Ledger table (F03B11) for comparison with the Batch Control Records table (F0011). Valid values are:

1

The system includes records from the F03B11 table.

Blank

The system does not include records from the F03B11 table.

2. A/R Receipts Header File F03B13 Flag

Blank = Do not extend the integrity check

1 = Extend the integrity check

Use this processing option to specify whether the system includes records from the Receipts Header table (F03B13) for comparison with the Batch Control Records table (F0011). Valid values are:

1

The system includes records from the F03B13 table.

Blank

The system does not include records from the F03B13 table.

3. Compare Receipts Header and Detail Flag

Blank = Do not extend the integrity check

1 = Extend the integrity check

Use this processing option to specify whether the system includes records from the Receipts Header (F03B13) and Receipts Detail (F03B14) tables for comparison with the Batch Control Records table (F0011). Valid values are:

1

The system includes records from the F03B13 and F03B14 tables.

Blank

The system does not include records from the F03B13 and F03B14 tables.

A/P Tab

1. A/P Ledger File F0411 Flag

Blank = Do not extend the integrity check

1 = Extend the integrity check

Use this processing option to specify whether the system includes records from the Accounts Payable Ledger table (F0411) for comparison with the Batch Control Records table (F0011). Valid values are:

1

The system includes records from the F0411 table.

Blank

The system does not include records from the F0411 table.

2. A/P Matching Document File F0413 Flag

Blank = Do not extend the integrity check

1 = Extend the integrity check

Use this processing option to specify whether the system includes records from the Accounts Payable - Matching Document table (F0413) for comparison with the Batch Control Records table (F0011). Valid values are:

1

The system includes records from the F0413 table.

Blank

The system does not include records from the F0413 table.

3. Compare A/P Header and Detail Flag

Blank = Do not extend the integrity check

1 = Extend the integrity check

Use this processing option to specify whether the system includes records from the Accounts Payable - Matching Document (F0413) and Accounts Payable Matching Document Detail (F0414) tables for comparison with the Batch Control Records table (F0011). Valid values are:

1

The system includes records from the F0413 and F0414 tables.

Blank

The system does not include records from the F0413 and F0414 tables.

Options Tab

1. Rebuild Missing Batch Header F0011 Flag

Blank = Do not rebuild missing batch header

1 = Rebuild missing batch header

Use this processing option to specify whether the system rebuilds missing batch header records in the Batch Control Records table (F0011). Valid values are:

1

The system rebuilds missing batch header records. A message will appear on the report that the missing batch header record was added.

Blank

The system does not rebuild missing batch header records. A message will appear on the report that there is no batch header record.

2. Manager Approval Flag

Blank = Manager Approval not required

1 = Manager Approval required

Use this processing option to specify whether manager approval is required to rebuild missing batch header records in the Batch Control Records table (F0011). Valid values are:

1

Manager approval is required to rebuild missing batch header records. The batch status will be set to P (pending).

Blank

Manager approval is not required to rebuild missing batch header records. The batch status will be set to A (approved).

Data Selection for Transactions to Batch Header

Do not enter data selection criteria for this report.

Correcting Discrepancies on the Transactions to Batch Headers Report

After running the integrity report, you should correct any discrepancies that the system detects. Some typical discrepancies, causes, and possible resolutions are described in the following table:

Missing batch header records	<p>Reasons:</p> <ul style="list-style-type: none">• The computer fails at any time.• The conversion or interface programs create a batch header improperly.• The user creates a batch header improperly.• The user did not enter the actual number of documents on the Batch Header Revisions form. <p>Resolutions:</p> <p>On Batch Header Revisions:</p> <ul style="list-style-type: none">• Add the batch header record again. Enter information in all fields except Input Total, Batch Status, and Number of Documents Expected.• PeopleSoft recommends that you enter 100 or more in the Amount Entered field.• If the actual number of documents is unknown, PeopleSoft recommends that you enter 10 or more in the Documents Entered field. For example, if you enter only 1 and later delete a single document, the system updates the Documents Entered field to zero and deletes the batch header when you run the Correcting Out-of-Balance integrity report.
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Posted batch header record, no posted detail	<p>Reason:</p> <p>The user changes a batch header record improperly to a posted status.</p> <p>Resolution:</p> <p>Change the status of the batch header record to A (approved) on Batch Header Revisions, and post the batch.</p>
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See Also

- ❑ *To add batch headers in the General Accounting Guide* for more information about how to add a batch header record and how to change the batch status

Running the Batch to Detail Report

From the Integrity Reports and Updates menu (G0922), choose Batch to Detail.

For each batch, the Batch to Detail report (R007031) compares the status of the batch header records in the Batch Control Records table (F0011) with the status of the corresponding transactions in the following tables:

- Account Ledger (F0911)
- Accounts Payable Ledger (F0411)
- Accounts Payable - Matching Document (F0413)
- Accounts Payable Matching Document Detail (F0414)
- Customer Ledger (F03B11)
- Receipts Header (F03B13)
- Receipts Detail (F03B14)

For each batch, the report does one of the following:

- Updates the status of the batch header to D in the F0011 table if all corresponding transaction records in the batch are marked as posted.

For example, if all F0911 records for batch type G are posted, but the batch header record for the batch in the F0011 table is not posted, the report changes the status of the F0011 record to D (posted).
- Deletes the batch header and prints a message on the report indicating that the batch was deleted if one of the following applies:
 - No records exist for batch type G in the F0911 table.
 - No records exist in any of the A/R tables (either the F03B11 table or the F03B13 and F03B14 tables); and the A/R Integrity Check Flag processing option is set to 1.
 - No records exist in any of the A/P tables (either the F0411 table or the F0413 and F0414 tables); and the A/P Integrity Check Flag processing option is set to 1.

- Ignores the batch regardless of whether unposted records exist in the A/R or A/P tables if the A/R or A/P Integrity Check Flag processing option is blank. A blank processing option indicates that the batch is not eligible for the integrity batch.

You can use the From Date and Thru Date processing options to limit your integrity check to a specific range of dates. Or use the Prior Days processing option to enter a number of days prior to the current date to determine which records are included in the integrity check. These processing options use the batch date instead of the G/L date to select records.

R007031	Worldwide Company	3/23/2004 14:59:25
R090001	Batch To Detail	Page - 1
BJ857143		

Batch Type	Batch Number	Batch Status	Batch Date	Error Message
+	6507	A	5/15/2003	Batch Header Deleted. No detail Exists
IB	6185	A	11/7/2002	Batch Header Deleted. No detail Exists
IB	6402	D	4/9/2003	Batch Header Deleted. No detail Exists

Processing Options for Batch to Detail (R007031)

Date Range Tab

1. From Date

Use this processing option to specify a beginning date of a range of dates to limit the integrity check. If you leave this processing option blank, the system includes all records unless you enter a value in the Prior Days processing option.

Note: Because this is a batch level report, the system uses the batch date, not the G/L transaction date, when selecting records.

2. Thru Date

Use this processing option to specify the ending date of a range of dates to limit the integrity check. If you leave this processing option blank, the system includes all records unless you enter a value in the Prior Days processing option.

Note: Because this is a batch level report, the system uses the batch date, not the G/L transaction date, when selecting records.

3. Prior Days

Use this processing option to specify the number of days prior to the current date for the system to use to determine which records to include in the integrity check. If you leave this processing option blank, the system uses the dates specified in the From Date and Thru Date processing options.

Note: Because this is a batch level report, the system uses the batch date, not the G/L transaction date, when selecting records.

A/R Tab

1. A/R Integrity Check Flag

Blank = Do not extend the integrity check to A/R tables (Default).

1 = Extend the integrity check to A/R tables.

Use this processing option to specify which tables the integrity check should include. Valid values are:

Blank

Evaluate only batch header (F0011) to detail (F0911) records.

1

Expand the integrity check to include the Customer Ledger table (F03B11), the Receipts Header table (F03B13), the Receipts Detail table (F03B14), and the Batch Invoices table (F03B11Z1) for Accounts Receivable records.

Note: If you leave this processing option blank and no Account Ledger (F0911) records exist, the batch header in the F0011 table is not deleted because the integrity check does not include the Accounts Receivable tables. The batch does not appear on the report.

If this option is set to 1, and no F0911 records exist and no records are in any of the Accounts Receivable tables, the batch header is deleted and a message prints on the report notifying you that it was deleted. If posted detail records are in the Accounts Receivable tables, but no corresponding F0911 records exist, the batch is ignored and it does not appear on the report.

A/P Tab

1. A/P Integrity Check Flag

Blank = Do not extend the integrity check to A/P tables (Default)

1 = Extend the integrity check to A/P tables.

Use this processing option to specify which tables the integrity check should include.
Valid values are:

Blank

Limit the integrity check to include records from the Batch Control Records table (F0011) and the Account Ledger table (F0911)

1

Expand the integrity check to include the Accounts Payable - Matching Document table (F0413), the Accounts Payable Matching Document Detail table (F0414), and the Accounts Payable Ledger table (F0411) for Accounts Payable records.

Note: If you leave this processing option blank and no F0911 records exist, the batch header in the F0011 table is not deleted because the integrity check does not include the Accounts Payable records. The batch is not displayed on the report.

If this option is set to 1, and no F0911 records exist and no records are in any of the Accounts Payable tables, the batch header is deleted and a message prints on the report notifying you that it was deleted. If posted detail records are in the Accounts Payable tables, but no corresponding F0911 records exist, the batch is ignored, and it is not displayed on the report.

Batch Tab

1. Batch Type

Use this processing option to specify which batch type the integrity check should include. If you leave this processing option blank, the system includes all batch types.

2. Starting Range Of Batch Numbers

Use this processing option to specify a starting-range batch number for the system to include in the integrity check. If you leave this processing option blank, the system includes all batch numbers through the batch number specified in the Ending Range of Batch Numbers processing option.

Note: If you leave the Ending Range of Batch Numbers processing option blank, the system includes all batch numbers.

3. Ending Range Of Batch Numbers

Use this processing option to specify an ending-range batch number for the system to include in the integrity check. If you leave this processing option blank, the system includes all batch numbers from the batch number specified in the Starting Range of Batch Numbers processing option.

Note: If you leave the Starting Range of Batch Numbers processing option blank the system includes all batch numbers.

Correcting Out-of-Balance Batches

As part of your period-end procedures, you should look for any batches that are out of balance. You might have intentionally posted some batches out-of-balance; or you might have batches that posted out-of-balance due to system problems.

Correcting out-of-balance batches consists of:

- Running the Batches Out of Balance report (R007032)
- Correcting Discrepancies

After you run the report and correct any discrepancies, you can prevent future out-of-balance postings by:

- Assigning security to the Work With Batch Versions - Available Versions form to prevent improper changes
- Assigning responsibility for out-of-balance posting to one user

See Also

- ❑ *Running the Batches Out of Balance Report* in the *General Accounting Guide* for information about how to run the Batches Out of Balance report.
- ❑ *Correcting Discrepancies* in the *General Accounting Guide* for information about how to correct discrepancies listed on the Batches Out of Balance report.

Running the Batches Out of Balance Report

From the Integrity Reports and Updates menu (G0922), choose Batches Out of Balance.

The Batches Out of Balance report (R007032) reviews the net amount (debits equal to credits) in each batch. If the net amount is not zero, the net difference—not the batch amount—prints on the report. If the amounts net to zero, the batch is in balance and does not print.

To analyze batch detail, run the General Journal by Batch report (R09301).

R007032		J.D. Edwards & Company		4/11/2003 12:45:13	
		Batches Out of Balance		Page-- 1	
Batch Type	Batch Number	Batch Status	Batch Date	Amount Out of Balance	Error Message
G	5185	D	12/15/1999	77.50-	Batch is out of balance
G	3274	D	11/17/1997	11,875.00-	Batch is out of balance
G	3842	D	12/7/1997	207,051.30-	Batch is out of balance
G	4320	D	1/28/1999	257,953.00-	Batch is out of balance
G	6274	D	2/27/2003	5,000.00	Batch is out of balance
IB	2007	D	3/8/1999	4,100.00	Batch is out of balance
V	1160	D	4/14/1997	21,954.36-	Batch is out of balance
V	3259	D	11/5/1997	489.75-	Batch is out of balance
V	3253	D	11/5/1997	1,690.15-	Batch is out of balance

See Also

- ❑ *Printing General Journals* in the *General Accounting Guide* for more information about running the General Journal by Batch report (R09301).

Processing Options for Batches Out of Balance (R007032)

Date Range Tab

1. From Date

Use this processing option to specify a beginning date of a range of dates to limit the integrity check. If you leave this processing option blank, the system uses the system date and includes all records unless you enter a value in the Prior Days processing option.

Note: Because this is a batch level report, the system uses the batch date, not the G/L transaction date, when selecting records.

2. Thru Date

Use this processing option to specify the ending date of a range of dates to limit the integrity check. If you leave this processing option blank, the system uses the system date and includes all records unless you enter a value in the Prior Days processing option.

Note: Because this is a batch level report, the system uses the batch date, not the G/L transaction date, when selecting records.

3. Prior Days

Use this processing option to specify the number of days prior to the current date for the system to use to determine which records to include in the integrity check. If you leave this processing option blank, the system uses the dates specified in the From Date and Thru Date processing options.

Note: Because this is a batch level report, the system uses the batch date, not the G/L transaction date, when selecting records.

Ledger Type Tab

1. Ledger Types

Blank = 'AA' only

Use this processing option to specify additional ledger types for the system to include in the integrity check. If you leave this processing option blank, the system chooses only records with ledger type AA.

Data Selection for Batches Out of Balance Report

We recommend that you enter a batch number, batch type, and company number in data selection, if possible, to improve performance.

Correcting Discrepancies

After running the Batches Out of Balance report (R007032), you should correct any discrepancies that the system detects. Some typical discrepancies, causes, and possible resolutions are:

Batches posted out-of-balance	<p>Reason:</p> <ul style="list-style-type: none">• The batch was purposely posted out-of-balance. <p>Resolution:</p> <ul style="list-style-type: none">• Select the Exclude Batch from Integrity Report field on the Batch Overrides form to remove the batch from the report. Maintain documentation for this batch. <p>Reason:</p> <ul style="list-style-type: none">• Intercompany settlement constant is set to *. <p>Resolutions:</p> <ul style="list-style-type: none">• Enter journal entries manually if intercompany settlements are necessary.• Post the batch.• Change the intercompany settlement constant to 1 or 2 so that the system automatically creates intercompany settlements.
Batch is partially posted	<p>Reason:</p> <p>A computer failure or job cancellation.</p> <p>Resolutions:</p> <ul style="list-style-type: none">• Select the Allow Batch to Post Out of Balance field on Batch Overrides.• Post the partially posted batch again.• Enter journal entries manually if intercompany settlements are necessary.

Note

To prevent the system from deleting an empty batch header, enter x in the Description02 field of the batch type in user defined codes list 98/IT.

Correcting Out-of-Balance Batches by Company

You can review out-of-balance postings by company in each batch. Correcting out-of-balance batches by company includes the following tasks:

- Running the Company by Batch Out of Bal report (R09706)

- Correcting discrepancies

Running the Company by Batch Out of Bal Report

From the Integrity Reports and Updates menu (G0922), choose Company by Batch Out of Bal.

During the conversion process at a new software installation site, PeopleSoft recommends that you run the Company by Batch Out of Bal report (R09706) on a weekly basis. Thereafter, you should run this report on a periodic basis.

The Company by Batch Out of Bal report uses only posted information in the Account Ledger table (F0911). This report is an exception report. If no discrepancies exist, the report is blank.

Note

For accuracy, run the Company by Batch Out of Balance report when users are not accessing the system.

Column Headings

The Batch Amount heading represents the amount by which the batch is out of balance.

The Amount per Company heading represents the amount by which each company in the batch is out of balance.

Worldwide Company
Batch and Company Within Batch Out of Balance

R09706

Batch Type	Batch Number	Ledger Type	Company	Amount per Company
7	5185	AA	00050	77 50.
			Batch Amount	77 50.
7	6137	AA	00001	979 34.
			00050	979 34.
			Batch Amount	
G	3252	AA	00001	179 92.
			00050	179 92.
			Batch Amount	
G	3274	AA	00050	11 875 00.
			Batch Amount	11 875 00.
G	3642	AA	00104	207 051 30.
			Batch Amount	207 051 30.
G	4360	AA	00001	267 933 00.
			Batch Amount	267 933 00.
G	6274	AA	61000	5 000 00.
			Batch Amount	5 000 00.
G	6452	AA	61000	50 000 00.
			Batch Amount	50 000 00.
IB	6478	AA	61000	1 000 00.
			Batch Amount	1 000 00.
M	6485	AA	61000	750 00.
			Batch Amount	750 00.
RB	6481	AA	61000	5 000 00.
			Batch Amount	5 000 00.
V	1160	AA	00050	21 954 36.
			Batch Amount	21 954 36.
V	3259	AA	00050	489 75.
			Batch Amount	489 75.
V	3283	AA	00050	1 680 15.
			Batch Amount	1 680 15.

Processing Options for Company by Batch Out of Bal (R09706)

Add. Ledger

Enter additional ledger to edit batch and company within batch in balance condition.
Default of blank will edit ledger type "AA" only.

Ledger Type

Correcting Discrepancies Listed in the Company by Batch Out of Bal report

After running the integrity report, you should correct any discrepancies that the system detects. The following table shows a typical discrepancy, the reasons for the discrepancy, and possible resolutions:

A batch is out of balance by batch and company	<p>Reasons:</p> <ul style="list-style-type: none">• The batch was posted out of balance with the general accounting constants, or batch overrides are set to allow out-of-balance postings.• A computer failure or job cancellation occurred. <p>Resolutions:</p> <ul style="list-style-type: none">• Turn on the Allow Batch to Post Out of Balance option on the Batch Overrides form and change the intercompany settlements field to * to allow for out-of-balance posting.• Post the batch.• Change the value in the intercompany settlements field back to 1 or 2 so that the system automatically creates intercompany settlements.
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Correcting Company Imbalances

All transactions within each company balance should net to zero. You should run the Companies in Balance report to review each company's balance.

PeopleSoft recommends that you run this report as often as possible. If you use automatic intercompany settlements, run the Companies in Balance report and then run the Intercompany Accounts in Balance report immediately to ensure that intercompany accounts are in balance.

After you run the report and correct any discrepancies, you can prevent future out-of-balance conditions by doing the following:

- Placing security on the Work With Batches form and general accounting constants to prevent improper changes
- Assigning responsibility for correcting out-of-balance conditions to one user
- Running this report and then the Intercompany Accts in Balance report (R097011)

Running the Companies in Balance Report

From the Integrity Reports and Updates menu (G0922), choose Companies in Balance.

The Companies in Balance report (R097001) uses information from the Account Balances table (F0902) to determine whether a company is in balance.

The report provides three columns. Each company's balance should be zero in each column. If an amount appears in a column, the company is out of balance.

FY	<p>This column displays the fiscal year that is out of balance, using the following guidelines:</p> <ul style="list-style-type: none">• If only one year is out of balance, the fiscal year will show all years out of balance by the same amount because the out-of-balance condition carries forward to each succeeding year until the condition is fixed. All the years following will display out-of-balance scenarios even if a specific year alone is in balance.• If more than one year is out of balance, then the amounts for the fiscal years will be different, and the earliest year on the report with an amount is the first out-of-balance condition.
Amount	<p>This column displays the amount by which the company is out of balance. This field is cumulative. For example, if fiscal year 2004 was out of balance, that amount is added to the amount column for fiscal year 2005.</p>
PACO (Post After Cut Off)	<p>An amount in this column indicates that an entry was posted to a future period or to a future year and it is out of balance.</p>

If any companies are out of balance, the summarized amounts are shown in the columns.

The Intercompany Settlements field in the general accounting constants controls the automatic generation of intercompany entries. You set this constant to 1 or 2 to have the system automatically create intercompany entries for new journal entries.

R097001	Worldwide Company Companies In Balance		3/20/2004 15:15:02	
			Page - 1	
Co	Name	FY	Amount	PACO
00001	Financial/Distribution Company	05	349.61	
		04	10,000.00-	
		01		
00020	Marketing Company - Inactive	05		
00050	Project Management Company	05	9,854.73-	489.75-
		04	13,879.19	
		03		
00060	Financial Reporting Company	05		
		04		
00070	Luxe de France	05		
		04		
00075	Cascades, Ltd	05		
		04		
00077	Canadian Company	05		
00080	Colombian ECS Company	05	9,870.833	
		04	9,870.833	
00104	A U.K. Sales Company	05	213,566.20-	53,353.52
		04	367,388.58-	
00105	A French Sales Company	05	197,071.07-	125,184.63-
		04	322,601.19-	
00150	Real Estate Management Company	05		
00200	Manufacturing/Distribution Co.	05		
		04		
		03		
		02		
		01		
		00		
		99		
61000	Financial Integrity Company	05	500.00	3,500.00
		04		
	Total Difference		9,451,190.61	68,820.86-

Locating Out-of-Balance Conditions

After reviewing the Companies in Balance report (R097001), choose any of the following methods to locate out-of-balance conditions:

- Run any of the following reports or programs:
 - Intercompany Accts in Balance report (R097011)
 - Batch to Detail report (R007031)
 - Acct Balance to Transactions report (R09705)
 - Repost Account Ledger program (R099102)
- Select batches or batch types to review in the General Journal Review program (P0011).
- Run the Trial Balance Report (R09410) to determine which periods are out of balance in each company. Select the fifth level of detail for a summarized report.
- Verify that the Account Ledger table (F0911) is correct. Run the Repost Account Ledger program with the appropriate processing option set to print a report only. If discrepancies are identified on the report, run the Repost Account Ledger program in final mode to correct the discrepancies.

Note

The Repost Account Ledger program overwrites balances in the Account Balances table (F0902) with balances in the Account Ledger table.

See Also

- *Reposting the Account Ledger* in the *General Accounting Guide* for more information about how to run the Repost Account Ledger program (R099102)

Correcting Discrepancies on the Companies in Balance Report

After running the Companies in Balance report (R097001), you should correct any discrepancies that the system detects. Some typical discrepancies, their causes, and the possible resolutions are outlined below.

Company is out of balance in YTD

- Reasons:
 - The batch was posted out of balance.
 - The Account Balances table (F0902) contains erroneous data that does not equal the transactions in the Account Ledger table (F0911).
- Resolutions:
 - If an out-of-balance condition exists, run the Batch to Detail report (R007031) and the Company by Batch Out of Balance report (R09706) to locate out-of-balance postings. You can also run the Account Balance to Transactions report (R09705) to determine whether an account does not balance and the period for which it does not balance.
 - Create an out-of-balance entry to correct the original entry.
 - If the F0902 table contains erroneous data that does not equal the transactions in the F0911 table, enter a balancing journal entry. If necessary, run the Repost Account Ledger program (R099102) with the processing options set to update the F0902 table. The F0902 table will match the total of posted records in the F0911 table.

Two companies are out of balance by the same amount in the YTD column

- Reason:
 - The intercompany settlements were not set up properly, and therefore, were not created for some batches during posting.
- To locate the cause of this error, you can do the following:
 - Research and correct the automatic accounting instructions that control intercompany settlements.
 - Restrict the intercompany accounts to automatic journal entries (posting edit code of M).
 - Verify that the intercompany settlements option in the general accounting constants is turned on.

- Resolutions:
 - Run the Intercompany Accts in Balance report (R097011) to locate any imbalances.
 - Use the Trial Balance by Object form or report to determine the period in which the out-of-balance condition occurs.
 - Create a balancing intercompany journal entry and post with the Intercompany Settlements field set to * in the General Accounting Constants. If this field is not set to *, the batch creates intercompany settlements, which causes the transaction for each company to net to zero and does not eliminate the out-of-balance condition. When you are finished, you must change this field back to its original setting.

Amount in PACO (Post After Cut Off) column

- Reason:
 - A journal entry is posted to the next fiscal period or year that does not net to zero.
- Resolutions:
 - Run the Trial Balance Report (R09410) for future fiscal periods and years to locate the entry. Research the report to determine whether you need to enter two one-sided journal entries to move the amounts to the proper periods. Post these entries out of balance.
 - Run the Company by Batch Out of Balance report (R09706) to identify batches that posted out of balance for the company with the PACO amount. Create balancing journal entries as necessary.

Prior year total for a company that is out of balance

- Reasons:
 - An entry was created in the prior year reclassifying an amount between a balance sheet and an income statement account without reclosing the year.
 - A batch was posted out of balance in the prior year.
 - The F0902 table from the prior year contains erroneous data that does not equal the transactions in the F0911 table.
- Resolutions:
 - If the prior year entry is a reclassification between a balance sheet and an income statement account, reclose the year to recalculate retained earnings.
 - You can verify the AAI item GLG4 (retained earnings) for accuracy.
 - If an out-of-balance condition exists in the prior year, run the Batch to Detail report (R007031) and the Company by Batch Out of Balance report (R09706) to locate out-of-balance postings. You can also run the Account Balance to Transactions report (R09705) to determine whether an account does not balance and the period for which it does not balance.
 - Create an out-of-balance entry in the prior year to correct the original entry, and then run the Annual Close program (R098201) to recalculate retained earnings.
 - If the F0902 table contains erroneous data in the prior year that does not equal the transactions in the F0911 table, enter a balancing journal entry. If necessary, run the Repost Account Ledger program (R099102) with the processing options set to update the F0902 table. The F0902 table will match the total of posted records in the F0911 table.

Missing company error

- Reasons:
 - A company was deleted after journal entries were posted.
- Resolutions:
 - Re-create the missing company in the Company Constants table (F0010).
 - Transfer the amounts from the missing company to another company.

Correcting Intercompany Account Imbalances

If you have multiple companies set up for hub or detail intercompany settlements, you can verify that all intercompany accounts are in balance by running the Intercompany Accts in Balance report (R097011).

After you run the report and correct any discrepancies, you can prevent future out-of-balance conditions by assigning a posting edit code of M to intercompany accounts to allow only machine-generated transactions.

Prerequisite

- ❑ Run the Companies in Balance integrity report. See *Correcting Company Imbalances* in the *General Accounting Guide*.

Running the Intercompany Accts in Balance Report

From the Integrity Reports and Updates menu (G0922), choose Intercompany Accts in Balance.

The Intercompany Accts in Balance report does the following:

- Uses information from the Account Balances table (F0902) to compare the balances among the company's various intercompany settlement accounts.
- Determines whether your automatic accounting instructions (AAIs) and the associated intercompany accounts are set up correctly.
- Includes all of the periods in the current year, previous year, and next year. The report is not based on any financial period.

The intercompany accounts for your companies should be in balance. If they are not, the report lists the intercompany accounts, their balances, and the amount required to balance each account.

Transactions posted with the Intercompany Settlement code of * do not appear on this report. This code is automatically set when batches are posted out of balance. The Intercompany Accts in Balance report does not list any missed intercompany settlements. To locate these imbalances, print the Companies in Balance report (R097001).

A message appears on the report only if the following conditions occur:

- All intercompany accounts are in balance.
- The intercompany accounts are not set up in the AAIs.

If you have multiple companies with different base currencies, do not use this integrity report. For more information, see *Intercompany Accounts in Balance Report* in the *Multicurrency Guide*.

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Processing Options for Intercompany Accts in Balance (R097011)

Ledger type

Enter a specific ledger type to process for or leave blank to process all ledger types.

Ledger Type

Locating Out-of-Balance Conditions

After reviewing the report, choose any of the following methods to locate out-of-balance conditions:

- Run the Batch to Detail report (R007031).
- Run the Companies in Balance report (R097001).
- Review batches or batch types using the General Journal Review program (P0011).
- Run the Monthly Spreadsheet report (R10412A) or the Trial Balance By Object Report (R094121) to determine which period is out of balance.

Correcting Discrepancies on the Intercompany Accts in Balance report

After running the Intercompany Accts in Balance report (R097011), you should correct any discrepancies that the system detects. A typical discrepancy, its cause, and possible resolutions are described below:

Intercompany accounts do not balance	<p>Reasons:</p> <ul style="list-style-type: none">• The intercompany AAIs were set up improperly.• Manual journal entries were improperly posted to accounts that should allow only automatic entries.• Intercompany accounts allow for manual posting, and an intercompany entry was made without the offsetting entries. <p>Resolutions:</p> <ul style="list-style-type: none">• Research and correct the AAI items ICH and ICC.• Void or correct improper journal entries to intercompany clearing accounts.
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Correcting Chart of Accounts Discrepancies

You run chart-of-accounts integrity reports to do the following:

- Ensure that matching account and company information is among your account structure tables

- Automatically update the tables with the correct company information

You must run all chart-of-accounts integrity reports when you move one or more business units to another company.

We recommend that you run the following integrity reports in the sequence indicated:

1. Accounts w/o Business Units (R097041)
2. Account Balance w/o Account Master (R097031)
3. Transactions w/o Acct Master (R097021)

This sequence ensures that the company number always originates from the Business Unit Master table (F0006).

Prerequisite

- Update the company number, if appropriate. See *Setting Up Business Units* in the *General Accounting Guide*.

Running the Accounts w/o Business Units Report

From the Integrity Reports and Updates menu (G0922), choose Accounts w/o Business Units.

This program verifies whether a business unit or valid company number exists for each record in the Account Master table (F0901). If the business unit or company number does not exist in the Account Master table, the program prints the business unit, object account, subsidiary, and company for each account in the missing business unit.

This program also updates the company number in the Account Master table with the company number in the Business Unit Master table (F0006) if you run the report in update mode.

Abbreviated Column Headings

The report contains the following abbreviated column headings:

- A/M Co - Account Master Company
- B/M Co - Business Unit Master Company

Processing Options for Accounts w/o Business Units (R097041)

Update Option

1. Company number update option:

'1' = print the report only

'2' = print the report and update

Running the Account Balance w/o Account Master Report

From the Integrity Reports and Updates menu (G0922), choose Account Balance w/o Account Master.

This program verifies whether an account master number or valid company number exists for each transaction in the Account Balances table (F0902). If the account master or company numbers do not exist in the Account Balances table, the report prints the account balance information.

This program also updates the company number in the Account Balances table with the company number in the Account Master table (F0901).

You should correct any discrepancies identified on the Account Balance w/o Account Master report before running the Transactions w/o Acct Master program (R097021). Typically, if an account is not on the Account Balance w/o Account Master report, it is not on the Transactions w/o Acct Master report.

Abbreviated Column Headings

The report contains the following abbreviated column headings:

- LT - Ledger Type
- Ct - Century
- FY - Fiscal Year
- ST - Subledger Type
- A/B Co - Account Balances Company
- A/M Co - Account Master Company
- PYE - Prior Year End Balance

R097031		Worldwide Company		3/20/2004		15:25:10	
ZJDEDOCI		Account Balance w/o Account Master		Page -		1	
Account Number		Sub-Sub		Year to Date		Beg Balance /	
ID		Ledger		Co		PTE Forward	
00092700		5		00090			
BA		20		Co			
LT		CI		Co			
AM		Cur		Co			
		Type		Co			
		Cod		Co			

Processing Options for Account Balance w/o Account Master (R097031)

Update Option

Company Update Option:

1 = Print the report only

2 = Print the report and update

Running the Transactions w/o Account Master Report

From the Integrity Reports and Updates menu (G0922), choose Transactions w/o Acct Master.

The Transactions w/o Acct Master program (R097021) verifies that for each record in the Account Ledger table (F0911), an account master number or valid company number exists in the Account Master table (F0901). If the account master information or company numbers do not exist in the Account Master table, the report prints every account transaction from the Account Ledger table.

This program also updates the company number in the Account Ledger table with the company number in the Account Master table.

Abbreviated Column Headings

The report contains the following abbreviated column headings:

- BT Ty - Batch Type
- Do Ty - Document Type
- Doc Co - Document Company
- T/L Co - Account Ledger Company Number
- A/M Co - Account Master Company
- L T - Ledger Type
- P C - Posted Code

Worldwide Company									
Transaction w/o Account Master									
13.05.02 321/2204									
Page 1									
Amounts									
Debit Credit									
LT PC									
AA									
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#5000.8191									
#30.8350									
#61200.8920									
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T/L Co									
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61000									
Doc Number									
3830									
Doc Ty									
JE									
Batch Number									
6280									
G/L Date									
6/30/2005									
T/L Co									
61000									
Doc Co									
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Batch Number									
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G/L Date									
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3830									
Doc Ty									
JE									
Batch Number									
6280									
G/L Date									
6/30/2005									
T/L Co									
6									

Processing Options for Transactions w/o Acct Master (R097021)

Update Option

1. Company number update option:

'1' = Print the report only

'2' = Print the report and update

Correcting Discrepancies on the Transactions w/o Acct Master Report

After running these reports, you should correct any discrepancies that the system detects. Some typical discrepancies and possible resolutions are as follows:

Account Master Company column is blank on the report	Add the account using the Review and Revise Accounts program (P0901) by entering the short account ID from the report.
The company number is not in the Account Balances table	Use the processing option for the Account Balance w/o Account Master program (R097031) to update the company number in the Account Balances table (F0902). This is helpful if you change the company number in the account master record and want to globally update the Account Balances table.
The company number is not in the Account Ledger table	Use the processing option for the Transaction w/o Acct Master program (R097021) to update the company number in the Account Ledger table (F0911). This is helpful if you change the company number in the account master record and want to globally update the Account Balances table.

Correcting Account Balances to Transactions

You can locate discrepancies between account balances and posted transactions by period.

After running the Acct Balance to Transactions report (R09705) and correcting discrepancies, you can prevent future out-of-balance conditions by doing the following:

- Placing security on the Work With Batches form to prevent improper changes
- Assigning responsibility for out-of-balance posting to one individual
- Allowing only one user to void, change, or delete entries

Running the Acct Balance to Transactions Report

From the Integrity Reports and Updates menu (G0922), choose Acct Balance to Transactions.

The Account Balance to Transactions report (R09705) reads balances in the F0902 table, verifies the amounts against the posted transactions in the F0911 table, and prints any out-of-balance conditions. If this integrity report does not find F0911 records with the same account number, period number, fiscal year, and ledger type as the F0902 records, it deletes the invalid period balance from the F0902 table as long as the following applies:

- A processing option is set to clear invalid period balances
- The affected ledger type has the Prevent Direct Balance Update option turned on in the Ledger Type Master Setup program (P0025).

If the Account Balance to Transactions report finds F0911 records with corresponding F0902 records, the system does not delete invalid period balances from the F0902 table, regardless of the processing option and ledger type master setup.

You can include any of the following items on this report:

- Fiscal year
- Ledger type
- Company

Worldwide Company										
Compare Account Balances To Transactions										
Company	Account	Description	CT	FY	LT	Subledger/Type	Cur Code	PN	Detail (F0911)	Balance (F0902)
00001	1.1110 BEAR	Bear Creek National Bank	20	5	AA			4	28,908.00	52,371.00
			20	5	AA			5	33,906.00	71,812.00
			20	5	AA			6	626,307.86	605,818.86
			20	5	AA			7	119,724.96	120,174.96
			20	5	AA			8	4,435.65	8,671.30
00001	1.1210	Trade Accounts Receivable	20	5	AA			4	77,022.88	139,217.88
			20	5	AA			5	839,708.41	854,668.41
			20	5	AA			6	7,642,202.16	7,635,966.67
			20	5	AA			7	4,254,191.43	4,263,350.07
			20	5	AA			8	4,580.19	9,120.36
00001	1.1215	Allow for Doubtful Accounts	20	5	AA			5	200.00	400.00
			20	5	AA			6	836.00	1,672.00
			20	5	AA			7	16.36	32.72
			20	5	AA			8	122.04	244.08
			20	5	AA			7		375.00
00001	1.1222	Drafts Receivable	20	5	AA			7		

See Also

- *Setting Up Ledger Type Rules for General Accounting* in the *General Accounting Guide* for more information about preventing direct balance updates to the Account Balances table (F0902)

Processing Options for Acct Balance to Transactions (R09705)

1. Company

Use this processing option to specify the company number that the system uses to select records from the Account Balances table (F0902). If this processing option is blank, the system selects all companies.

2. Ledger Type

Use this processing option to specify the ledger type that the system uses to select records from the Account Balances table (F0902). Enter a ledger type code from UDC table 09/LT.

If you leave this processing option blank, the system selects all amount ledger types in the F0902 table and excludes all unit ledger types in the F0902 table. To process records for unit ledger types, submit the report for each unit ledger type individually. Enter a specific unit ledger type in this processing option and enter the associated amount ledger type in the Amount Ledger Type processing option. For example, if you want to process unit ledger type records from the AU ledger and the associated amount ledger is the AA ledger, specify AU for the Ledger Type processing option and AA for the Amount Ledger Type processing option.

3. Fiscal Year

Use this processing option to specify the fiscal year that the system uses when selecting records from the Account Balances table (F0902). Enter the last two digits of the fiscal year. For example, enter 05 for 2005. If this processing option is blank, the system selects all fiscal years.

4. Beginning Period Number

Use this processing option to specify the beginning period that the system uses to select records from the Account Balances table (F0902). If this processing option is blank, the system selects all records with a period number prior to the period specified in the Ending Period Number processing option. If both the Beginning Period Number and Ending Period Number processing options are blank, the system selects all period numbers.

5. Ending Period Number

Use this processing option to specify the ending period that the system uses when selecting records from the Account Balances table (F0902). If this processing option is blank, the system selects all records with a period number after the period specified in the Beginning Period Number processing option. If both the Ending Period Number and Beginning Period Number processing options are blank, the system selects all period numbers.

6. Business Unit

Use this processing option to specify the business unit that the system uses to select records from the Account Balances table (F0902). Enter a valid business unit number. If this processing option is blank, the system selects all business units for the company specified in the Company processing option.

7. Beginning Object Account

Use this processing option to specify the beginning object account number in a range of object accounts that the system uses to select records from the Account Balances table (F0902). If this processing option is blank, the system selects all records with an object account preceding the object account specified in the Ending Object Account processing option. If both the Beginning Object Account and the Ending Object Account processing options are blank, the system selects all object accounts.

8. Ending Object Account

Use this processing option to specify the ending object account number in a range of object accounts that the system uses to select records from the Account Balances table (F0902). If this processing option is blank, the system selects all records with an object account after the account specified in the Beginning Object Account processing option. If both the Ending Object Account and the Beginning Object Account processing options are blank, the system selects all object accounts.

1. Clear invalid period balances.

Use this processing option to specify whether the system deletes period amounts in the Account Balances table (F0902) that have no corresponding records in the Account Ledger table (F0911). Valid values are:

1

The system deletes period amounts for invalid records in the F0902 table and prints the invalid records on the report. The system deletes period amounts for invalid records only if no records exist in the F0911 table and the corresponding ledger type has the Prevent

Direct Balance Update option turned on in the Ledger Type Master Setup program (P0025).

Blank

The system does not delete period amounts for invalid records in the F0902 table, and prints the invalid records on the report.

Note:

If you enter 1 in this processing option, the system deletes period amounts for invalid records only if no records exist in the Account Ledger table (F0911) and the corresponding ledger type has the Prevent Direct Balance Update field in the Ledger Type Master Setup program (P0025) turned on.

For example, if an account has a balance of \$600 in period 6 of fiscal year 2005 for ledger type AA in the F0902 table and no records for the account exist in the F0911 table for the same period, fiscal year and ledger type, the system deletes the F0902 amount only if the AA ledger type has the Prevent Direct Balance Update field checkmarked. In this situation, the system deletes the period balance from the F0902 and prints the out-of-balance amount and the message "Balance Cleared" on the report.

If, for example, an account has a balance of \$600 in period 6 of fiscal year 2005 for ledger type AA in the F0902 table and the same account has a balance of \$400 in the same period, fiscal year and ledger type in the F0911 table, the system does not delete the amount from the F0902 table due to the account having a balance in the F0911 table for the same period number, fiscal year and ledger type, regardless of whether the Prevent Direct Balance Update field is checkmarked.

2. Exclude inactive accounts.

Use this processing option to specify whether the system excludes inactive accounts when comparing period balances in the Account Balances table (F0902) to corresponding records in the Account Ledger table (F0911). Valid values are:

1

The system excludes inactive accounts.

Blank

The system includes inactive accounts.

1. Amount Ledger Type

Use this processing option in conjunction with the Ledger Type processing option to specify the amount ledger type that the system uses to select records from the Account Balances table (F0902). Specify the amount ledger type that is associated with the unit ledger type identified in the Ledger Type processing option. Enter a valid ledger type code from UDC table 09/LT. If you leave this processing option blank, the system uses ledger type AA.

Correcting Discrepancies on the Acct Balance to Transactions Report

After running the Acct Balance to Transactions report (R09705), you should correct any discrepancies that the system detects. Some typical discrepancies, their causes, and possible resolutions are as follows:

The Account Balance and Detail columns are out of balance	<p>Reasons:</p> <ul style="list-style-type: none">• Data entries were damaged by improper void or change processes.• An entry was not properly created by the conversion/interface programs. <p>Resolutions:</p> <ul style="list-style-type: none">• If data entries are damaged in the Account Ledger table (F0911), run a data utility program. If data entries are damaged in the Account Balances table (F0902), run the Repost Account Ledger program (R099102).• If an entry was improperly created by the conversion/interface programs, research the error and add the missing entries. Verify the validity of Account Ledger records and correct the conversion/interface programs.
The Balance column has an amount and the Detail column does not have an amount	<p>Reason:</p> <p>Data entries were made directly to the Account Balances table.</p> <p>Resolution:</p> <p>Turn on the Prevent Direct Balance Update option in the Ledger Type Master Setup program (P0025) for any ledger type that should not allow data entries directly to the Account Balances table. Then run the Acct Balance to Transactions report with the Clear invalid period balances processing option set to 1 to delete invalid balances from the Account Balances table.</p>
The date pattern is incorrect	<p>Reason:</p> <p>Changes were made to the fiscal date pattern after journal entries were</p>

	<p>entered into the system.</p> <p>Resolution:</p> <p>If the date pattern of the prior company is different from the new company, run the Repost Account Ledger program (R099102) with the processing option set to print the report only. After reviewing the report, run the Repost Account Ledger program with the processing option set to recalculate the amounts to correct the fiscal period and year balances.</p>
--	--

Caution

To prevent inaccurately deleting records from the Account Balances table, ensure that you turn on the Prevent Direct Balance Update option in the Ledger Type Master Setup program only for those ledger types that should not allow data entries directly to the Account Balances table. Certain ledger types may allow direct updates to the Account Balances table, such as the BA ledger or other budgeting ledger types.

Batch Header Maintenance

After you review the batch header integrity reports, you might find that you need to repair damaged or incorrect batch header records. Typically, this involves deleting batch header records, allowing a batch to post out of balance, or preventing a batch from appearing on an integrity report.

You use the Batch Header Revisions program (P0011) to revise, add, or delete batch header records.

Caution

If you revise batch header records with the Batch Header Revisions program, be aware that you might affect your audit trail.

This program allows you to revise any field on a batch header record; however, it was not designed for general use and should not be used regularly to update batch statuses.

To avoid unauthorized revisions, restrict user access.

In some cases, you might need to revise a batch header. Depending on the type of change that you make, you might also need to post the batch after you revise it. For example, if the General Ledger Post program (R09801) ends abnormally, the system might leave the batch header at a status of In Use. To correct this problem, you must change the batch status to Pending so that you can access the batch detail, or to Approved so that you can post the batch.

To correct a problem on one of the integrity reports, you might need to revise a batch to post out of balance. For example, you might need to post an out-of-balance journal entry batch. The following examples are situations in which you might need to post a batch out of balance:

- A power failure occurred during entry or posting.
- A valid, one-sided journal entry was entered to correct a conversion error that was made during setup.

If the Transactions to Batch Headers integrity report (R007021) indicates that one or more of your batches is missing a batch header, you must add a batch header record.

Typically, you should run the Batch to Detail integrity report (R007031) to delete any empty batch headers. However, you can delete a batch header manually. Before you delete an empty batch header, verify that no entries exist in the batch.

When you revise, add, and delete batch header records, the system updates the Batch Control Records table (F0011).

Prerequisite

- ❑ Restrict user access to these programs to prevent unauthorized changes.

► To locate batch headers

Use one of the following navigations:

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.

From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.

1. On Work With Batches, complete the following fields:
 - Batch Number
 - Batch Type
2. Choose one of the following options:
 - Unposted Batches
 - Posted Batches
 - All Batches
3. To narrow your search further, complete the following fields and click Find:
 - Batch Date
 - Difference Documents
 - Difference Amount
 - User ID

► **To add batch headers**

Use one of the following navigations:

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.

From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.

1. On Work With Batches, click Create or choose Create from the Form menu.

The screenshot shows the PeopleSoft interface for 'Batch Header Revisions - Create/Revise Batch Header'. The form includes a header with the PeopleSoft logo and a toolbar with buttons for OK, Cancel, Form, and Tools. The main form area is divided into several sections:

Batch Type	G	General Accounting
Batch Number	1279	

Batch Status	A	Approved
Batch Date	06/30/05	
User ID	DEMO	

	Amount	Documents
Total Expected		
Total Entered	175	4
Difference	175-	4-

2. On Create/Revise Batch Header, complete the following fields:

- Batch Type
- Batch Number
- Batch Status
- Batch Date
- User ID
- Total Entered Amount
- Total Entered Documents

3. Complete the following optional fields:

- Total Expected Amount
- Total Expected Documents

4. Choose the following options:

- Batch Is Approved
- Balanced Documents/Amounts

5. Click OK.

► **To revise batch headers**

Use one of the following navigations:

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.

From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.

1. On Work With Batches, follow the steps to locate the batch header.
2. Choose the batch header that you want to revise and then choose Revise from the Row menu.

PeopleSoft®

Batch Header Revisions - Create/Revise Batch Header

OK Cancel Form Tools

Batch Type General Accounting

Batch Number

Batch Status Approved

Batch Date

User ID

	Amount	Documents
Total Expected	<input type="text"/>	<input type="text"/>
Total Entered	<input type="text"/>	<input type="text" value="1"/>
Difference	<input type="text"/>	<input type="text" value="1-"/>

3. On Create/Revise Batch Header, complete any of the following fields:

- Batch Status
- Batch Date
- User ID
- Total Batch Amount
- Total Documents
- Total Batch Amount
- Total Documents

4. Choose the following options:

- Batch Is Approved
- Balanced Documents/Amounts

5. Click OK.

► To revise batches to post out of balance

Use one of the following navigations:

From the G/L Advanced & Technical Operations menu (G0931), choose Batch Header Revisions.

From the Journal Entry, Reports, & Inquiries menu (G0911), choose General Journal Review.

1. On Work With Batches, follow the steps to locate the batch header.
2. Choose the batch header and select Revise from the Row menu.

3. On Create/Revise Batch Header, select Overrides from the Form menu.
4. On Batch Overrides, choose the following options and click OK:
 - Allow batch to post out of balance
 - Exclude batch from integrity report

► **To delete a batch header**

From the Journal Entry, Reports & Inquiries menu (G0911), choose General Journal Review.

1. On Work With Batches, follow the steps to locate your batch.
2. Choose the batch and select Revise from the Row menu.
3. On Create/Revise Batch Header, select Delete from the form menu.
4. On Delete Batch Confirmation, click OK to confirm deletion.

Processing Options for General Journal Review (P0011)

Batch Type

1. Batch Type
-

Account Reconciliation

As part of your period-end processes, you might need to reconcile certain types of accounts in your system. For example, you might need to reconcile the balances in your bank accounts with your bank statement. Or you might want to reconcile debits to credits within a trade or suspense account

PeopleSoft provides four methods of account reconciliation:

- **Bank Account Reconciliation**
Use this method to manually reconcile your bank accounts.
- **Debit/Credit Match**
Use this method to manually reconcile debits and credits for accounts such as clearing or suspense accounts.
- **Bank Tape Reconciliation**
Use this method if you want the system to automatically reconcile your bank account. You can use this method only if your bank provides magnetic media with transaction information.
- **Bank Statement Processing**
Use this method to enter transaction information from your bank statement directly into EnterpriseOne software. Countries whose banking processes rely heavily on magnetic media processing, electronic funds transfers, and direct bank involvement in settling outstanding debts typically use this method.

Setting Up AAIs for Account Reconciliation

Before you begin the account reconciliation process, you must set up the GLRCxx AAIs. These AAIs define the range of accounts that you want to reconcile and are required for all four methods of account reconciliation. If the account that you want to reconcile is not included in any of your GLRCxx AAI ranges, the Refresh Reconciliation File program (R09130) does not build the WF - Account Ledger Reconciliation worktable (F0911R) for the account and you will not be able to reconcile the account.

You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLRC01. We recommend that you end the first range with GLRC02, the next consecutive number. Define the next range, if needed, to start with GLRC03 and end with GLRC04, and so on.

The following example shows how you might set up your GLRCxx AAIs:

Item Number	Description Line 1	Description Line 2	Company	Business Unit	Object Account	Subsidiary
GLRC01	Reconcilable Range	Begin Range 1	00000		1110	

GLRC02	Reconcilable Range	End Range 1	00000		1110	99999999
GLRC03	Reconcilable Range	Begin Range 2	00000		4110	
GLRC04	Reconcilable Range	End Range 2	00000		4110	99999999

See Also

- ❑ *Working with AAIs* in the *General Accounting Guide* for more information about how to set up AAIs

Setting Up the Reconciliation Code

As part of the setup for the Bank Account Reconciliation and the Debit/Credit Match methods of account reconciliation, you can change the reconciliation code that the system uses to indicate the reconciliation status of a transaction. The system updates the transactions in the WF - Account Ledger Reconciliation worktable (F0911R) and the Account Ledger table (F0911) with this reconciliation code when you reconcile transactions within your accounts. The Refresh Reconciliation File program (R09130) uses the reconciliation code to determine which transactions have already been reconciled when refreshing the F0911R worktable. The default reconciliation code is R. However, if your organization has a different term for reconciliation and would like to make the code more applicable, you can add a new reconciliation code.

If you want to add a new reconciliation code, you must define the new code in UDC 09/RC. You can enter any alphanumeric value. The field length is 1. However, if you are using bank statement processing, you cannot use values A or D because they are used by the Bank Statement programs.

Note

The Auto Reconcile Void Payment (R09551) and Auto Reconcile Void Receipt (R09552) programs use the default reconciliation code of R. You cannot change the reconciliation code for these programs.

See Also

- ❑ *User Defined Codes* in the *Foundation Guide* for more information about adding user defined codes

Bank Account Reconciliation

You can use the Bank Account Reconciliation selection for the Manual Reconciliation program (P09131) to reconcile bank accounts. After you have performed the initial setup tasks, you can easily reconcile bank accounts on a monthly basis.

When using the Bank Account Reconciliation selection to reconcile accounts, you complete the following steps in sequential order:

- Reconcile voided payments and receipts
- Refresh the account reconciliation information
- Manually reconcile transactions
- Unreconcile transactions

Reconciling Voided Payments and Receipts

Use one of the following navigations:

From the Account Reconciliation menu (G0921), choose Auto Reconcile Void Payment.

From the Account Reconciliation menu (G0921), choose Auto Reconcile Void Receipt.

Instead of manually reconciling voided payments and receipts, you can save time during account reconciliation by running the following programs:

- Auto Reconcile Void Payment program (R09551)
- Auto Reconcile Void Receipt (R09552)

These programs automatically reconcile voided payments and receipts (and those with zero amounts) by updating the GLRCND field on the transactions in the Account Ledger table (F0911) with the default reconciliation code of R. When selecting payments, the Auto Reconcile Void Payment program selects both payments that were voided manually and those voided during automatic payment processing.

You should run these programs before you run the Refresh Reconciliation File program (R09130) to create the WF - Account Ledger Reconciliation table (F0911R) so that voided and zero-amount payments and receipts are not included in the F0911R table.

These programs do not have any processing options.

Refreshing the Account Reconciliation Information

From the Account Reconciliation menu (G0921), choose Refresh Reconciliation File.

Before you reconcile your accounts, you must run the Refresh Reconciliation File program (R09130). Typically, you run this program at the end of each period to reconcile transactions for the period. The Refresh Reconciliation File program copies the unreconciled transaction detail for all reconcilable accounts from the Account Ledger table (F0911) into the WF - Account Ledger Reconciliation worktable (F0911R).

Each time that you refresh the F0911R worktable, the system removes all previously reconciled transactions in the table and replaces them with new transactions that meet the processing option and data selection criteria for the R09130 program. For example, if you ran the Refresh Reconciliation File program for the month of January and reconciled all transactions for that month, and then you run the Refresh Reconciliation File program again for February, the program removes all the reconciled transactions for January from the F0911R worktable and replaces them with the unreconciled transactions for February.

When selecting records from the F0911 table, the system uses the following criteria:

- The account that you are trying to reconcile must be within the GLRCxx AAI range.

- The G/L date for the transaction must be within the date range specified in the Beginning Date and Ending Date processing options.
- The GLRCND field for the transaction must be blank.

When you run the Refresh Reconciliation File program, you can refresh the information for all accounts in the GLRCxx AAI ranges at once, or you can use data selection to specify one account. If you use data selection to specify an account, you must enter the short account ID of the account.

Note

If you run the Refresh Reconciliation File program for a specific account and then run the program again for a different account, the system does not remove the previously reconciled transactions for the first account. The Refresh Reconciliation File program adds the records for the second account to the previously reconciled transactions of the first account. The Refresh Reconciliation File program only removes all previously reconciled transactions when you run the program subsequently for the same account.

The system prints a report that notifies you that the account was refreshed.

The Refresh Reconciliation File program is designed to build only one F0911R worktable. However, you can allow separate F0911 worktables for specific accounts by using the Configured Network Computing function to point to the F0911R worktable locally.

See Also

- ❑ *Working with the Object Configuration Manager* in the *Configurable Network Computing Implementation Guide* for more information about how to point the WF - Account Ledger Reconciliation worktable (F0911R)

Prerequisite

- ❑ Set up the GLRCxx AAIs to identify account ranges that must be reconciled. See *Setting Up AAIs for Account Reconciliation* in the *General Accounting Guide*.
- ❑ Set up a reconciliation code in UDC 09/RC if you do not want to use reconciliation code R. See *Setting Up the Reconciliation Code* in the *General Accounting Guide*.

Processing Options for Refresh Reconciliation File (R09130)**Select Tab**

These processing options specify the beginning and ending date for the system to use when selecting records from the Account Ledger table (F0911) and whether to include both reconciled and unreconciled transactions. The WF - Account Ledger Reconciliation worktable (F0911R) can become unmanageable if you choose to view both reconciled and unreconciled transactions on a regular basis. This can impact processing time. Include reconciled items only when it is necessary to correct a previous reconciliation.

1. Beginning Date

Use this processing option to specify the date that you want to use as the beginning date for the refresh.

2. Ending Date

Use this processing option to specify the date that you want to use as the ending date for the refresh.

3. Reconciled Status

Blank = Reconciled records

1 = Reconciled and unreconciled records

Use this processing option to select both reconciled and unreconciled records. Valid values are:

Blank

Select only reconciled records.

1

Select both reconciled and unreconciled records.

Default Tab

This processing option specifies the ledger type for the system to use when selecting records from the F0911 table.

1. Ledger Type

Blank = All ledger types.

Use this processing option to specify the Ledger Type that will be used in the data selection criteria for the report. If you leave this processing option blank, all ledger types are selected.

Display Tab

This processing option specifies whether the system includes records with document type AE when selecting records from the F0911 table.

1. Document Type Filter

Blank = Do not include AE document type transactions.

1 = Include AE document type transactions.

Use this processing option to specify whether to include AE document type transactions.
Valid values are:

Blank

Do not include AE document type transactions.

1

Include AE document type transactions.

Print Tab

This processing option specifies whether the system prints messages on the Refresh Reconciliation File report (R09130) for all accounts or only for accounts that were refreshed.

1. Messages

Blank = Print messages only for accounts that are refreshed.

1 = Print all messages.

Use this processing option to specify which messages will be printed. Valid values are:

Blank

Print messages for accounts that are refreshed.

1

Print all messages.

Data Selection for Refresh Reconciliation File

For faster processing, we strongly recommend that you use data selection to specify the accounts to be reconciled.

To create a WF - Account Ledger Reconciliation worktable (F0911R) for only one account, enter the short account ID number in the data selection. If you subsequently refresh the F0911R worktable using a specific account number in the data selection, the system adds the new records to the previous records. In this case, the system does not clear the F0911R worktable.

Manually Reconciling Transactions Using Bank Account Reconciliation

When you use the Bank Account Reconciliation selection from the Manual Reconciliation program (P09131) to reconcile your accounts, the system marks the transactions on the Bank Account Reconciliation form with an R (or the reconciliation code that you have chosen).

In addition to marking the transactions as reconciled, account reconciliation using the Bank Account Reconciliation selection also involves entering the account balance from your bank statement into the Bank Balance field. As you mark transactions as reconciled, the system updates the amounts in the Outstanding Debits and Outstanding Credits fields. The system also updates the Amt to Reconcile field as you reconcile the transactions. The system uses the following formula to determine the Amt to Reconcile:

$$(\text{Bank Balance} + \text{Outstanding Debits} + \text{Outstanding Credits}) - \text{Book Balance} = \text{Amount to Reconcile}$$

- Bank Balance = the amount on your bank statement
- Outstanding Debits and Credits = the records in the reconciliation worktable that have not been marked as reconciled
- Book Balance = the account balance in your Account Balances table (F0902). The system includes balance forward amounts for balance sheet accounts.

When you are certain that all transactions that are marked as reconciled should be reconciled, choose Update F0911 from the form menu.

Running the Reconciliation Print Report

- When you are finished reconciling your accounts, you can run the Print Reconciliation Report (R09132P) for a list of any outstanding items.

The date range used for the Print Reconciliation Report is the same as that entered in the processing options for the Refresh Reconciliation File program (R09130). If you want to run the Print Reconciliation Report over a range other than that specified in the Refresh Reconciliation File program, you must run the Refresh Reconciliation File program again.

Prerequisites

- ☐ Set up the GLRCxx AAIs to identify the accounts that must be reconciled. See *Setting Up AAIs for Account Reconciliation* in the *General Accounting Guide*.
- ☐ Set up the reconciliation code if you do not want to use R. See *Setting Up the Reconciliation Code* in the *General Accounting Guide*.
- ☐ Reconcile voided payments and receipts. See *Reconciling Voided Payments* and *Reconciling Voided Payments and Receipts* in the *General Accounting Guide*.
- ☐ Run the Refresh Reconciliation File program (R09130) to refresh the WF - Account Ledger Reconciliation worktable (F0911R). See *Refreshing the Account Reconciliation Information* in the *General Accounting Guide*.

► To manually reconcile transactions using Bank Account Reconciliation

From the Account Reconciliation menu (G0921), choose Manual Reconciliation.

1. On Reconciliations, choose Bank Account Reconciliation.

2. On Bank Account Reconciliation, complete the following field and click Find:
 - Account Number
Enter the bank account number of the account for which you ran the Refresh Reconciliation File program (R09130). If you want to reconcile transactions for a different account, you must run the Refresh Reconciliation File program again for that account.
3. To view both unreconciled and reconciled items, turn off the following option and click Find:
 - Unreconciled Only
You will be able to view reconciled items only if you entered 1 for the Reconciled Status processing option of the Refresh Reconciliation File program.
4. To limit the transactions that you can view for the account by G/L date, enter a G/L date in the following field and click Find:
 - From Date
You must enter a date that is within the date range that you entered for the Beginning Date and Ending Date processing options of the Refresh Reconciliation File program. If you want to view transactions from a date prior to the date entered for the Beginning Date processing option, you must run the Refresh Reconciliation File program again with the different dates.
5. Complete the following field:
 - Bank Balance
Enter the balance that appears on your bank statement.
6. If you want to use a reconciliation code other than R, use the search button in the following field and select the code that you want to use:
 - Code
If you want to add a new reconciliation code, you must enter it in UDC 09/RC.
7. To further limit the transactions that you can view for an account, choose Options from the Form menu.
8. On Options, complete any of the following optional fields and click OK:
 - Document Number
 - Document Type
 - Subledger Type
 - Subledger
 - Ledger Type
 - Reference 1
For Accounts Receivable receipts, this field contains the batch number of the receipt.

For Accounts Payable payments, this field contains the payment number.

- Reference 2

For Accounts Receivable receipts, this field contains the document number of the receipt.

For Accounts Payable payments, this field contains the supplier number of the payment.

- Reference 3

Entering a value in any of these fields limits the transactions that appear on the Bank Account Reconciliation form. For example, if you enter a number in the Document Number field and click OK, only documents with that number will appear. This is helpful if you are trying to search for a particular transaction.

9. On Bank Account Reconciliation, click Find.

10. To mark a transaction as reconciled, double-click it.

If the Reference 3 processing option for the Manual Reconciliation program is set to 1, the Reference 3 Selection form appears and displays the next available number from the Reconciliation next number. The system updates the GLR3 field for this transaction in the WF - Account Ledger Reconciliation worktable (F0911R) with this number. You can click OK to accept this number; or you can override it with a number of your choice. The system assigns this number to each transaction that you reconcile for this account until you exit the Bank Account Reconciliation form.

If you do not want all transactions to have the same reconciliation number, choose Update Single from the form menu on the Reference 3 Selection form. The system displays this form each time you reconcile a transaction so that you can enter a new number for each transaction.

11. To mark more than one transaction (or all transactions) for reconciliation, choose the transactions, and then choose Reconcile Toggle from the Row menu.

12. To complete the reconciliation process, choose Update F0911 from the form menu.

When you choose Update F0911, the system updates the GLRCND field in the Account Ledger table (F0911) with the information in the F0911R worktable for all reconciled transactions. If the Reference 3 processing option for Manual Reconciliation is set to 1, the system also updates the GLR3 field in the F0911 table with the reconciliation number from the F0911R worktable.

13. To print a report of the outstanding items, choose Reconciliation Print from the Report menu.

This report provides a list of all items that are unreconciled. The date range used in this report is the same as that used in the Refresh Reconciliation File program. If you would like the report to include a different date range, you must run the Refresh Reconciliation File program again with the desired dates.

Changing a Reconciled Transaction to Unreconciled Using Bank Account Reconciliation

After you finish the reconciliation process, you might need to change a reconciled transaction to unreconciled. You can change the reconciliation status of a transaction using the Bank Account Reconciliation selection for the Manual Reconciliation program (P09131) by double-clicking the transaction or choosing Reconciliation Toggle from the Row menu. The system removes the R (or the reconciliation code that you have chosen) in the WF - Account Ledger Reconciliation worktable (F0911R). If you entered 1 in the Reference 3 processing option for the Manual Reconciliation program, the system also deletes the assigned reconciliation number from the transaction. You must then choose Update F0911 from the Form menu to remove the R (or the reconciliation code that you have chosen) from the transaction in the Account Ledger table (F0911).

If you have run the Refresh Reconciliation File program (R09130) since you reconciled the transaction, you must run the program again and enter 1 in the Reconciled Status processing option to include reconciled transactions.

If you need to change the reconciliation status of a transaction that is from a period other than the current period, you must run the Refresh Reconciliation File program again with 1 in the Reconciled Status processing option to include reconciled transactions and you must change the Beginning Date and Ending Date processing options to include the G/L date of the transaction that you want to change.

► To change a reconciled transaction to unreconciled in the current period using Bank Account Reconciliation

From the Account Reconciliation menu (G0921), choose Manual Reconciliation.

1. On Reconciliations, choose Bank Account Reconciliation.
2. On Bank Account Reconciliation, complete the following field:
 - Account Number
3. To display reconciled transactions, turn off the following option and then click Find:
 - Unreconciled Only
4. To change the reconciliation status of the item, double-click the item in the option to the left of the R ND field or choose the transaction and choose Reconciliation Toggle from the row menu.

The system removes the R (or the reconciliation code that you chose) from the GLRCND field in the WF - Account Ledger Reconciliation worktable (F0911R).

5. To update the Account Ledger table (F0911) with the unreconciled status, choose Update F0911 from the form menu.

The system removes the R from the GLRCND field in the F0911 table.

Note

If you want to change a reconciled transaction to unreconciled for a transaction that is from a period that is different from the current period, you must run the Refresh Reconciliation File program (R09130) again using beginning and ending dates that include the G/L date for the transaction.

Processing Options for Manual Reconciliation (P09131)

Defaults Tab

1. Ledger Type

Blank = AA

Use a valid ledger type from the UDC 09/LT

Use this processing option to choose a specific ledger type for processing. You must choose a valid ledger type from the UDC table (09/LT). If you leave this field blank, the system will use a default ledger type of AA.

2. Reference 3

Blank = No reconciliation number assigned

1 = Reconciliation number assigned

Use this processing option if you want the system to update the Reference 3 field on the record in the Account Ledger table (F0911) with a reconciliation number. The system uses the Next Number Revisions program (P0002) to assign the reconciliation number. This reconciliation number can be overridden at the time of reconciliation. If you leave this field blank, the system will not update the Reference 3 field.

Debit/Credit Edits Tab

1. Debit/Credit Balance

Blank = Not required to balance

1 = Required to balance

Use this processing option to specify whether debits and credits are required to balance. Valid values are:

Blank

Debits and credits are not required to balance.

1

Debits and credits are required to balance.

2. Tolerance Limit

Enter a tolerance limit amount for matching debits and credits.

If left blank, debits and credits must balance.

Use this processing option to specify the value for the tolerance amount by which debit and credit transactions can be out of balance. If you enter an amount, the debit and credit transaction can be out of balance by this amount and still be considered reconciled. If you leave this field blank, debits and credits must balance.

This processing option is used only when you enter 1 in the Debit/Credit Balance processing option. For example, if you enter 1 in the Debit/Credit Balance processing option and you leave this processing option blank, debits and credits must balance exactly or the system generates an error. If you enter 1 in the Debit/Credit Balance processing option and you enter 5.00 in this processing option, debits and credits can be out of balance by 5.00 and the system still considers the transactions balanced and does not generate an error.

Note: This processing option is valid only for the Debit/Credit Match program. This processing option is not valid for the Bank Account Reconciliation program.

3. Sort By

Blank = G/L Date

1 = Absolute value

Use this processing option to determine whether the system should sort transactions by amount or G/L date. Valid values are:

Blank

Sort transactions by G/L Date.

1

Sort transactions by amount. If you choose this option, the system will sort the transactions by amount, regardless of whether they are debits or credits. You will be able to see an amount with the debit and credit together as opposed to searching for the offset of the amount by the G/L date.

Debit/Credit Match

You can use the Debit/Credit Match program (P09131) to reconcile debits and credits within a particular account. You typically use this program to reconcile accounts such as trade or suspense accounts. For example, if one of your trade accounts is out of balance, use this program to match debit transactions to credit transactions to try to locate the transaction that is causing the account to be out of balance.

When you use the Debit/Credit Match program to reconcile accounts, the reconciliation process includes the following steps in the order specified:

- Reconciling voided payments and receipts. The process for reconciling voided payments and receipts using the Debit/Credit method is the same as for the Bank Account Reconciliation method.
- Refreshing the account information. The process for refreshing the account information when you are using the Debit/Credit method is the same as for the Bank Account Reconciliation method.
- Manually reconciling transactions.
- Unreconciling transactions.

Manually Reconciling Transactions Using Debit/Credit Match

In addition to the Bank Account Reconciliation selection from the Manual Reconciliation program (P09131), you can use the Debit/Credit Match selection to reconcile your accounts. The Debit/Credit Match selection has processing options that specify whether the two transactions must balance before you can continue the reconciliation process.

- If you enter 1 for the Debit/Credit Balance processing option and you leave the Tolerance Limit processing option blank, the debit and credit transactions must balance exactly; otherwise the system issues an error message.
- If you enter 1 for the Debit/Credit Balance processing option and you specify an amount for the Tolerance Limit processing option, the difference between the debit and credit transactions must be less than or equal to the tolerance amount or the system issues an error message.
- If you leave both processing options blank, the debit and credit transactions do not have to balance.

If the two transactions meet the criteria of the processing options, the system updates the GLRCND field in the WF - Account Ledger Reconciliation worktable (F0911R) with the reconciliation code. As you mark transactions as reconciled, the system updates the Total Debits and Total Credits fields.

Prerequisites

- ❑ Set up the GLRCxx AAIs to identify the accounts that must be reconciled. See *Setting Up AAIs for Account Reconciliation* in the *General Accounting Guide*.
- ❑ Set up the reconciliation code if you do not want to use R. See *Setting Up the Reconciliation Code* in the *General Accounting Guide*.
- ❑ Reconcile voided payments and voided receipts. See *Reconciling Voided Payments and Receipts* in the *General Accounting Guide*.

- ❑ Run the Refresh Reconciliation File program (R09130) to refresh the WF - Account Ledger Reconciliation table (F0911R). See *Refreshing the Account Reconciliation Information* in the *General Accounting Guide*.

► **To manually reconcile transactions using Debit/Credit Match**

From the Account Reconciliation menu (G0921), choose Manual Reconciliation.

1. On Reconciliations, choose Debit/Credit Match.
2. On Bank Account Reconciliation, complete the following field and click Find:
 - Account Number
Enter the bank account number for which you ran the Refresh Reconciliation File program (R09130). If you want to reconcile transactions for a different bank account, you must run the Refresh Reconciliation File program again for the different bank account.
3. To view both unreconciled and reconciled items, turn off the following option and click Find:
 - Unreconciled Only
You will be able to view unreconciled transactions only if you entered 1 for the Reconciled Status processing option of the Refresh Reconciliation File program.
4. To limit the transactions that you can view for the account by G/L date, enter a G/L date in the following field and click Find:
 - From Date
You must enter a date that falls within the date range that you entered for the Beginning Date and Ending Date processing options of the Refresh Reconciliation File program. If you want to view transactions from a date prior to the date entered for the Beginning Date processing option, you must run the Refresh Reconciliation File program again with the different beginning date.
5. If you want to use a reconciliation code other than R, use the search button for the following field and select the code that you want to use:
 - Code
If you want to add a new reconciliation code, you must enter it in UDC 09/RC.
6. To further limit the transactions that you can view, choose Options from the Form menu.
7. On Options, complete the following optional fields and click OK:
 - Document Number
 - Document Type
 - Subledger Type
 - Subledger
 - Ledger Type
 - Reference 1

For Accounts Receivable receipts, this field contains the batch number of the receipt.

For Accounts Payable payments, this field contains the payment number.

- Reference 2

For Accounts Receivable receipts, this field contains the document number of the receipt.

For Accounts Payable payments, this field contains the supplier number of the payment.

- Reference 3

Entering a value in any of these fields limits the transactions that appear on the Bank Account Reconciliation form. For example, if you enter a number in the Document Number field, only documents with that number will appear. This is helpful if you are trying to search for a particular transaction.

8. If you entered a value in any of the fields on the Options form, On Bank Account Reconciliation, click Find again.

The Options option is now turned on. This option is a reminder to you that you are viewing only transactions that meet the criteria that you specified on the Options form.

9. To mark transactions as reconciled, double-click the debit and credit transactions in the option to the left of the R ND field.

When you reconcile the transactions, the system does the following:

- If the Reference 3 processing option for Manual Reconciliation is set to 1, the Reference 3 Selection form appears and displays the next available number from the Reconciliation next number. The system updates the GLR3 field for this transaction in the WF - Account Ledger Reconciliation worktable (F0911R) with this number. You can click OK to accept this number; or you can override it with a number of your choice. The system assigns this number to each transaction that you reconcile for this account until you exit the Bank Account Reconciliation program. If you do not want all transactions to have the same reconciliation number, choose Update Single from the Form menu in the Reference 3 Selection form. The system displays this form each time you reconcile a transaction so that you can enter a new number for each transaction.
 - Completes the R ND field on the Bank Account Reconciliation form with R (or the reconciliation code that you chose).
 - Updates the Total Debits and Total Credits fields with the amounts that you selected.
10. To update the transactions as reconciled in the F0911R worktable, choose DB/CR Recon/Unrecon from the form menu.

The system updates the GLRCND field in the F011R worktable with an R (or the reconciliation code that you chose) only if the following conditions are met:

- You entered 1 for the Debit/Credit Balance processing option for the Manual Reconciliation program and the debit and credit transactions net to zero or the difference between the two transactions is within the tolerance limit that you entered in the Tolerance Limit processing option.

- You left the Debit/Credit Balance processing option for the Manual Reconciliation program blank.

If the conditions above are not met, the system displays an error message and does not update the transactions as reconciled in the F0911R worktable.

11. To complete the reconciliation process, choose Update F0911 from the form menu.

When you choose Update F0911, the system updates the GLRCND field in the Account Ledger table (F0911) with the information in the F0911R worktable for all reconciled transactions. If the Reference 3 processing option for Manual Reconciliation is set to 1, the system also updates the GLR3 field in the F0911 table with the reconciliation number from the F0911R worktable.

12. To generate a report of the outstanding items, choose Reconciliation Print from the Report menu.

This report provides a list of all items that are unreconciled. The date range used in this report is the same as that used in the Refresh Reconciliation File program. If you want the report to include a different date range, you must run the Refresh Reconciliation program again with the different dates.

Changing a Reconciled Transaction to Unreconciled Using Debit/Credit Match

After you finish the reconciliation process, you might need to change a reconciled transaction to unreconciled. When you change a reconciled transaction to unreconciled, the system removes the R (or the code that you have chosen) from the transaction in the WF - Account Ledger Reconciliation worktable (F0911R). If you entered 1 for the Reference 3 processing option for the Manual Reconciliation program (P09131), the system also deletes the assigned reconciliation number from the transaction.

If you have run the Refresh Reconciliation File program (R09130) since you reconciled the transaction, you must run the program again and enter 1 in the Reconciled Status processing option to include reconciled transactions.

If you need to change the reconciliation status for a transaction that is from a period other than the current period, you must run the Refresh Reconciliation File program again with 1 in the Reconciled Status processing option to include reconciled transactions, and you must change the Beginning Date and Ending Date processing options to include the G/L date of the transaction that you want to change.

► To change a reconciled transaction to unreconciled in the current period using Debit/Credit Match

From the Account Reconciliation menu (G0921), choose Manual Reconciliation.

1. On Reconciliations, choose Debit/Credit Match.
2. On Bank Account Reconciliation, complete the following field:
 - Account Number
3. To display reconciled transactions, verify that the following option is not turned on, and then click Find:

- Unreconciled Only
- 4. To change a reconciled transaction to unreconciled, double-click the item in the option to the left of the R ND field and choose DB/CR Recon/Unrecon from the form menu.

The system removes the R (or the code that you have chosen) from the GLRCND field for the transaction in the WF - Account Ledger Reconciliation table (F0911R).
- 5. To update the Account Ledger table (F0911) with the unreconciled status, choose Update F0911 from the form menu.

The system removes the R from the GLRCND field for the transaction in the Account Ledger table (F0911). If the Reference 3 processing option for Manual Reconciliation is set to 1, the system also removes the reference number from the GLR3 field.

Note

If you want to change the status of a transaction from a period that is different from the current period, you must run the Refresh Reconciliation File program (R09130) again using beginning and ending dates that include the G/L date for the transaction and then follow the steps for changing the transactions to unreconciled in the current period.

Processing Options for Manual Reconciliation (P09131)

Defaults Tab

1. Ledger Type

Blank = AA

Use a valid ledger type from the UDC 09/LT

Use this processing option to choose a specific ledger type for processing. You must choose a valid ledger type from the UDC table (09/LT). If you leave this field blank, the system will use a default ledger type of AA.

2. Reference 3

Blank = No reconciliation number assigned

1 = Reconciliation number assigned

Use this processing option if you want the system to update the Reference 3 field on the record in the Account Ledger table (F0911) with a reconciliation number. The system uses the Next Number Revisions program (P0002) to assign the reconciliation number. This reconciliation number can be overridden at the time of reconciliation. If you leave this field blank, the system will not update the Reference 3 field.

Debit/Credit Edits Tab

1. Debit/Credit Balance

Blank = Not required to balance

1 = Required to balance

Use this processing option to specify whether debits and credits are required to balance. Valid values are:

Blank

Debits and credits are not required to balance.

1

Debits and credits are required to balance.

2. Tolerance Limit

Enter a tolerance limit amount for matching debits and credits.

If left blank, debits and credits must balance.

Use this processing option to specify the value for the tolerance amount by which debit and credit transactions can be out of balance. If you enter an amount, the debit and credit transaction can be out of balance by this amount and still be considered reconciled. If you leave this field blank, debits and credits must balance.

This processing option is used only when you enter 1 in the Debit/Credit Balance processing option. For example, if you enter 1 in the Debit/Credit Balance processing option and you leave this processing option blank, debits and credits must balance exactly or the system generates an error. If you enter 1 in the Debit/Credit Balance processing option and you enter 5.00 in this processing option, debits and credits can be out of balance by 5.00 and the system still considers the transactions balanced and does not generate an error.

Note: This processing option is valid only for the Debit/Credit Match program. This processing option is not valid for the Bank Account Reconciliation program.

3. Sort By

Blank = G/L Date

1 = Absolute value

Use this processing option to determine whether the system should sort transactions by amount or G/L date. Valid values are:

Blank

Sort transactions by G/L Date.

1

Sort transactions by amount. If you choose this option, the system will sort the transactions by amount, regardless of whether they are debits or credits. You will be able to see an amount with the debit and credit together as opposed to searching for the offset of the amount by the G/L date.

Bank Tape Reconciliation

If your bank provides you with a tape of the transactions that have cleared your bank account, you can have the system automatically reconcile the account for you. The account reconciliation process for bank tape reconciliation includes the following tasks in the order specified:

- Reformatting the bank tape
- Refreshing the account reconciliation information
- Matching the bank tape to the WF - Account Ledger Reconciliation table (F0911R)
- Verifying the bank tape reconciliation

See Also

- *Refreshing the Account Reconciliation Information* in the *General Accounting Guide* for more information about running the Refresh Reconciliation File program (R09130)

Reformatting the Bank Tape

Before the system can automatically reconcile items that have cleared your bank account, you or your system administrator must convert the information from the bank tape into EnterpriseOne tables. This process includes the following two steps:

- Converting the bank tape into a flat file called Bank File OF Cleared Checks - Flat File OneWorldONLY (F095051)
- Converting the information in the F095051 table to the WF - Bank File of Cleared Checks table (F09505)

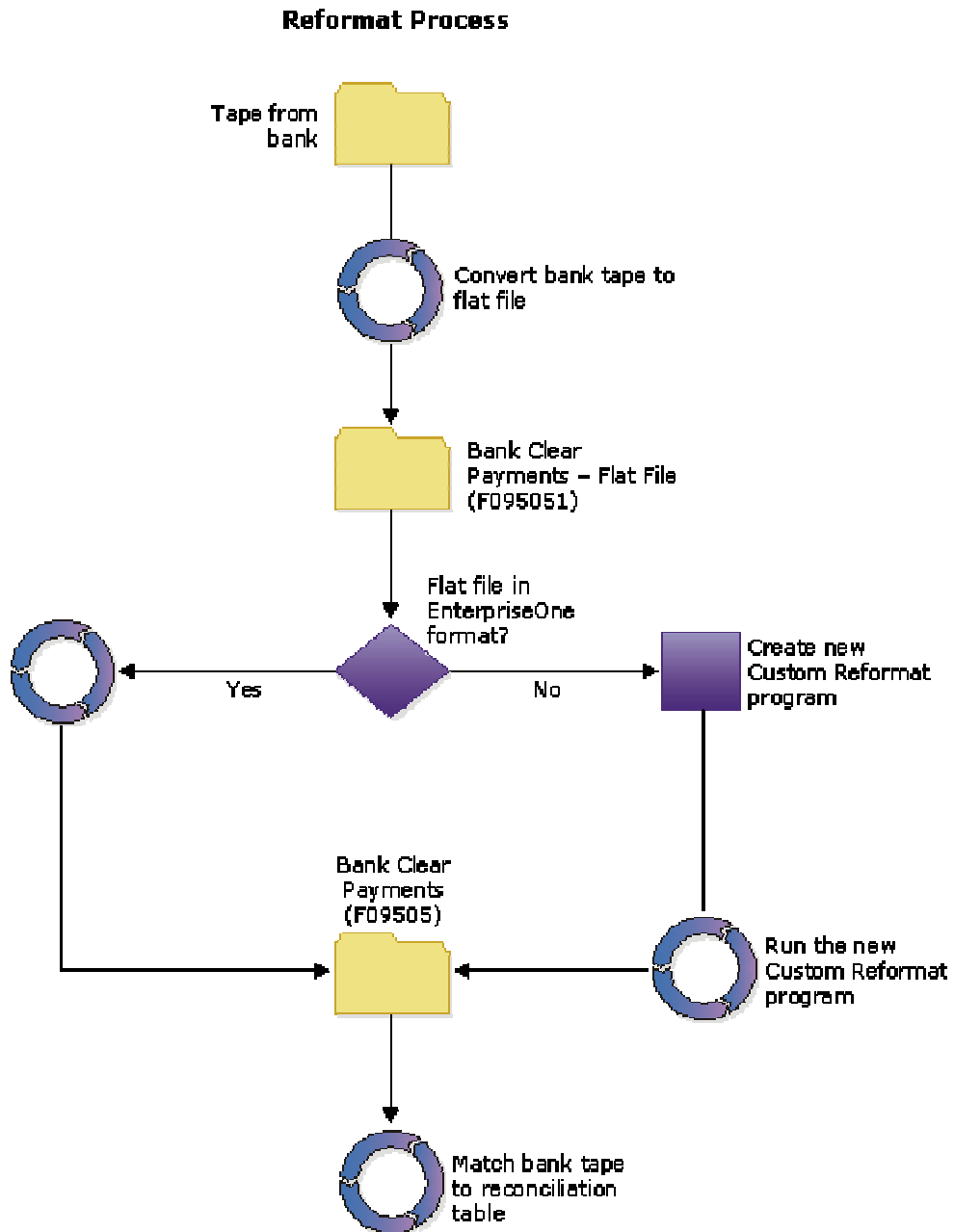
After you convert the bank tape into the F095051 table, run the Custom Reformat UBE program to convert the information in the F095051 table to the WF - Bank File of Cleared Checks table. In order

for the system to be able to convert the information from the F095051 table to the F09505 table, the information must be in the following positions in the F095051 table:

Positions	Information	Specifications
Positions 1–8:	Account ID	You can enter the ID with or without leading zeros, right or left justified.
Positions 9–16	Payment number	You must enter the payment number right justified with leading zeros.
Positions 17–46	Explanation	Enter the explanation for the payment.
Positions 47–61	Amount	If you are working with a decimal currency, you can enter the decimal or the whole monetary amount. For example, you can enter 200.00 USD as either 200 or 200.00. If you enter the amount as 200000, the system tries to match the amount as 200000.00.
Positions 62–67	Payment date	Gregorian format

If the information in the F095051 table is not in the positions specified above, you or your system administrator must create a new custom reformat program. The Custom Reformat UBE program serves as a template for creating a new program.

The following graphic illustrates the reformat process:



Processing Options for Custom Reformat UBE (R09501)

Purge Tab

1. Purge F09505 table before processing.

Blank = No Purge

1 = Purge

Use this processing option to specify whether the system purges the WF - Bank File of Cleared Checks table (F09505) before it runs the Custom Reformat UBE program (R09501). Valid values are:

Blank

Do not purge the F09505 table before running the Custom Reformat UBE program.

1

Purge the F09505 table before running the Custom Reformat UBE program. The system purges the F09505 table before it updates the Bank File OF Cleared Checks - Flat File OneWorldONLY table (F095051).

2. Purge F095051 table before processing.

Blank = No Purge

1 = Purge

Use this processing option to specify whether the system purges the Bank File OF Cleared Checks - Flat File OneWorldONLY table (F095051) after it runs the Custom Reformat UBE program (R09501). Valid values are:

Blank

Do not purge the F095051 table.

1

Purge the F095051 table.

Matching the Bank Tape to the WF - Account Ledger Reconciliation worktable

From the Account Reconciliation menu (G0921), choose Match Tape File To Recon File.

After you or your system administrator converts the information from the bank tape into the WF - Bank File of Cleared Checks table (F09505), run the Match Tape File To Recon File program (R09510) to have the system reconcile the transactions that have cleared your bank account.

The Match Tape File To Recon File program reconciles the transactions by performing the following tasks:

- Compares cleared transactions from the bank tape in the WF - Bank File of Cleared Checks table with unreconciled transactions in the WF - Account Ledger Reconciliation worktable (F0911R)
- Marks as reconciled all transactions that have matching document numbers, matching amounts, and cleared dates greater than the document date in the F0911R worktable and the Account Ledger table (F0911)
- The Match Tape File To Recon File program also prints four reports that show the results of the comparison and list any errors that occurred during the automatic reconciliation.

Prerequisites

- ❑ Convert the information from the bank tape into EnterpriseOne tables. See *Reformatting the Bank Tape* in the *General Accounting Guide*.
- ❑ Create the WF - Account Ledger Reconciliation table (F0911R) by running the Refresh Reconciliation File program (R09130). See *Refreshing the Account Reconciliation Information* in the *General Accounting Guide*.

See Also

- ❑ *Verifying the Bank Tape Reconciliation* in the *General Accounting Guide* for more information about the four reports that the Match Tape File To Recon File program produces

Processing Options for Match Tape File To Recon File (R09510)

Select Tab

1. Account ID

Use this processing option to specify an account ID that the system automatically assigns to each general ledger account to maintain an audit trail. The account ID is made up of a unique identification number (account key) and a self-check digit. This number is also called the account serial number, the short account number, the pseudo account number, or the ID number.

2. Reference 3

Blank- Reference 3 field will not be populated

1 - Reference 3 field will be populated

Use this processing option to automatically assign a reconciliation number to be updated in the Reference 3 field. Valid values are:

Blank

Do not populate the Reference 3 field.

1

Populate the Reference 3 field with a reconciliation number.

3. Reference 3 Value

Use this processing option to specify a reconciliation number to be updated in the Reference 3 field. If you leave this processing option blank, the system automatically assigns the reconciliation number using the next number table that you designated for system 09 during setup.

Verifying the Bank Tape Reconciliation

When you match your bank tape to the WF – Account Ledger Reconciliation worktable, the system generates the four reports described in the following table. Use these reports to verify the accuracy of your bank tape reconciliation and, if applicable, to determine the cause of any errors. If errors occur, the system does not mark the transactions as reconciled. You must manually reconcile them using the Manual Reconciliation program (P09131).

Reconciliation Report (R09510)	<p>This report prints a detail line for every transaction and, if errors have occurred, prints a message such as:</p> <ul style="list-style-type: none">• A payment cleared but was not issued.• A payment cleared before it was issued.• The payment cleared amount is not the same as the payment issued amount.
Cleared Not Issued Report (R09511)	<p>This report summarizes any payments that cleared the bank but do not exist in the Account Ledger table. Payments appear on this report if:</p> <ul style="list-style-type: none">• A manual payment number was entered in error.• A manual payment was issued but not entered in the system.• An MICR (magnetic ink character recognition) code on a payment was damaged and misrepresented on the bank tape.
Cleared Before Issued Report (R09512)	<p>This report summarizes payments that have a cleared date prior to the payment date. Payments appear on this report if:</p> <ul style="list-style-type: none">• A date was entered in error.• The bank cashed a post-dated payment.

	<ul style="list-style-type: none"> • The payment was released before it was supposed to be released.
Amounts Not Equal Report (R09513)	<p>This report summarizes payments that have cleared the bank, but the cleared amount is not the same as the actual payment amount. Payments appear on this report if:</p> <ul style="list-style-type: none"> • An amount was entered in error. • A bank error allowed the payment to be cashed for an amount that was different from the actual amount.

See Also

- ❑ *Bank Account Reconciliation* in the *General Accounting Guide* for more information about how to manually reconcile transactions

Bank Statement Processing

If banking practices in your country rely heavily on magnetic media processing, electronic fund transfers, and direct bank involvement for settling outstanding debts, you can use the bank statement process to reconcile your bank account.

You can enter the following transactions from your bank statement into the Bank Statement Entry program (P09160):

- Automatic receipts
- Manual receipts
- Cleared receipts
- Paid drafts
- Payments without voucher match
- Payments with voucher match

For each transaction, you enter a transaction code that specifies how the system reconciles the transaction. You can use the transaction codes that PeopleSoft provides, or you can set up your own codes.

For all types of transactions, you must complete the following basic steps to process bank statements:

1. Enter transactions from your bank statement.
2. Run the Refresh Reconciliation File program (R09130) to update the WF - Account Ledger Reconciliation worktable (F0911R) with the bank statement transactions.
3. Run the Bank Journal Statement Process program (R09170).

The R09170 program compares each transaction in the F0911R worktable with the Bank Statement Detail table (F0917) to verify that information such as the amount and the date are the same in each table before reconciling the transactions. The R09170 program also creates transaction batches and generates reconciliation reports.

Depending on the types of transactions that you entered, you might need to perform additional tasks, such as posting receipts, payments, and journal entries.

If your banking process involves clearing all transactions through one bank account and then applying them to specific accounts during bank statement processing, you can use a transit account.

Note

You can process bank statement information using electronic data interchange (EDI) media. You can receive information regarding specific bank accounts through EDI and reconcile the bank statements stored in EnterpriseOne.

See Also

- *Receiving Documents* in the *Data Interface for Electronic Data Interchange Guide* for more information about how to set up your system to receive bank statement information using EDI

Transaction Codes

You must assign a transaction code to each item that appears on a bank statement. This code identifies the type of transaction, such as a journal entry or customer payment, and specifies the detail information that the system requires for that transaction in order to reconcile the entry.

For the system to identify your transactions correctly, you must associate each transaction with a transaction code from UDC 09/BJ. You can change the codes provided by PeopleSoft to make them more suitable for your organization. You can change the code and the description for each code, but you cannot change the first two characters in the Description 02 field or the function of each transaction type. For example, you can change the transaction code and the description of transaction type 02 (Cash Receipt - Batch), but you cannot change the first two characters of the Description 02 field to 03 and you cannot change the function to be journal entry transactions.

The transactions that you enter fall under one on the following two categories:

- Transactions that cleared your bank account and that you previously entered into the system
- Transactions that cleared your bank account and that you have not previously entered into the system

The following tables describe the transaction codes provided by PeopleSoft:

Transactions That Cleared Your Bank Account and That You Previously Entered Into the System

Transaction Code	Description 01	Description 02	Description
CR	Cash Receipt Clear	04 Cash Receipt Clear	Enter CR (or the code that you have defined) transactions to record deposits or other receipts that you previously entered into the system.
CK	Payment Clear	08 Payment Clear	Enter CK (or the code that you have defined) transactions to record

			canceled checks or payments that you previously entered into the system.
--	--	--	--

Transactions That Cleared Your Bank Account and That You Have Not Previously Recorded

Transaction Code	Description 01	Description 02	Description
JE	Journal Entry	01 Journal Entry	Enter JE (or the code that you have defined) transactions to record an adjustment made by the bank, such as a service charge or a wire transfer fee. You can also enter a journal entry that has associated value-added tax (VAT).
CRE	Cash Receipt - Batch	02 Cash Receipt – Batch	Enter CRE (or the code that you have defined) transactions to record payments that a customer made directly to your bank account, such as a wire transfer, that you have not previously entered into the Accounts Receivable system. When you run the Bank Journal Statement Process program (R09170), the system automatically applies the receipt to invoices by running the Update Receipts Header program (R03B551) and the Apply Receipts to Invoices program (R03B50).
CRI	Cash Receipt - Interactive	03 Cash Receipt - Interactive	Enter CRI (or the code that you have defined) transactions to record payments that a customer made directly to your bank account, such as a wire transfer, that you have not previously entered into the Accounts Receivable system. When you enter a CRI transaction, the Bank Statement Entry program (P09160) calls the Standard Receipts Entry program (P03B102) so that you can apply the receipt manually to the correct invoices.
DP	Draft Paid to Supplier	07 Draft Paid	Enter DP (or the code that you have defined) transactions to record drafts that have been submitted by your suppliers to your bank for payment.

PWM	Manual Payments w/ Match	10 Manual Payments w/ Match	Enter PWM (or the code that you have defined) transactions to record payments that you want to enter using the Payment With Voucher Match program (P0413M). When you enter a PWM transaction, the system calls the Payment With Voucher Match program.
PWO	Manual Payments w/o Match	11 Manual Payments w/o Match	Enter PWO (or the code that you have defined) transactions to record payments that you want to enter using the Payment Without Voucher Match program (P0411). When you enter a Manual Payment w/o Match transaction, the system calls the Payment Without Voucher Match program.
BK	Self Reconciling	09 Self Reconciling	A self-reconciling item does not require reconciliation and does not access a detail form.

See Also

- *Customizing User Defined Codes* in the *Foundation Guide* for information about creating your own values for the transaction codes

Transit Accounts

If you want to clear all payments and receipts through one bank account and then apply them to a specific bank account during bank statement processing, you can use a transit account. To use a transit account, you specify the transit account in the processing options for the Bank Statement Entry program (P09160). When you run the Bank Journal Statement Process program (R09170), the system creates a journal entry to reallocate the amounts from the transit account to the bank account. You can use a transit account with only the following transaction codes:

- CR (Cash Receipt Clear)
- CRE (Cash Receipt-Batch)
- CRI (Cash Receipt-Interactive)
- CK (Payment Clear)

When you use transit accounts, you do not need to perform the step of updating the WF - Account Ledger Reconciliation worktable (F0911R). However, because you do not run the Refresh Reconciliation File program (R09130), the Bank Journal Statement Process program (R09170) cannot compare information between the F0911R and the F09170 tables to determine whether an item should be reconciled. The system assumes that the information that you entered into the F09170 table is correct. Therefore, you must reconcile the transit account to ensure the accuracy of the information entered for the bank statement.

When the system reconciles the transaction, it marks the bank account as reconciled but does not mark the transit account.

Entering Bank Statements

Entering bank statement information involves entering header information such as the statement date and the beginning balance and then entering information specific to each transaction on your statement, such as the transaction code and the amount. Depending on the transaction code, you also need to enter detailed information about the transaction, such as an account number or a payment number.

When you enter each transaction into the system using the Bank Statement Entry program (P09160), the system creates records in the Bank Statement Header (F0916) and Bank Statement Detail (F0917) tables. The F0917 table contains a record for each transaction that you enter for the bank statement. The F0916 table usually contains one header record for each bank statement. This header record includes information such as the bank statement number, bank account number, and beginning balance. However, depending on how your bank creates statements, you might have more than one header record in the F0916 table for each statement. For example, if your bank issued one statement for multiple bank accounts, the F0916 table would contain a header record for each account.

After you enter the transaction code and the amount, the system can display the corresponding detail form for the transaction, depending on how the Editing Mode processing option for the Bank Statement Entry program (P09160) is set.

As you enter transactions, the system updates the Remaining Amount field. When the remaining amount is zero, the statement is in balance.

The system also displays the total number of transactions (lines), the number of incomplete transactions, the total withdrawal amount, and the total deposit amount. These numbers also change as you enter each transaction.

If the statement is out of balance, you can display only the incomplete lines to see where information is missing.

See Also

- ❑ *Multicurrency Considerations for Bank Statement Processing* in the *Multicurrency Guide* for more information about how the system manages transactions in different currencies and how the system creates currency gains and losses for bank statement transactions

► To enter bank statement transactions

From the Bank Statement Processing menu (G09211), choose Bank Statement Entry.

1. On Work With Bank Statements, click Add.
2. On Enter Statement, to change the editing mode, choose Options from the Form menu.
3. On Options, click one of the following options to change the editing mode:
 - Editing Off / Window Not Displayed
 - Editing Off / Window Displayed
 - Editing ON / Window Displayed
4. Click OK.
5. On Enter Statement, complete the following fields:

- Bank Account
- Statement Date
- Statement Number
- Default G/L Date
- Beginning Balance

6. Complete the following fields in the detail area for each transaction:

- TR CD

Enter a valid code from UDC 09/BJ.

- Amount
- Value Date

The default value for this field is based on the Value Date processing option as follows:

- If you entered 0, the system uses the date from the Default G/L date field in the header area.
- If you entered 1, the system uses the date from the Statement Date field in the header area.

- G/L Date

The default value for this field is based on the G/L Date processing option as follows:

- If you entered 0, the system uses the date from the Default G/L Date field in the header area.
- If you entered 1, the system uses the date from the Statement Date field in the header area.

- Pmt/Rcpt Number

For a cash receipt clear transaction, enter the batch number of the receipt. The system validates this number to verify whether it is a valid receipt batch number.

For a payment clear transaction, enter the number of the payment. The Bank Journal Statement Process program (R09170) uses this number to locate the payment record in the Account Ledger table (F0911) when reconciling the transaction.

For a journal entry transaction, leave this field blank.

For a cash receipt-batch or cash receipt-interactive transaction, enter the number of the receipt from the bank statement. The system does not validate either number against any other tables in EnterpriseOne software.

For a draft paid to supplier transaction, enter the payment number of the draft.

For a manual payments w/match or manual payments w/o match transaction, leave this field blank. The system completes this field with the number that you enter for the payment.

7. Complete the following optional fields:

- Ty

Enter the document type for the system to assign to the transaction. If you entered a document type in the Default Document Types for Transaction Codes processing option, the system uses that document type as the default.

- Remark
- Sequence

8. Click OK.

If you entered 1 or 2 in the Editing Mode processing option for this program, the system displays the detail form that corresponds to the transaction code that you entered. Proceed to the task to enter detail for the type of transaction that you are entering.

If you entered 0 in the Editing Mode processing option, the system does not display the form. The system displays the warning *Incomplete Transactions Exist*. Click OK and then Cancel. You must remember to go back and enter the detail at another time.

► **To enter detail for cash receipt clear transactions**

Perform this task after you perform the task *To enter bank statement transactions* if you are entering a cash receipt clear transaction.

The screenshot shows the PeopleSoft 'Bank Statement Entry - Clear Receipts' form. At the top, there's a PeopleSoft logo and a title bar with 'OK', 'Cancel', 'Form', and 'Tools' buttons. Below the title bar, the 'Sequence' field is set to '1.00' and the status is 'INCOMPLETE'. The form is divided into two main sections. The first section contains fields for 'G/L Date' (06/30/05), 'Cleared/Value Date' (06/28/05), 'Batch Number' (24567777), 'Original Reference 1', 'Original Cleared/Value Date', and 'Home Business Unit'. The second section contains fields for 'Transaction Code' (CR), 'Amount' (700.00), 'Transit Account' (with a magnifying glass icon), 'Currency Code' (USD), 'Customer Bank Acct #', 'Foreign Amount', 'Bank Transit', 'Exchange Rate', and 'Bank Message'.

1. On Clear Receipts, complete the following optional fields:

- Home Business Unit
- Transit Account

If you entered a transit account number in the Default Transit Account processing option for the Bank Statement Entry program (P09160), the system uses that account as the default value.

- Customer Bank Acct #
- Bank Transit
- Bank Message

2. Click OK.

► To enter detail for payment clear transactions

Perform this task after you perform the task *To enter bank statement transactions* if you are entering a payment clear transaction.

1. On Clear Payment, complete the following required field:

- Supplier

2. Complete the following optional fields:

- Transit Account
- Home Business Unit
- Customer Bank Account
- Bank Transit
- Bank Message

3. Click OK.

► To enter detail for journal entry transactions

Perform this task after you perform the task *To enter bank statement transactions* if you are entering a journal entry transaction.

1. On Journal Entry, choose Tax Format from the Form menu.

The screenshot shows the PeopleSoft interface for the 'Bank Statement Entry - Journal Entry' form. The title bar includes 'PeopleSoft' and a window icon. Below the title bar is a menu bar with 'OK', 'Cancel', 'Form', and 'Tools'. The 'Form' menu is currently open, showing a red 'X' icon. The main form area has a 'Sequence' field with the value '1.00' and a 'Tax Format' checkbox that is unchecked. To the right of these fields is the text 'INCOMPLETE'. Below this is a table with two columns. The first column contains labels for various fields, and the second column contains the values entered in those fields. The fields and their values are: Transaction Code (JE), Account Number (9.8630), G/L Date (06/30/05), Value Date (06/30/05), Remark (Bank Service Charge), Type / Subledger (empty), Amount (22.50), Currency Code (USD), Foreign Amount (empty), and Exchange Rate (empty).

Field	Value
Sequence	1.00
Tax Format	<input type="checkbox"/>
INCOMPLETE	
Transaction Code	JE
Account Number	9.8630
G/L Date	06/30/05
Value Date	06/30/05
Remark	Bank Service Charge
Type / Subledger	
Amount	22.50
Currency Code	USD
Foreign Amount	
Exchange Rate	

2. On Journal Entry, complete the following field:

- Account Number

If you entered an account number in the Default short account ID for Journal Entry transactions processing option, the system completes this field with the account number.

3. Complete the following optional field:

- Type / Subledger

4. If you want to enter a journal entry with VAT, complete the following tax information fields and click OK:

- Tax Rate/Area
- Tax Amount
- Taxable Amount
- Tax Expl Code
- Tax Amount
- Taxable Amount

► **To enter detail for cash receipt-batch transactions**

Perform this task after you perform the task *To enter bank statement transactions* if you are entering a cash receipt-batch transaction.

The screenshot shows the PeopleSoft interface for 'Bank Statement Entry - Automatic Receipts Entry'. The form includes a header with the PeopleSoft logo and a title bar with 'OK', 'Cancel', and 'Tools' buttons. Below the title bar, there is a 'Sequence' field with the value '1.00' and a status indicator 'INCOMPLETE'. The main form area is divided into two sections. The first section contains fields for 'G/L Date' (06/30/05), 'Value Date' (06/30/05), 'Receipt Date' (06/22/05), 'Receipt Number' (27346829), 'Customer' (3333), 'Bank Transit' (empty), and 'Customer Bank' (empty). The second section contains fields for 'Transaction Code' (CRE), 'Invoice' (2352), 'Document Type' (RI), 'Key Company' (00001), 'Pay Item' (1), 'Remark' (empty), 'Statement Number' (empty), 'Payment Instrument' (empty), 'Amount' (525.00), 'Currency Code' (USD), 'Foreign Amount' (empty), and 'Exchange Rate' (empty).

Sequence		INCOMPLETE	
G/L Date	06/30/05	Customer	3333
Value Date	06/30/05	Bank Transit	
Receipt Date	06/22/05	Customer Bank	
Receipt Number	27346829		

Transaction Code	CRE	Statement Number	
Invoice	2352	Payment Instrument	
Document Type	RI	Amount	525.00
Key Company	00001	Currency Code	USD
Pay Item	1	Foreign Amount	
Remark		Exchange Rate	

1. On Automatic Receipts Entry, complete the following required field:

- Customer
- 2. Complete the following optional fields and click OK:
 - Bank Transit
Enter the transit numbers from the customer's bank account.
 - Customer Bank
Enter the bank account number from the customer's bank account.
 - Invoice
Enter the number of the invoice to which you want the Apply Receipts to Invoices program (R03B50) to match the receipt.
 - Document Type
Enter the document number of the transaction to which you want the Apply Receipts to Invoices program to match the receipt.
 - Key Company
Enter the company number of the transaction to which you want the Apply Receipts to Invoices program to match the receipt.
 - Pay Item
If you want the Apply Receipts to Invoices program to match the receipt to a specific pay item for a transaction, enter the pay item number.
 - Remark
 - Statement Number
 - Payment Instrument

See Also

- *Automatic Receipts Processing* in the *Accounts Receivable Guide* for more information about how the system processes automatic receipts

► To enter detail for cash receipt-interactive transactions

Perform this task after you perform the task *To enter bank statement transactions* if you are entering a cash receipt-interactive transaction.

On Receipt Entry, follow the steps for entering a manual receipt.

After entering the manual receipt, you must post the receipt batch. You must post the receipt batch before running the Refresh Reconciliation File program (R09130) so that the WF - Account Ledger Reconciliation workfile (F0911R) contains the receipt records.

See Also

- ❑ *Entering Standard Receipts* in the *Accounts Receivable Guide* for more information about how to enter a manual receipt
- ❑ *Approving and Posting Receipts* in the *Accounts Receivable Guide* for more information about how to post a manual receipt

► To enter detail for draft paid to supplier transactions

Perform this task after you perform the task *To enter bank statement transactions* if you are entering a draft paid to supplier transaction.

1. On Clear Draft Payment, the values for the following fields are supplied from the previous form:
 - G/L Date
 - Value Date
 - Draft
 - Amount
2. Complete the following optional fields:
 - Key Company
 - Supplier
3. Click OK.

► To enter detail for manual payments w/o match transactions

Perform this task after you perform the task *To enter bank statement transactions* if you are entering a manual payments w/o match transaction.

On Enter Voucher - Payment Information, follow the steps for entering a manual payment without voucher match.

After entering the manual payment w/o match, you must post the W type batch. You must post the batch before running the Refresh Reconciliation File program (R09130) so that the WF - Account Ledger Reconciliation worktable (F0911R) contains your payment records.

See Also

- ❑ *Entering Manual Payments without Existing Vouchers* in the *Accounts Payable Guide* for more information about how to enter a manual payment without match
- ❑ *Posting Manual Payments* in the *Accounts Payable Guide* for more information about how to post a manual payment batch

► To enter detail for manual payments w/match transactions

Perform this task after you perform the task *To enter bank statement transactions* if you are entering a manual payments w/match transaction.

On Manual Payment Entry, follow the steps to enter a manual payment and click OK.

After entering the manual payment with match, you must post the type M batch. You must post the type M batch before running the Refresh Reconciliation File program (R09130) so that the WF - Account Ledger Reconciliation worktable (F0911R) contains the manual payment records.

See Also

- *Entering Manual Payments without Existing Vouchers* in the *Accounts Payable Guide* for information about how to enter a manual payment without match

Processing Options for Bank Statement Entry (P09160)

Criteria Tab

1. Short account ID for the default bank account.

Use this processing option if you want the system to preload the QBE line in the Work With Bank Statements form with a bank account. You must enter the short account ID of the bank account. If you leave this field blank, the system will not preload the QBE line with a bank account.

2. User ID preload

Blank = Do not preload the User ID

1 = Preload the User ID

Use this processing option to determine whether the system should preload the QBE line in the Work With Bank Statements form with the User ID.

Valid Values are:

Blank

Do not preload the User ID.

1

Preload the User ID.

3. Posted Code

Blank = Do not preload Posted Code

D = Preload Posted Code "D"

A = Preload Posted Code "A"

Use this processing option if you want the system to preload the QBE line in the Work with Bank Statements form with a specific posted code. Valid Values are:

A

Preload the QBE line in the Work with Bank Statements form with a posted code of A for Approved.

D

Preload the QBE line in the Work With Bank Statements form with a posted code of D for Processed.

4. Pre-load records

Blank= Do not pre-load any records

1 = Pre-load records

Use this processing option to determine whether the system should preload the Work with Bank Statements form with all records. Valid Values are:

Blank

Do not preload the Work with Bank Statements form with all records.

If the system does not preload all records for you, you will need to press the Find button on the Work with Bank Statements form in order to load the records.

1

Preload the Work with Bank Statements form with all records.

Defaults Tab

1. Default Deposit Transaction Type

Use this processing option to specify a default transaction type for deposit amounts. Enter a valid transaction type from UDC 09/BJ.

2. Default Withdrawal Transaction Type

Use this processing option to specify a default transaction type for withdrawal amounts. Enter a valid transaction type from UDC 09/BJ.

3. Default Transit Accounts (Short account ID)

Automatic Receipts Entry:

Use this processing option to specify the default transit account for Automatic Receipts Entry. You must enter the short account ID of the transit account.

Receipts Clear:

Use this processing option to specify the default transit account for Receipts Clear. You must enter the short account ID of the transit account.

Manual Receipts Entry:

Use this processing option to specify the default transit account for Manual Receipts. You must enter the short account ID of the transit account.

Payment Clear:

Use this processing option to specify the default transit account for Payment Clear. You must enter the short account ID of the transit account.

Journal Entry Tab

1. Default short account ID for Journal Entry transactions.

Use this processing option to specify the default account for Journal Entry transactions. You must enter the short account ID of the account.

Dates Tab

1. Value Date (GDVLDT)

0 = Use G/L Date (Default)

1 = Use Value Date (Statement Date)

Use this processing option to determine the default date for the value date. The value date is the date the payment amount was debited or credited to the bank account. Valid values are:

0

Use the G/L date as the default.

1

Use the Statement date as the default.

2. G/L Date (GDDGJ)

0 = Use G/L Date (Default)

1 = Use Value Date (Statement Date)

Use this processing option to determine the default date for the G/L date. The G/L date identifies the financial period to which the transaction is posted. Valid values are:

0

Use the G/L date as the default.

1

Use the Statement date as the default.

Document Type Tab

BK - Self-Reconciling

Use this processing option to specify the default document type for the system to use for BK (Self-Reconciling) transaction codes. Enter a valid document type from UDC 00/DT.

CK - Payment - Clear

Use this processing option to specify the default document type for the system to use for CK (Payment Clear) transaction codes. Enter a valid document type from UDC 00/DT.

CR - Cash Receipt - Clear

Use this processing option to specify the default document type for the system to use for CR (Cash Receipt Clear) transaction codes. Enter a valid document type from UDC 00/DT.

CRE - Cash Receipt - Batch

Use this processing option to specify the default document type for the system to use for CRE (Cash Receipt - Batch) transaction codes. Enter a valid document type from UDC 00/DT.

CRI - Cash Receipt - Interactive

Use this processing option to specify the default document type for the system to use for CRI (Cash Receipt - Interactive) transaction codes. Enter a valid document type from UDC 00/DT.

DP - Draft Paid to Supplier

Use this processing option to specify the default document type for the system to use for DP (Draft Paid to Supplier) transaction codes. Enter a valid document type from UDC 00/DT.

JE - Journal Entry

Use this processing option to specify the default document type for the system to use for JE (Journal Entry) transaction codes. Enter a valid document type from UDC 00/DT.

PWM - Manual Payments w/Match

Use this processing option to specify the default document type for the system to use for PWM (Manual Payment w/Match) transaction codes. Enter a valid document type from UDC 00/DT.

PWO - Manual Payments w/o Match

Use this processing option to specify the default document type for the system to use for PWO (Manual Payment w/o Match) transaction codes. Enter a valid document type from UDC 00/DT.

Display 1 Tab

Gross Amount (GDAG)

Use this processing option to restrict access to the Gross Amount field. Valid values are:

Blank

Do not restrict access.

1

Restrict access.

Remark (GDRMK)

Use this processing option to restrict access to the Remark field. Valid values are:

Blank

Do not restrict access.

1

Restrict access.

Bank Transit (GDTNST)

Use this processing option to restrict access to the Bank Transit field. Valid values are:

Blank

Do not restrict access.

1

Restrict access.

Cleared/Value Date (GDVLDT)

Use this processing option to restrict access to the Cleared/Value Date field. Valid values are:

Blank

Do not restrict access.

1

Restrict access.

Reference (GDR1)

Use this processing option to restrict access to the Reference field. Valid values are:

Blank

Do not restrict access.

1

Restrict access.

Explanation (GDEXA)

Use this processing option restrict access to the Explanation field. Valid values are:

Blank

Do not restrict access.

1

Restrict access.

Display 2 Tab

Transit Account (GDANI)

Use this processing option to restrict access to the Transit Account field. Valid values are:

Blank

Do not restrict access.

1

Restrict access.

G/L Date (GDDGJ)

Use this processing option to restrict access to the G/L Date field. Valid values are:

Blank

Do not restrict access.

1

Restrict access.

2. Home Business Unit

Blank = Allow access

1 = Restrict access

2 = Remove field from form

Use this processing option either to restrict access to the Home Business Unit field or to remove the Home Business Unit field from the form. Valid values are:

Blank

Allow regular access (default).

1

Restrict access.

2

Remove this field from the form.

3. Default Bank Account (specified in the "Criteria" tab.)

Blank = Allow the user to change the default bank account. (default)

1 = Do not allow the user to change the default bank account.

Use this processing option to determine whether to allow users to change the default bank account. Valid values are:

Blank

Allow users to change the default bank account (default).

1

Do not allow users to change the default bank account.

Versions Tab

1. Override Manual Receipts Entry processing

Use this processing option to specify which version of the Standard Receipts Entry program (P03B102) to use. If you leave this field blank, the system uses version ZJDE0001.

2. Override Manual Payments with Voucher Match processing

Use this processing option to specify which version of the Payment With Voucher Match program (P0413M) to use. If you leave this field blank, the system uses the ZJDE0001 version.

3. Override Manual Payments without Voucher Match processing

Use this processing option to specify which version of the Payment Without Voucher Match program (P0411) to use. If you leave this field blank, the system uses the ZJDE0001 version.

Entry Mode

1. Editing Mode

0 = Editing Off and windows not displayed.

1 = Editing Off and windows displayed.

2 = Editing On and windows displayed.

Use this processing option to specify the editing mode when adding transactions to the bank statement. Valid values are:

0

Editing Off and windows not displayed.

When editing is set to off, the system does not perform any editing when you enter incorrect information or leave required fields blank on the detail forms. For example, if you enter a JE transaction and editing is set to off, no error appears on the Journal Entry form (W09160E) when you enter an invalid account number.

When you highlight a row and click "Detail" from the row exit, the window is not displayed.

1

Editing Off and windows displayed.

When editing is set to off, the system does not perform any editing when you enter incorrect information or leave required fields blank on the detail forms. For example, if you enter a JE transaction and editing is set to off, no error appears on the Journal Entry form (W09160E) when you enter an invalid account number.

When you highlight a row and click "Detail" from the row exit, the window is displayed.

2

Editing On and windows displayed.

If editing is turned on, the system will perform editing when you enter incorrect information or leave required fields blank on the detail forms. For example, if you enter a JE transaction and editing is set to on, an error does appear on the Journal Entry form (W09160E) if you enter an invalid account number.

When you highlight a row and click "Detail" from the row exit, the window is displayed.

2. Exit Out of Balance

**Blank = Allow user to exit out of balance
(default).**

**1 = Set an error that does not allow the user
to exit out of balance.**

**2 = Send a warning if the user attempts to
exit out of balance.**

Use this processing option to specify whether a user can exit the Enter Statement form in out of balance mode. Valid values are:

Blank

Allow the user to exit out of balance (default).

1

Set an error that does not allow the user to exit out of balance.

2

Set a warning if the user attempts to exit out of balance, but still allow the user to exit out of balance.

Prev Balance Tab

1. Bank Statement Beginning Balance

Blank = Allow the user to manually enter the beginning balance.

1 = Load as the ending balance from the previous bank statement.

2 = Load as the account balance corresponding to the bank statement date. Include posted transactions only.

3 = Load as the total account balance corresponding to the bank statement date. Include both posted and uposted transactions.

NOTES:

Entering a '1' in this processing option requires that bank statements be entered in sequential order and that the previous statement be completely reconciled before entering the next one.

Entering a '1', '2', or '3', in this processing option will cause the beginning balance to be disabled when entering the application.

Use this processing option to specify the mode for populating the beginning balance of the bank statement. Valid values are:

Blank

Allow the user to manually enter the beginning balance.

1

Load the beginning balance using the ending balance from the previous bank statement.

2

Load the beginning balance using the account balance as of the bank statement date.
Include posted transactions only.

3

Load the beginning balance using the account balance as of the bank statement date.
Include both posted and unposted transactions.

NOTES:

Entering a 1 in this processing option requires that bank statements be entered in sequential order and that the previous statement be completely reconciled before entering the next one.

Entering a 1, 2, or 3 in this processing option will disable the Beginning Balance field upon entering the Enter Statement program (P09160).

Transaction Codes Tab

BK - Self-Reconciling

Use this processing option to determine whether to allow BK (Self Reconciling) transaction codes. Valid values are:

Blank

Allow BK (Self Reconciling) transaction codes (default).

1

Do not allow BK (Self Reconciling) transaction codes.

CK - Payment -Clear

Use this processing option to determine whether to allow CK (Payment Clear) transaction codes. Valid values are:

Blank

Allow CK (Payment Clear) transaction codes (default).

1

Do not allow CK (Payment Clear) transaction codes.

CR - Cash Receipt - Clear

Use this processing option to determine whether to allow CR (Cash Receipt- Clear) transaction codes. Valid values are:

Blank

Allow CR (Cash Receipt- Clear) transaction codes (default).

1

Do not allow CR (Cash Receipt- Clear) transaction codes.

CRE - Cash Receipt - Batch

Use this processing option to determine whether to allow CRE (Cash Receipt-Batch) transaction codes. Valid values are:

Blank

Allow CRE (Cash Receipt- Batch) transaction codes (default).

1

Do not allow CRE (Cash Receipt- Batch) transaction codes.

CRI - Cash Receipt - Interactive

Use this processing option to determine whether to allow CRI (Cash Receipt-Interactive) transaction codes. Valid values are:

Blank

Allow CRI (Cash Receipt- Interactive) transaction codes (default).

1

Do not allow CRI (Cash Receipt- Interactive) transaction codes.

DP - Draft Paid to Supplier

Use this processing option to determine whether to allow DP (Draft Paid To Supplier) transaction codes. Valid values are:

Blank

Allow DP (Draft Paid To Supplier) transaction codes (default).

1

Do not allow DP (Draft Paid To Supplier) transaction codes.

JE - Journal Entry

Use this processing option to determine whether to allow JE (Journal Entry) transaction codes. Valid values are:

Blank

Allow JE (Journal Entry) transaction codes (default).

1

Do not allow JE (Journal Entry) transaction codes.

PWM - Manual Payments w/Match

Use this processing option to determine whether to allow PWM (Manual Payments w/Match) transaction codes. Valid values are:

Blank

Allow PWM (Manual Payments w/Match) transaction codes (default).

1

Do not allow PWM (Manual Payments w/Match) transaction codes.

PWO - Manual Payments w/o Match

Use this processing option to determine whether to allow PWO (Manual Payment without Match) transaction codes. Valid values are:

Blank

Allow PWO (Manual Payment without Match) transaction codes (default).

1

Do not allow PWO (Manual Payment without Match) transaction codes.

What You Should Know About Processing Options

Versions tab, processing options 1, 2, and 3	If you specify a version to run, the version must already exist on the server.
---	--

Related Tasks for Entering Bank Statements

Reviewing bank statement transactions	<p>To review bank statement transactions, use the Bank Statement Review program (P09160) from menu G09211. If you want to search for a specific transaction, on the Work With Bank Statements form, choose the statement you want to review and click Select. Then on the Enter Statement form, choose Options from the Form menu and enter values into one or more of the following fields:</p> <ul style="list-style-type: none">• Reference 1• G/L Posted Code• Value Date• Transaction Type• Original R1• Skip to Sequence # <p>When you click OK and return to the Enter Statement form, the system displays only transactions that meet the criteria that you entered on the Options form.</p>
Revising bank statement transactions	<p>You can add transactions only to unprocessed bank statements and you can revise only unprocessed bank statement transactions. To</p>

	determine whether a transaction has been processed, use the Bank Statement Review program (P09160) from menu G09211. On the Work With Bank Statements form, choose the statement that you want to review and click Select. Then on the Enter Statement form, choose the transaction and choose Detail from the Row menu. The word <i>Processed</i> appears next to a transaction if it has been processed.
Deleting bank statements	You can delete an entire bank statement only if all of the transactions within the statement are unprocessed.

Running the Refresh Reconciliation File Program

From the Bank Statement Processing menu (G09211), choose Refresh Reconciliation File.

After you enter bank statement transactions, you must run the Refresh Reconciliation File program (R09130). This program updates the WF - Account Ledger Reconciliation worktable (F0911R) with the transactions that you recorded prior to receiving your bank statement. When you run the Bank Journal Statement Process program (R09170), the system compares the transaction information in the F0911R worktable with the information that you entered in the Bank Statement Detail table (F0917) using the Bank Statement Entry program (P09160). If the information for the transaction in the tables matches, the Bank Journal Statement Process program reconciles the transaction.

Note

This program is necessary only for transactions that do not use a transit account. If all transactions on your bank statement used a transit account, you do not need to run this program.

See Also

- ❑ *Refreshing the Account Reconciliation Information* in the *General Accounting Guide* for more information about how to run the Refresh Reconciliation File program

Prerequisite

- ❑ Post any unposted manual receipt batches. See *Approving and Posting Receipts* in the *Accounts Receivable Guide* for more information about how to post a manual receipt batch.

Processing Options for Refresh Reconciliation File (R09130)

Select Tab

These processing options specify the beginning and ending date for the system to use when selecting records from the Account Ledger table (F0911) and whether to include both reconciled and unreconciled transactions. The WF - Account Ledger Reconciliation worktable (F0911R) can become unmanageable if you choose to view both reconciled and unreconciled transactions on a regular basis.

This can impact processing time. Include reconciled items only when it is necessary to correct a previous reconciliation.

1. Beginning Date

Use this processing option to specify the date that you want to use as the beginning date for the refresh.

2. Ending Date

Use this processing option to specify the date that you want to use as the ending date for the refresh.

3. Reconciled Status

Blank = Reconciled records

1 = Reconciled and unreconciled records

Use this processing option to select both reconciled and unreconciled records. Valid values are:

Blank

Select only reconciled records.

1

Select both reconciled and unreconciled records.

Default Tab

This processing option specifies the ledger type for the system to use when selecting records from the F0911 table.

1. Ledger Type

Blank = All ledger types.

Use this processing option to specify the Ledger Type that will be used in the data selection criteria for the report. If you leave this processing option blank, all ledger types are selected.

Display Tab

This processing option specifies whether the system includes records with document type AE when selecting records from the F0911 table.

1. Document Type Filter

Blank = Do not include AE document type transactions.

1 = Include AE document type transactions.

Use this processing option to specify whether to include AE document type transactions.
Valid values are:

Blank

Do not include AE document type transactions.

1

Include AE document type transactions.

Print Tab

This processing option specifies whether the system prints messages on the Refresh Reconciliation File report (R09130) for all accounts or only for accounts that were refreshed.

1. Messages

Blank = Print messages only for accounts that are refreshed.

1 = Print all messages.

Use this processing option to specify which messages will be printed. Valid values are:

Blank

Print messages for accounts that are refreshed.

1

Print all messages.

Data Selection for Refresh Reconciliation File

For faster processing, we strongly recommend that you use data selection to specify the accounts to be reconciled.

To create a WF - Account Ledger Reconciliation worktable (F0911R) for only one account, enter the short account ID number in the data selection. If you subsequently refresh the F0911R worktable using a specific account number in the data selection, the system adds the new records to the previous records. In this case, the system does not clear the F0911R worktable.

Running the Bank Journal Statement Process Program

From the Bank Statement Processing menu (G09211), choose Bank Journal Statement Process.

The Bank Journal Statement Process program (R09170) does the following:

- Compares transaction information

The Bank Journal Statement Process program compares each transaction in the WF - Account Ledger Reconciliation worktable (F0911R) with the corresponding transaction information in the Bank Statement Detail table (F0917) to verify that information such as the amount and the date are the same in each table.

If you used a transit account, the Bank Journal Statement Process program does not compare the two tables; the system assumes that the information you entered in the F0917 table is correct. You must reconcile the transit account to ensure the accuracy of the information.

- Runs the Update Receipts Header (R03B551) and Apply Receipts to Invoices (R03B50) programs

If you entered any automatic receipt transactions (CRE), the Bank Journal Statement Process program runs the Update Receipts Header and Apply Receipts to Invoices programs to create receipts and apply them to invoices.

- Creates journal entries

If you used a transit account, the Bank Journal Statement Process program creates a journal entry to reallocate the amount from the transit account to the bank account.

Note

You must post the journal entry batches that the system creates after you run the Bank Journal Statement Process program.

- Generates reconciliation reports

The Bank Journal Statement Process program generates six reports that show the results of the comparison between the F0911R and F0917 tables:

- Bank Journal Statement Processing report (R09170) (Proof or Final)
- Bank Reconciliation Report
- Cleared Not Issued

- Cleared Before Issued
- Amounts Not Equal
- Unreconciled Items
- Reconciles transactions

For each transaction with matching information in the F0911R and F09170 tables, the system updates the GLRCND (Reconciled Code) field in the Account Ledger table (F0911) with R. If you used a transit account, the system updates the GLRCND field without comparing the two tables. To use a reconciliation code other than R, enter a different code in the processing options for this program.

You specify in the processing options for the R09170 program whether to run the program in proof or final mode. If you run the program in proof mode, the system prints the six reports but does not reconcile transactions.

You also specify in the processing options for this program whether you want the system to update the Reference 3 field for the transaction in the F0911 table with the bank statement number. The following programs display or print this field:

- Account Ledger Inquiry (P09200)
- Account Inquiry by Category Code (P09202)
- Transaction Journal (R09321)

See Also

- ❑ *Realized Gains and Losses for Bank Statement Processing* in the *Multicurrency Guide* for more information about how the system creates currency gains and losses for bank statement transactions
- ❑ *Reviewing Account Ledgers* in the *General Accounting Guide* for more information about how to view transactions using the Account Ledger Inquiry program (P09200)
- ❑ *Reviewing Account Ledgers by Category Code* in the *General Accounting Guide* for more information about how to view transactions using the Account Inquiry by Category Code program (P09202)
- ❑ *Printing the Transaction Journal* in the *General Accounting Guide* for more information about how to print a Transaction Journal report (R09321)

Prerequisite

- ❑ Refresh the WF - Account Ledger Reconciliation table (F0911R). See *Running the Refresh Reconciliation File Program* in the *General Accounting Guide* for more information about why you must run this program.

Reviewing the Bank Statement Processing Reports

The Bank Journal Statement Process program (R09170) generates six reports that provide you with information about the reconciliation status of your bank statement transactions:

Report	Description	Abbreviated Column Headings
Bank Journal Statement Processing Report	Lists summary information about each batch. If the R09170 program reconciled the transaction, the report prints the message <i>No Errors Found</i> . If the program was unable to reconcile the transaction, the report prints the message <i>**See Reconciliation Reports**</i> .	<ul style="list-style-type: none"> • TR CD - Transaction Code • DC Ty - Document Type
Bank Reconciliation Report	Lists detail information about each transaction on the bank statement. The report has separate columns for issued amount and date and the cleared amount and date. The issued amount and date refer to the information from the WF - Account Ledger Reconciliation worktable (F0911R). The cleared amount and date refer to the information from the Bank Statement Detail table (F0917). The report also includes the status of each transaction after the reconciliation process.	<ul style="list-style-type: none"> • C - Consolidated. Contains * if the line consists of multiple transactions that are consolidated together.
Cleared Not Issued Report	Lists transactions that are in the F0917 table but are not in the F0911R worktable.	<ul style="list-style-type: none"> • C - Consolidated. Contains * if the line consists of multiple transactions that are consolidated together.
Cleared Before Issued Report	Lists transactions that are in the F0917 table with a clear date that is prior to the G/L date in the F0911R worktable	<ul style="list-style-type: none"> • C - Consolidated. Contains * if the line consists of multiple transactions that are consolidated together.
Amounts Not Equal Report	Lists transactions that have different amounts in the F0917 and F0911R tables.	<ul style="list-style-type: none"> • C - Consolidated. Contains * if the line consists of multiple transactions that are consolidated together.

Unreconciled Items Report	Lists all unreconciled items in the F0917 table.	<ul style="list-style-type: none"> • C - Consolidated. Contains * if the line consists of multiple transactions that are consolidated together.
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Processing Options for Bank Journal Statement Process (R09170)

Proof/Final Tab

1. Process Mode

Blank = Proof Mode

1 = Final Mode

Use this processing option to specify the mode for Bank Statement Processing. Valid values are:

Blank

Proof mode. The Account Ledger table (F0911) will not be updated.

1

Final mode. The Account Ledger table will be updated.

Document Type Tab

1. Document Type

Use this processing option to specify the document type for the system to use when creating transaction records. Enter a valid value from UDC 00/DT that begins with a U. If you leave this field blank, the system uses JE as the default document type.

NOTE:

If you enter a document type other than JE, the system uses the Bank Journal Next Numbers to assign a document number to the transaction. If you enter JE as the document type, the system uses the Journal Entry Next Numbers.

Variance Tab

1. Variance Tolerance Limit

Use this processing option to determine the value for the variance tolerance limit for reporting an automatic write-off. Enter an amount for the tolerance limit. You can also enter an amount with a % sign to indicate that the number should be used as a percentage. If you leave this field blank, this feature is not used.

2. Journal Entry Creation

Blank = Do not create Journal Entries

1 = Create Journal Entries

Use this processing option to specify whether you want the system to automatically create journal entries to write off variances that are equal to or below the tolerance limit. Valid values are:

Blank

Do not automatically create journal entries. Variance amounts are listed separately.

1

Automatically create journal entries.

3. Enter the date mode for the Journal Entry.

0 = Use the system run date.

1 = Use the G/L date.

2 = Use the clear date.

Use this processing option to specify the date mode for the journal entry. Valid values are:

0

Use the system date for the day on which the report is run.

1

Use the G/L date.

2

Use the value (cleared) date.

Business Unit

Use this processing option to specify the business unit of the G/L account for the journal entry. If you leave this field blank, the system uses the business unit of the bank account that appears on the bank statement.

Object Account

Use this processing option to specify the object account of the G/L account for the system to use for the journal entry.

Subsidiary

Use this processing option to enter the subsidiary of the G/L account for the system to use for the journal entry.

Realized Gain/Loss Tab

1. Realized Gain/Loss Processing

Blank = Do not create Realized Gain/Loss Journal Entries

1 = Create Realized Gain/Loss Journal Entries

Use this processing option to specify whether you want the system to create realized gain/loss journal entries. Valid values are:

Blank

Do not create realized gain/loss journal entries.

1

Create realized gain/loss journal entries.

2. Date Mode

0 = Use the system date

1 = Use the G/L date

2 = Use the clear date

Use this processing option to specify the date for the system to use for the realized gain/loss journal entry. Valid values are:

0

Use the system date

1

Use the G/L date from the WF - Acct Ledger File for Reconciliation table (F0911R)

2

Use the value (cleared) date from the Bank Statement Detail table (F0917)

Date Tab

1. Transaction Mode for Value(cleared) Date

Blank = Do Not Reconcile, Print.

1 = Reconcile, Print.

2 = Reconcile, Do Not Print on Report.

Use this processing option to specify how you want the system to manage transactions on which the value (cleared) date in the Bank Statement field is earlier than the G/L date from the Account Ledger file (F0911). Valid Values are:

Blank

Do not reconcile the transactions, but print them on the report.

1

Reconcile the transactions and print them on the report.

2

Reconcile the transactions, but do not print them on the report.

Reconciliation Tab

Exact One for one match without consolidation or use of tolerance rule. (Default 'R')

Use this processing option to specify codes to mark transactions as reconciled. Enter a valid value from UDC 09/RC. If left blank, the system uses the value from the first condition.

Consolidated items where the G/L transactions balance to zero and there is no Bank record.

Use this processing option to specify codes to mark transactions as reconciled. Enter a valid value from UDC 09/RC. If left blank, the system uses the value from the first condition.

Consolidated items where the Bank transactions balance to zero and there is no G/L amount.

Use this processing option to specify codes to mark transactions as reconciled. Enter a valid value from UDC 09/RC. If left blank, the system uses the value from the first condition.

The consolidation process was used to achieve the match of the transactions (There are G/L and Bank Statement transactions.)

Use this processing option to specify codes to mark transactions as reconciled. Enter a valid value from UDC 09/RC. If left blank, the system uses the value from the first condition.

The transactions were for different values, but fell within the tolerance allowed.

Use this processing option to specify codes to mark transactions as reconciled. Enter a valid value from UDC 09/RC. If left blank, the system uses the value from the first condition.

This transaction only exists in the Bank Statement file and is a self reconciling item.

Use this processing option to specify codes to mark transactions as reconciled. Enter a valid value from UDC 09/RC. If left blank, the system uses the value from the first condition.

Statement Tab

1. Enter the mode for populating the GLR3 reference field in F0911 with the F0917 bank statement number.

Blank = Do not update GLR3 (default).

1 = Update GLR3 on Reconciled Items.

Please Note: Entering 1 in this processing option will cause any previous value in GLR3 to be overwritten. In addition, final mode must be specified on the Proof/Final tab in order for GLR3 to be updated.

Use this processing option to specify whether to update the bank statement number from bank statement records in the Bank Statement Detail file (F0917) to the GLR3 reference field in corresponding records in the Account Ledger table (F0911). When using this option, you must enter no more than 8 characters (the size of the GLR3 field) for the bank statement number in the Bank Statement Entry program (P09160).

NOTE: If you enter a 1 in this field, any previous value in GLR3 will be overwritten.

If you leave this field blank, the GLR3 field is not updated.

Data Sequence for Reconcile Bank Statements

The data sequence for reconciling bank statements must be listed in the following order:

- Statement number
- Statement date
- Bank account number

Additional Steps for Cash Receipt - Batch Transactions

Because the receipt batch for cash receipt - batch transactions is not created until you run the Bank Journal Statement Process program (R09170), you must complete the following additional steps in sequential order to reconcile the transactions after you run the Bank Journal Statement Process program:

- Post the receipt batch.
- Run the Refresh Reconciliation File program (R09130).
- Manually reconcile the transactions using the Bank Account Reconciliation selection for the Manual Reconciliation program (P09131).

See Also

- ❑ *Approving and Posting Receipts* in the *Accounts Receivable Guide* for more information about how to approve and post automatic receipts
- ❑ *Refreshing the Account Reconciliation Information* in the *General Accounting Guide* for more information about how to run the Refresh Reconciliation File program (R09130)
- ❑ *Bank Account Reconciliation* in the *General Accounting Guide* for more information about how to manually reconcile automatic receipt transactions

Financial Reports

In most businesses, the accounting department or controller's office is required to produce certain financial reports on a regular basis. Typically, these reports are produced at the end of a period or fiscal year.

Features of Financial Reports

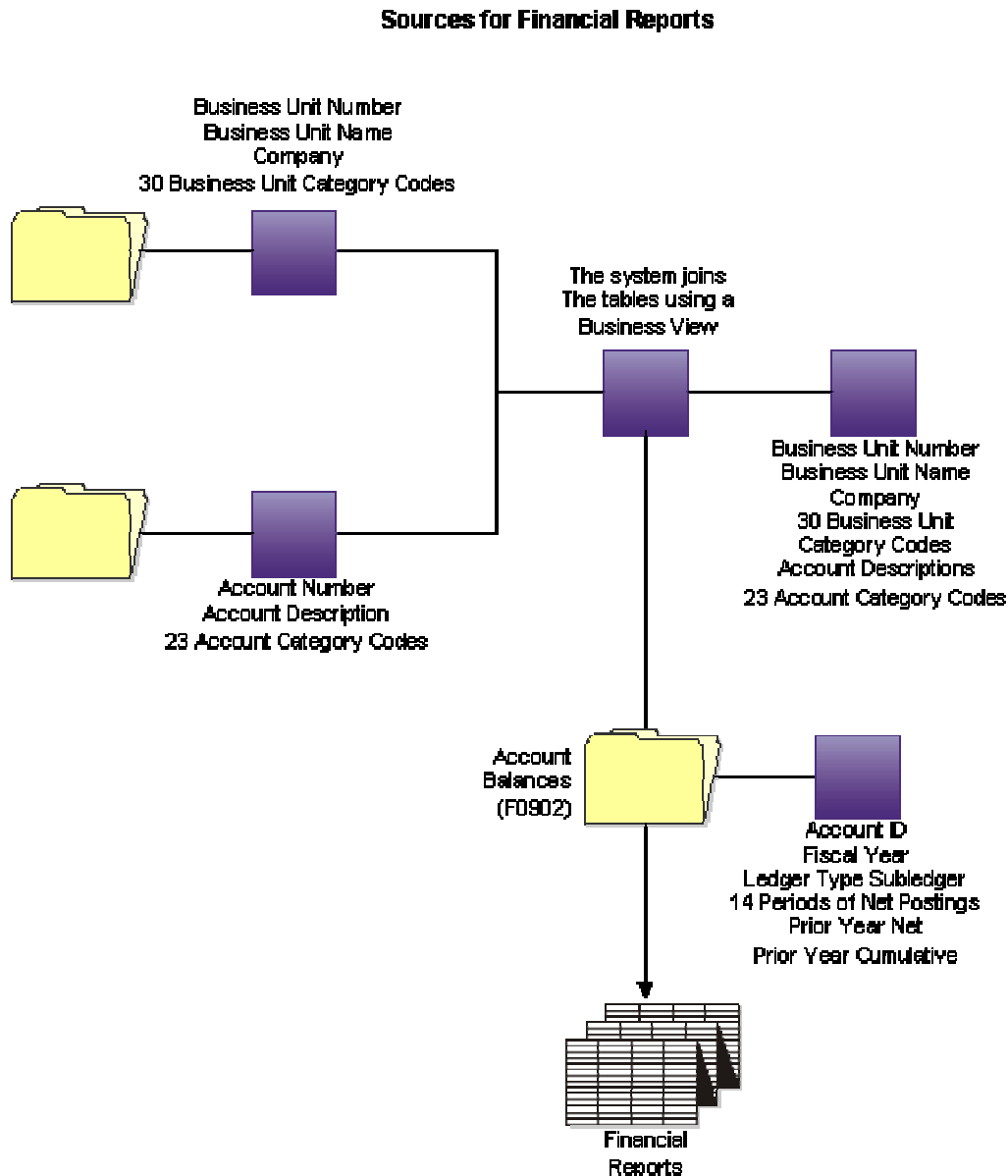
The following table describes the features of financial reports:

Standard reports	You can use any of the standard templates that are provided with the PeopleSoft EnterpriseOne software. A report template contains a fixed format for your data and predefines the number of columns, their order, and their headings.
Custom reports	<p>You can create your own version using any report template. A single report version can contain amounts for individual companies or consolidated totals for several companies.</p> <p>You can design additional, customized financial reports using the Financial Reporting feature.</p>
Detail and summary information on your reports	<p>You can print different levels of summarization on financial reports by specifying a level of detail. You can select a fiscal period and year with a processing option.</p> <p>Through AAIs, you assign the account ranges and subtotals that the system uses for the reports.</p>

Sources for Financial Report Information

Financial reports combine information from the Business Unit Master (F0006), Account Master (F0901), and Account Balances (F0902) tables.

The following graphic illustrates the tables that provide information for financial reports:



Printing Simple Financial Reports

At the end of each financial period, most companies produce financial reports. To compare current period and year-to-date amounts to amounts for the same period in the prior year, you can print an income statement. To assess your company's financial position, you can print a balance sheet.

These reports use information stored in the Business Unit Master (F0006), the Account Master (F0901), and the Account Balances (F0902) tables.

Printing a Simple Income Statement

From the Financial Reports menu (G10), choose Simple Income Statement.

A simple income statement tracks revenues and expenses and the net income or loss for a specific period of time. To print a simple income statement, all of your profit and loss accounts must be grouped together in your chart of accounts and cannot be interrupted by any balance sheet accounts.

Some examples of special interim totals for this report follow:

- Gross Margin
- Net Profit Before Taxes
- Net Income (Loss)

Prerequisites

- ☐ Verify that you have set up AAI items FSxx. These items establish the optimal interim totals on the income statement.
- ☐ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date* in the *General Accounting Guide*.

Data Selection and Data Sequence for Simple Income Statement

You must select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, select Object Account GE (greater than or equal to) 5000.

You must also specify a ledger type. If you do not, the system combines all of the ledger types, which could produce inaccurate results.

EnterpriseOne financial reports are designed to print in the following sequence:

- Company
- Business unit report codes
- Account master report codes
- Business unit
- Object account
- Subsidiary

Examples of the data sequence that is required for specific types of reports follow:

For a business unit report	The data sequence should be: <ul style="list-style-type: none"> • Business Unit • Object Account • Subsidiary
For a business unit consolidation report	The data sequence should be: <ul style="list-style-type: none"> • Company • Object Account • Subsidiary
For a company consolidation report	The data sequence should be: <ul style="list-style-type: none"> • Object • Subsidiary

If you do not use company as your first sequence, the system uses the information for company 00000 to determine the financial reporting date.

You must always use a sequence by object account and subsidiary to protect the integrity of your data and ensure that the level of detail subtotals are accurate. To print a report across many business units or companies, use a sequence by object account and subsidiary only.

The data sequence item that immediately precedes the object account determines page breaks and totals for all financial reports. For example, if the data sequence is by company, object account, and subsidiary, page breaks and totals occur when the company number changes. If the object account is the first data sequence item, the report has no page breaks and totals are displayed only at the end.

You can change the subtotals by changing the sequence and level breaks in the report design tool. For example, you can create subtotals by specifying category codes for level breaks.

Processing Options for Simple Income Statement (R10211B)

Date

1. Enter the period number and fiscal year the report should be based upon. If left blank, the financial reporting date will be used.

Period Number

Fiscal Year

LOD

1. Enter the lowest level of account level of detail to print on the report.

Account Level Of Detail

Signs

1. Enter a zero to print amounts in their original debit and credit format. Enter a 1 to reverse the sign for all account types (revenues will print as positive and expenses as negative). Enter a 2 to reverse the sign of revenue accounts only (revenues and expenses

will print as positive).

Reverse Sign

Calculations

1. Enter a 1 to have net income calculated. If left blank, no calculation will occur.

Calculate Net Income

Headings

1. Enter a 1 to print headings with page number and run date on each page. Enter a 2 to print headings without page number and run date on each page. If left blank, headings will print on the first page only.

Print Headings

2. Enter the date title type to print in the page header. If left blank, no date title will print.

Date Title Type

Printing a Simple Balance Sheet

From the Financial Reports menu (G10), choose Simple Balance Sheet.

A simple balance sheet tracks assets, liabilities, and equity by business unit or company. To print a simple balance sheet, all of your balance sheet accounts must be grouped in your chart of accounts, and cannot be interrupted by any profit and loss accounts.

You can use a balance sheet to track financial information for the following items:

- Current period
- Prior period end
- Prior year end
- Net change for the period and year

Prerequisites

- ☐ Validate the net income amount on your income statement. This amount is the year-to-date income (loss) on the balance sheet.
- ☐ Verify that you have set up AAI items GLG2, GLG3, and GLG5. These items establish the beginning and ending ranges for balance sheet accounts.
- ☐ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date* in the *General Accounting Guide*.
- ☐ For reports at the crossover to a new year, verify that the Annual Close Report program (R098201) ran successfully. Balance forward amounts are not created until the close process is complete. See *Closing a Fiscal Year* in the *General Accounting Guide* for more information.

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *How Net Income Is Calculated* for information about how the system calculates net income
- ❑ *Data Selection and Data Sequence for Simple Balance Sheet* for information about the data selection and the data sequencing that you should use for the simple balance sheet

How Net Income Is Calculated

The system does not perform calculations on the actual revenue and expense accounts (5000–9999) to derive a net income amount. Instead, it uses the following equation:

$$\text{Assets} - (\text{Liabilities} + \text{Equity}) = \text{Net Income}$$

This method of calculating the net income saves a considerable amount of processing time when you produce a balance sheet.

Example: Net Income Calculation

Assets	6,966,772.54
<u>Liabilities + Equity</u>	<u>-6,592,393.31</u>
Net Income	374,379.23

This calculation is based on the following items:

Assets = 6,966,772.54

Liabilities + Equity:

Current Liabilities	755,755.74
Long-Term Liabilities	2,027,576.49
Common Stock	267,500.00
Paid-in-Capital	1,535,017.77
Retained Earnings	<u>2,006,543.31</u>
Total Liabilities + Equity	6,592,393.31

The system uses this computed total in the net income calculation.

Data Selection and Data Sequence for Simple Balance Sheet

You must select the object accounts that you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, you could select Object Account LE (less than or equal to) 4999.

You must also specify a ledger type. If you do not, the system combines all ledger types, which could produce inaccurate results.

EnterpriseOne financial reports are designed to print in the following sequence:

- Company
- Object account
- Subsidiary

If you do not use company as your first sequence, the system uses the information for company 00000 to determine the financial reporting date.

You must always use a sequence by object account and subsidiary to protect the integrity of your data and to ensure that the level-of-detail subtotals are accurate. To print a report across many business units or companies, use a sequence by object account and subsidiary only.

The data sequence item that immediately precedes the object account determines page breaks and totals for all financial reports. For example, if the data sequence is by company, object account, and subsidiary, page breaks and totals occur when the company number changes. If the object account is the first data sequence item, the report has no page breaks and totals only at the end.

Processing Options for Simple Balance Sheet (R10111B)

Date

Enter the period number and fiscal year the report should be based upon. If left blank, the financial reporting date will be used.

Period Number

Fiscal Year

LOD

Enter the lowest level of account level of detail to print on the report.

Account Level Of Detail

Signs

Enter a zero to print amounts in their original debit and credit format. Enter a 1 to reverse the sign on liability and equity accounts.

Reverse Sign

Computations

Enter a 1 to print YTD Net Income. If left blank, no YTD Income amounts will print.

Calculate YTD Net Income

Headings

Enter a 1 to print headings with page number and run date on each page. Enter a 2 to print headings without page number and run date on each page. If left blank, headings will print on the first page only.

Print Headings

Enter the date title type to print in the heading. If left blank, no date title will print.

Date Title Type

Printing Consolidated Financial Reports

At the end of each financial period, most companies produce financial reports. To combine income or balance sheet information across companies or business units, you can print consolidated financial reports.

These reports use information that is stored in the Business Unit Master (F0006), the Account Master (F0901), and the Account Balances (F0902) tables.

Prerequisite

- ❑ PeopleSoft provides several sample versions of these reports. Before you print them, you must first define the column headings and data that you want to appear in each column of the report. For more information, see *Working with Objects in Report Sections* in the *Enterprise Report Writing Guide*.

Report Formats

- You can define as many columns as fit on the printed report.
- You define the column headings for the report.
- Each financial report includes a consolidated column. The system calculates the consolidated column based on the amounts in the other columns.
- Amounts on the report appear as whole currency amounts. Decimal amounts are omitted.

Printing Consolidated Income Statements

From the Financial Reports menu (G10), choose Consolidated Income-7 column.

To see income (profit and loss) information that is combined for companies or business units, print the consolidated income statement. You can include information for the current period or year-to-date.

Amounts on consolidated income statements include a maximum of 999 million with separators and 999 billion without separators.

Data Selection and Sequence for Consolidated Income Statement

The first data selection must be the object account range for your profit and loss accounts. The DEMO versions have predefined columns for specific companies. To create a report for companies other than those that are defined in the DEMO versions, you must use the Report Design Aid functions in the EnterpriseOne reporting feature to set up data selection and column titles.

You must sequence by object and subsidiary account only. If you do not, your column data spreads over many pages.

This program uses company 00000 to determine the default financial reporting date.

Processing Options for Consolidated Income-7 Column (R103121A)

LOD

Enter the lowest (3-9) account level of detail to print on the report.

Account Level Of Detail

Dates

Enter the period number and fiscal year the report is to be based upon. If left blank, the Financial Reporting Date for company 00000 will be used.

Period Number

Fiscal Year

Amounts

Enter a 1 for the account balances on the report to be for a single period. If left blank, the amounts will be year to date.

Period/YTD

Calculations

Enter a 1 to compute Net Income. If left blank, no computation will be performed.

Compute Net Income

NOTE: If AAI subtotalling is activated for the version, then this processing option should be set to 'blank'. Net Income will automatically be calculated and displayed.

Signs

Enter a zero to print amounts in their original debit and credit format. Enter a 1 to reverse the sign on revenue and expense accounts. Enter a 2 to reverse the sign on revenue accounts only.

Reverse Sign

Headings

Enter a 1 to print headings with page number and run date on each page. Enter a 2 to print headings without page number and run date on each page. If left blank, headings will print on the first page only.

Print Headings

Enter the date title type to print in the heading. If left blank, no date title will print.

Date Title Type

Printing Consolidated Balance Sheets

From the Financial Reports menu (G10), choose Consolidated Balance Sheet.

To make balance sheet comparisons using combined totals for companies or business units, print a consolidated balance sheet for the current period or year-to-date.

You can consolidate up to seven different reporting entities on the consolidated balance sheet.

Data Selection and Data Sequence for Consolidated Balance Sheet

The first data selection must be the object account range for your balance sheet accounts. The DEMO versions have predefined columns for specific companies. To create a report for companies other than those that are defined in the DEMO versions, you must use the Report Design Aid functions in the EnterpriseOne reporting feature to set up data selection and column titles.

You must sequence by object and subsidiary account only. If you do not, your column data spreads over many pages.

This report uses company 00000 to determine the default financial reporting date.

Processing Options for Consolidated Balance Sheet (R10311A)

LOD

Enter the lowest (3-9) account level of detail to print on the report.

Account Level Of Detail

Dates

Enter the period number and fiscal year the report is to be based upon. If left blank, the Financial Reporting Date for company 00000 will be used.

Period Number

Fiscal Year

Calculations

Enter a 1 to have YTD net income computed. If left blank, no computation will be performed.

Compute YTD Income

Signs

Enter a zero to print amounts in their original debit and credit format. Enter a 1 to reverse the sign on liability and equity accounts.

Reverse Sign

Headings

Enter a 1 to print headings with page number and run date on each page. Enter a 2 to print headings without page number and run date on each page. If left blank, headings will print on the first page only.

Print Headings

Enter the date title type to print in the heading. If left blank, no date title will print.

Date Title Type

Printing Monthly Spreadsheets

From the Financial Reports menu (G10), choose Monthly Spreadsheet.

To examine trends in your company's financial activity, print the Monthly Spreadsheet. You can analyze actual and budget amounts for:

- Period to date
- Year to date

You can also print this spreadsheet to show current period amounts with budget amounts for future periods.

This batch report uses information stored in the Account Balances table (F0902).

The monthly spreadsheet rounds to the thousands. For example, if the amount is 2700, it rounds to 3000 and prints as 3. If you want a spreadsheet with different specifications, you can design your own by using the financial report writer.

AAI Subtotaling

You must use version XJDE0006 or create a copy of the version if you want AAI subtotals to appear on your report. XJDE0006 contains additional event rules for AAI subtotaling; therefore, you cannot add a version and achieve the desired results.

Prerequisite

- ❑ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date* in the *General Accounting Guide*.

Processing Options for Monthly Spreadsheet (R10412A)

Date

1. Enter the period number and fiscal year the report is to be based upon. If left blank, the Financial Reporting Date for company 00000 will be used.

Period Number

Fiscal Year

LOD

1. Enter the lowest (3-9) account level of detail to print on the report.

Account Level Of Detail

Signs

1. Enter a zero to print amounts in their original debit and credit format.

Enter a 1 to reverse the signs on income statement accounts (revenues will print as positive and expenses will print as negative).

Enter a 2 to reverse the signs on liability and equity accounts.

Enter a 3 to reverse the signs on revenue accounts only (revenues and expenses will print as positive).

Reverse Sign

Calculations

1. Select an option to calculate Net Income:

1 = Calculate Balance Sheet Net Income

2 = Calculate Profit and Loss Net Income

3 = No calculation performed (default).

Calculate Net Income

Headings

1. Enter a 1 to print headings with page number and run date on each page.

Enter a 2 to print headings without page number and run date on each page. If left blank, headings will print on first page only.

Print Headings

2. Enter the date title type to print in the page header. If left blank, no date title will print.

Date Title Type

Columns

1. Select one of the following to set the format of the twelve columns to be printed on the report:

1 = Last 12 Months Actual (default)

2 = Year to Date Actual

3 = Year to Date Actual plus Remaining Budget.

Column Format

2. If the option for Column Format = 3, enter the ledger type for the remaining budget. If left blank, ledger type BA will be used.

Budget Ledger Type

3. Enter the ledger type. If left blank, ledger type AA will be used.

Ledger Type

Printing Variance Analysis Reports

To compare actual to budget amounts and compute current period and year-to-date variances, use the variance analysis reports.

Printing the Variance Analysis Report

From the Financial Reports menu (G10), choose Variance Analysis.

The Variance Analysis report lists budget and actual amounts, and shows the difference (variance) between the two amounts. In addition, the percentage that is associated with each line item reflects the percentage of revenues. The percentage of budget that is associated with each line item is equal to the variance divided by the budget for the current period or year-to-date.

Processing Options for Variance Analysis (R10212A)

Date

Enter the period number and fiscal year the report should be based upon. If left blank, the current period from the financial reporting date will be used.

Period Number

Fiscal Year

LOD

Enter the lowest Account Level of Detail (3-9) to be printed on the report.

Account Level Of Detail

Signs

Enter a zero to print amounts in their original debit and credit format. Enter a 1 to reverse the signs for income statement accounts (revenues will print as positive and expenses will print as negative). Enter a 2 to reverse the signs on liability and equity accounts. Enter a 3 to reverse the signs of revenue accounts only (revenues and expenses will print as positive).

Reverse Signs

Calculations

Enter a 1 to calculate Balance Sheet Net Income. Enter a 2 to calculate P/L Net Income. If left blank, no calculation will be performed.

Calculate Net Income

Headings

Enter a 1 to print headings with page number and run date on each page. Enter a 2 to print headings without page number and run date on each page. If left blank, headings will print on the first page only.

Print Headings

Enter the date title type to print in the page header. If left blank, no date title will print.

Date Title Type

Ledgers

Enter the Actual and Budget Ledger Types to base the report on. If left blank, Ledger Type AA will be used for Actual amounts and Ledger Type BA will be used for Budget amounts.

Actual Ledger Type

Budget Ledger Type

Printing the Variance Analysis with Five Months Actual Report

From the Financial Reports menu (G10), choose Variance Analysis w/5 Months.

The Variance Analysis with Five Months Actual report (R10411A) lists annual and year-to-date budget amounts, year-to-date actual amounts, and the year-to-date variance. The report also lists actual amounts for the period that is specified in the processing option and the four preceding periods.

Processing Options for Variance Analysis with 5 Months Actual (R10411A)

Date

Enter the fiscal year and period. If left blank, the financial reporting date will be used. For the reporting date to be company specific you must sequence by company.

Period Number

Fiscal Year

LOD

Enter the lowest account level of detail to print on the report (3-9). If left blank, an account level of detail of 9 will be used.

Account Level Of Detail

Signs

Enter a zero to print amounts in their original debit and credit format. Enter a 1 to reverse the signs for income statement accounts (revenues will print as positive and expenses will print as negative). Enter a 2 to reverse the signs on liability and equity accounts. Enter a 3 to reverse the signs of revenue accounts only (revenues and expenses will print as positive).

Reverse Sign

Calculations

Enter a 1 to calculate Balance Sheet Net Income. Enter a 2 to calculate P/L Net Income. If left blank, no calculation will be performed.

Calculate Net Income

Headings

Enter a 1 to print page headings with page number and run date on each page. Enter a 2 to print page headings without page number and run date on each page. If left blank, page headings will print on the first page only.

Print Headings

Enter the date title type to print in the page header. If left blank, no date title will print.

Date Title Type

Ledgers

Enter the Ledger Types to be used for Actual and Budget amounts. If left blank, Ledger Type AA will be used for Actual Amounts and Ledger Type BA will be used for Budget Amounts.

Actual Ledger Type

Budget Ledger Type

Account Consolidations

The account consolidation programs enable you to group, or consolidate, business unit account balances for online review and reports, provided that the balances are in the same currency and all of the companies use the same fiscal date pattern.

The two methods for consolidation include the following:

- Online Consolidations
- High Volume Consolidations

The method that you choose depends on the availability of disk space. Both methods use AAI items GLG6 (beginning revenue account) and GLG12 (ending income statement account) to distinguish between balance sheet and income statement accounts. When the system calculates cumulative balances, it adds the prior year-end cumulative balance to the year-to-date amount for accounts that are not income statement accounts.

Advantages of Each Method

The following table lists the advantages and disadvantages of each method:

Online	<p>Advantages:</p> <ul style="list-style-type: none">• Enables you to consolidate small numbers of companies or business units.• Includes real-time information for up-to-the-minute consolidations.• Enables you to store criteria for future consolidations.• Controls the calculation method for ledger comparison. For example, you can have the system subtract budgeted amounts from actual amounts to calculate budget variances, or to divide budgeted amounts by actual amounts to show a budget-to-actual ratio. Four calculation options are available.• Accesses the ledger for reviewing detail information for business units, down to the account level.• Requires less additional disk space than the high-volume method because it creates fewer new records. Instead, it uses the existing account balance records.• Enables you to consolidate balances that are based on multiple business unit category codes.• Enables you to use the parent-child relationships that you create in organization report structures. <p>Disadvantages:</p> <ul style="list-style-type: none">• Provides reviewing capability only, although you can export the information in the detail area to a spreadsheet for analysis• Causes increased processing time, based on the number of business units
High-Volume	<p>Advantages:</p> <ul style="list-style-type: none">• Enables you to consolidate large balances and numbers of companies or business units.• Enables you to use the results in financial reporting.• Allows you to use batch mode for running consolidations overnight. Processing in batch mode is useful for consolidating a large number of business units or

	<p>accounts, or both.</p> <p>Disadvantages:</p> <ul style="list-style-type: none"> • Requires additional disk space because several programs add records to tables and build a new database that contains consolidation information (pseudo records) • Prevents real-time access, due to batch mode • Requires you to delete the prior consolidation and then refresh the consolidation to update a consolidation with new account balance information • Is limited to one category code per consolidation
--	--

Online Consolidations

With online consolidations, you can compare budget amounts to actual amounts for a group of business units for a specific company; you can also compare different budget ledgers, unit ledgers, and so on.

When you use online consolidations, you can consolidate business units and review account balances by the following:

- Category code, such as branch, office, or geographical region.
- Company, category code, and value. For example, you can review types of expenses by department, product type, and geographical region.
- Organizational report structure within parent/child business units.

By grouping business units, you can create consolidated trial balances, balance sheets, and income statements.

Organization Report Structures

An organization report structure is a method of grouping business units for reporting purposes. It provides more flexibility in using online consolidations and reporting, enabling you to display summary-to-detail income statement information. It also facilitates printing subtotals and roll-up totals.

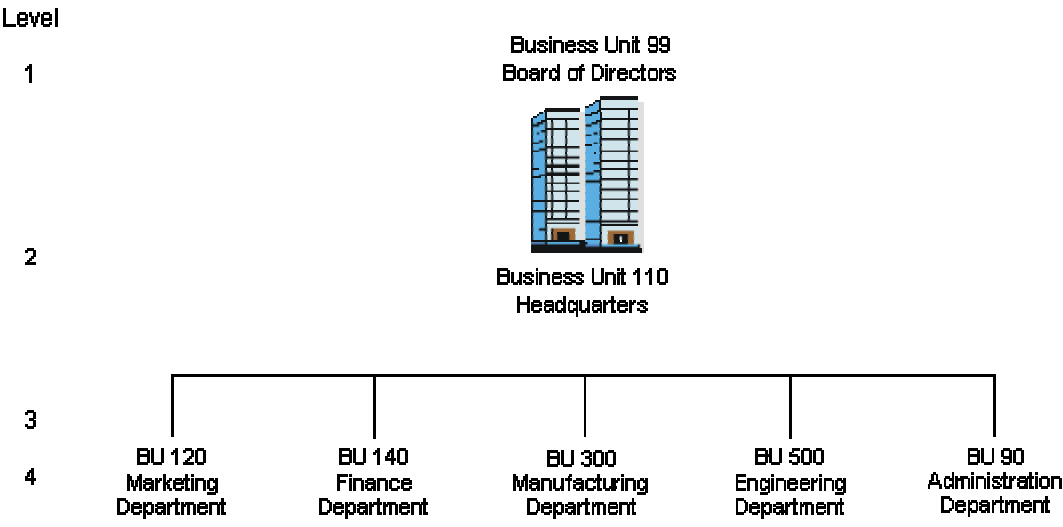
You can create hierarchical structures for each business unit and across companies. Each structure can contain multiple levels of parent, child, and grandchild relationships.

For reporting purposes, you can organize the parent-child hierarchies based on structures that you define for financial, geographical, or responsibility reporting. Parent-child hierarchies can be as simple or complex as you require.

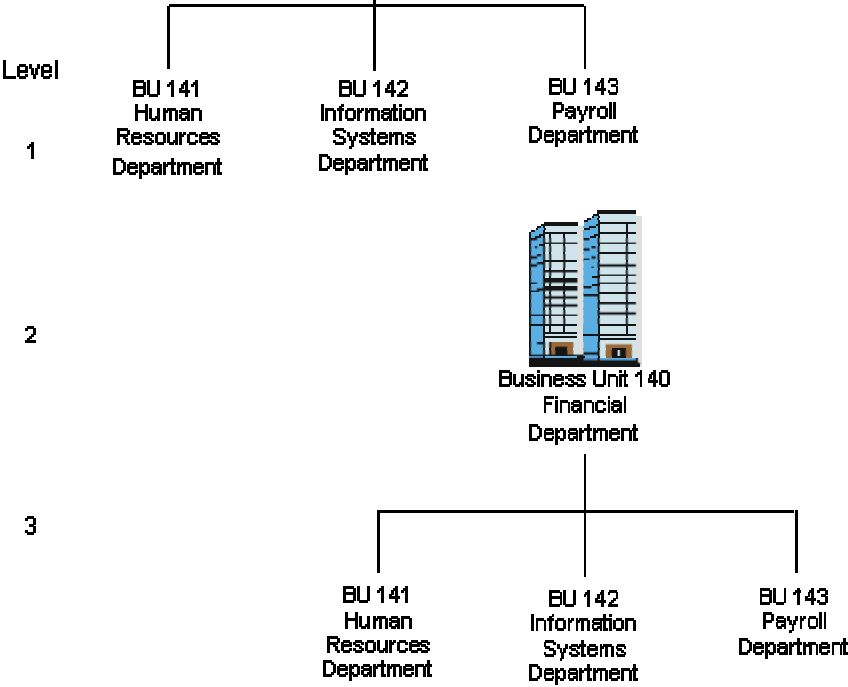
For example, you might create the following hierarchies:

Parent-Child Hierarchies

Example 1: Business Unit 99



Business Unit - Child



BU 190
Services
Department

Creating Organization Report Structures

To create organization report structures, you create parent-child relationships for business units. Any business unit that is designated as a parent must be associated with a complete chart of accounts. A parent business unit does not have to be a posting business unit.

With organization report structures, you can do the following:

- Organize business units into multiple levels of parents and children. A business unit can be both a parent and a child, and each business unit can have multiple children. However, a business unit cannot have a parent that is also a child of the same business unit.
- Add or revise parent-child structures at any time. For example, you can add children to an existing parent-child structure.

Alternatively, you can create an organization report structure by directly selecting business units for the structure. This method does not use category codes to create parent-child relationships for the business units.

Prerequisite

- ☐ Ensure that your chart of accounts is set up.
- ☐ Determine the organization report structures to use for your business.
- ☐ Set up the structure codes in user defined codes (00/TS).
- ☐ Determine the business unit that is associated with each structure level.
- ☐ For each organization report structure that you want to create, create a pseudo consolidation company and determine the hierarchy to use for the category codes.

Defining Organization Report Structures

To define an organization report structure, you assign category codes to business units using the Organization Structure Definition program (P0050B). The values of the category codes that you assign determine where the business unit appears in the hierarchy.

This program updates the Business Unit Structure Build File table (F0050B).

► To define an organization report structure

From the Advanced Organization Setup menu (G094111), choose Organization Structure Definition.

1. On Work With Structure, click Add.
2. On Structure Setup, complete the following field:
 - Type Structure
3. For each category code that you want to use in the hierarchy, complete the following field:
 - Sequence Number
4. Click OK.

Building Organization Report Structures

From the Advanced Organization Setup menu (G094111), choose Organization Structure Build.

After you define your organization report structure, use the Organization Structure Build program (R10450) to build it.

You can run the Organization Structure Build program in proof or final mode. In proof mode, the system prints a report that displays the changes that will occur when you run the report in final mode. In final mode, the system updates the Organization Structure Master File table (F0050).

Note

In proof mode, any business units that are dynamically created appear on the report as a concatenation of category codes, regardless of the setting of the BU Creation processing options. In final mode, the system dynamically creates business units either by using next numbers or by concatenating category codes, depending on the setting of the BU Creation processing options.

Processing Options for Business Unit Structure Build (R10450)

MODE

1. Enter the mode the calculations and updates will be processed in:

0 = Proof mode with Report (Default)

1 = Final mode with Report

2 = Final mode without Report

STRUCTURE NAME

1. Enter the name of this Business Unit Structure Type

BU CREATION

1. Enter a '1' for Dynamic Business Unit Creation with concatenation of Category code values to determine the new Business Unit. Enter a '2' for Dynamic Business Unit Creation with Next Numbering to determine the new Business Unit. Leave blank for no Dynamic Business Unit Creation.

2. Enter the Business Unit Type to use when creating business units.

Business Unit Type

3. Enter the Pseudo Consolidation Company to be used for Business Unit Creation.

Adding Organization Report Structures Without Using Category Codes

You can add an organization report structure by selecting the structure type and then selecting the business units that appear in the structure. When you select a business unit for the structure, the system assigns a display sequence that you can change. This method does not use category codes for sequencing and, therefore, does not require that you run the Organization Structure Build program (R10450) to build the structure.

This program updates the Organization Structure Master File table (F0050).

► To add an organization report structure without using category codes

From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.

1. On Parent/Child Browse, click Add.
2. On Headerless Detail, complete the following fields:
 - Type Structure
 - Parent Business Unit
3. For each business unit that you want to be a child of the parent business unit, complete the following field:
 - Child Business Unit

The system completes the Description and Display Sequence fields for each child business unit.
4. To change the display sequence for any child business unit, complete the following field:
 - Dspl Seq.
5. Click OK to add the organization report structure.

Reviewing Organization Report Structures

Use the Organization Structure Inquiry/Revision program (P0050) to review your organization report structures. When you use the Organization Structure Inquiry/Revision program to review your structure, the system displays your organizational structures in a tree format that you can expand or collapse at each level. Folder and document icons represent the levels of the structure. A folder can contain folders or documents. Documents are the lowest level of the structure.

The + symbol indicates that the folder contains lower levels of the organizational structure. You can click the + symbol to view the next lower level. When the lowest level is visible, you can click the - symbol to hide it. Clicking + or - to view or hide levels of the structure does not change the structure. It changes only the amount of detail information that appears on screen.

Prerequisite

- ❑ Ensure that organization report structures exist in your system.

► To review organization report structures

From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.

1. On Parent/Child Browse, complete the following field and click Find:
 - Type Structure
2. To view a specific portion of the structure, complete the following field and click Find:
 - Parent Business Unit

The system displays a tree view of the organizational structure.
3. To view a lower level of the structure, click +.

The system displays the next lower level of the structure.
4. To hide a lower level of the structure, click -.

The system hides all levels of the structure below this level.

Rearranging Organization Report Structure Components

Use the Organization Structure Inquiry/Revision program (P0050) to rearrange organization report structure components. You can revise an organizational structure by moving components of the structure to different locations within the hierarchy. You can move individual business units by dragging the corresponding documents and dropping them under a different parent. You can also move higher levels of the structure by dragging the folder that represents a parent business unit and its children.

When you move a component of the structure, the system updates the Organization Structure Master File table (F0050).

► To rearrange organization report structure components

From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.

1. On Parent/Child Browse, follow the steps to review organization report structures.
2. Move the folder or document that you want to move to another location in the structure.

See Also

- ❑ *Dragging and Dropping in Web Application Forms* in the *EnterpriseOne Web Client Guide* for more information about how to move components within structures

Creating Additional Business Units

After reviewing your organizational structure, you might decide to create additional business units.

Use the Organization Structure Inquiry/Revision program (P0050) to create additional business units. When you create additional business units, the system updates the Organization Structure Master File table (F0050).

► **To create additional business units**

From the *Advanced Organization Setup* menu (G094111), choose *Organization Structure Inquiry/Revision*.

1. On Parent/Child Browse, choose the business unit to which you want to add a child business unit, and then click Select.
2. On Headerless Detail, complete the following field:

- Child Business Unit

The system completes the following fields for you:

- Description
- Dspl Seq.

Note

To see the parent of the business unit to which you are adding children, click the Parent option. The parent business unit appears in the detail area. Click the Parent option again to continue adding children.

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Organization Structure Inquiry/Revision - Headerless Detail

OK Find Cancel Tools

Type Structure * ☐ Parent

Parent Business Unit 1 Financial/Distribution Company

Records 1 - 9		Customize Grid
Child Business Unit	Description	Dspl Seq.
<input type="checkbox"/>	9 Corporate Administration	1.0
<input type="checkbox"/>	3 Central Branch	2.0
<input type="checkbox"/>	M30 Eastern Manufacturing Center	2.0
<input type="checkbox"/>	5100 Potomac Hotel	3.0
<input type="checkbox"/>	77 Canadian Company	6.0
<input type="checkbox"/>	4 Southern Branch	7.0
<input type="checkbox"/>	5 Western Branch	8.0
<input type="checkbox"/>	2 Other General & Administrative	9.0
<input type="checkbox"/>		

3. To add the records, click OK.

The system verifies that the parent and the child are not the same, and ensures that the business unit children are not also the parent.

Processing Options for Organization Structure Inquiry/Revisions (P0050)

Structure Type

1. Initial Selection Values:

(Any value(s) entered below will be preloaded into their corresponding fields on the screen.)

Organization Type Structure:

Manager Name

1. Enter a '1' to display the manager's name in the Organizational Structure Tree. Enter a '0' to hide the manager's name in the Organizational Structure Tree.

Display Manager's Name:

Copying Organization Report Structures

You might need to duplicate all or a portion of an existing organization report structure into a new organization report structure.

Prerequisite

- ❑ Ensure that the organization report structure to which you are copying exists as a valid value in user defined codes (00/TS) but does not exist as a structure in the Organization Structure Master File table (F0050).

► To copy organization report structures

From the Advanced Organization Setup menu (G094111), choose Organization Structure Inquiry/Revision.

1. On Parent/Child Browse, complete the following field and click Find:
 - Type Structure
The system displays a tree view of the organization structure.
2. To view a specific portion of the structure, complete the following field and click Find:
 - Parent Business Unit
The system displays the parent business unit.
3. To expand the levels below the parent business unit, click +.
4. Choose a business unit to copy, and then click Copy.

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Organization Structure Inquiry/Revision - Copy Organizational Structure

OK Cancel Tools

To Type Structure

From Type Structure COR

☒ Copy Entire Structure
☐ Copy Selected Tree Only

5. On Copy Organizational Structure, complete the following field:
 - To Type Structure
6. To copy the entire structure, click the following option:
 - Copy Entire Structure
7. To copy a portion of the selected structure, click the following option:
 - Copy Selected Tree Only

The system displays the business unit that you selected on Parent/Child Browse.

8. Click OK.

If you selected the Copy Entire Structure option, the system copies every level of the selected type structure to the new type structure, regardless of the level that you selected on Parent/Child Browse.

If you selected the Copy Selected Tree Only option, the system copies the parent business unit that you selected on Parent/Child Browse and all of its children to the new type structure.

Creating Online Consolidations

After creating your organization report structures, you can create your online consolidation. In addition to creating an online consolidation based on an organization report structure (parent business unit method), you can also create one using the category code method. The category code method allows you to consolidate business units by company, category code, and value. However, this method allows you to use only 4 category codes for the structure.

After you determine your choices for consolidation, you can use the Form menu to choose the following ordered steps:

- Store Inquiry to save your criteria

- Refresh Business Units to process your account balances
- Online Statements to create your consolidated financial statements

Example: Consolidating Business Units by Category Code

The following diagram and forms illustrate how you can consolidate business units by category code.

The first form contains information that has been entered for a consolidation by category code.

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Online Consolidations - Review Online Consolidation

Select Find Close Form Tools

Consolidation:

Description:

Company:

☒ Category Code Method
☐ Parent Business Unit Method
☐ Masked Business Unit Method

Category Code:

Category Code:

Category Code:

Category Code:

Records 1 - 18 [Customize Grid](#)

Level	Business Unit	Description	Manager	Sequence Number
<input checked="" type="radio"/>		1 Financial/Distribution Company	Financial/Distribution Co	
<input type="radio"/>		3 Central Branch		
<input type="radio"/>		4 Southern Branch		
<input type="radio"/>		5 Western Branch		
<input type="radio"/>		10 Western Distribution Center	Western Distribution Ce	
<input type="radio"/>		40 Southern Distribution Center	Southern Distribution Ce	
<input type="radio"/>		61 Mountain Branch		

The second form contains the results of the consolidation.



Online Consolidations - Online Consolidated Balance Sheet

Find Close Row Tools

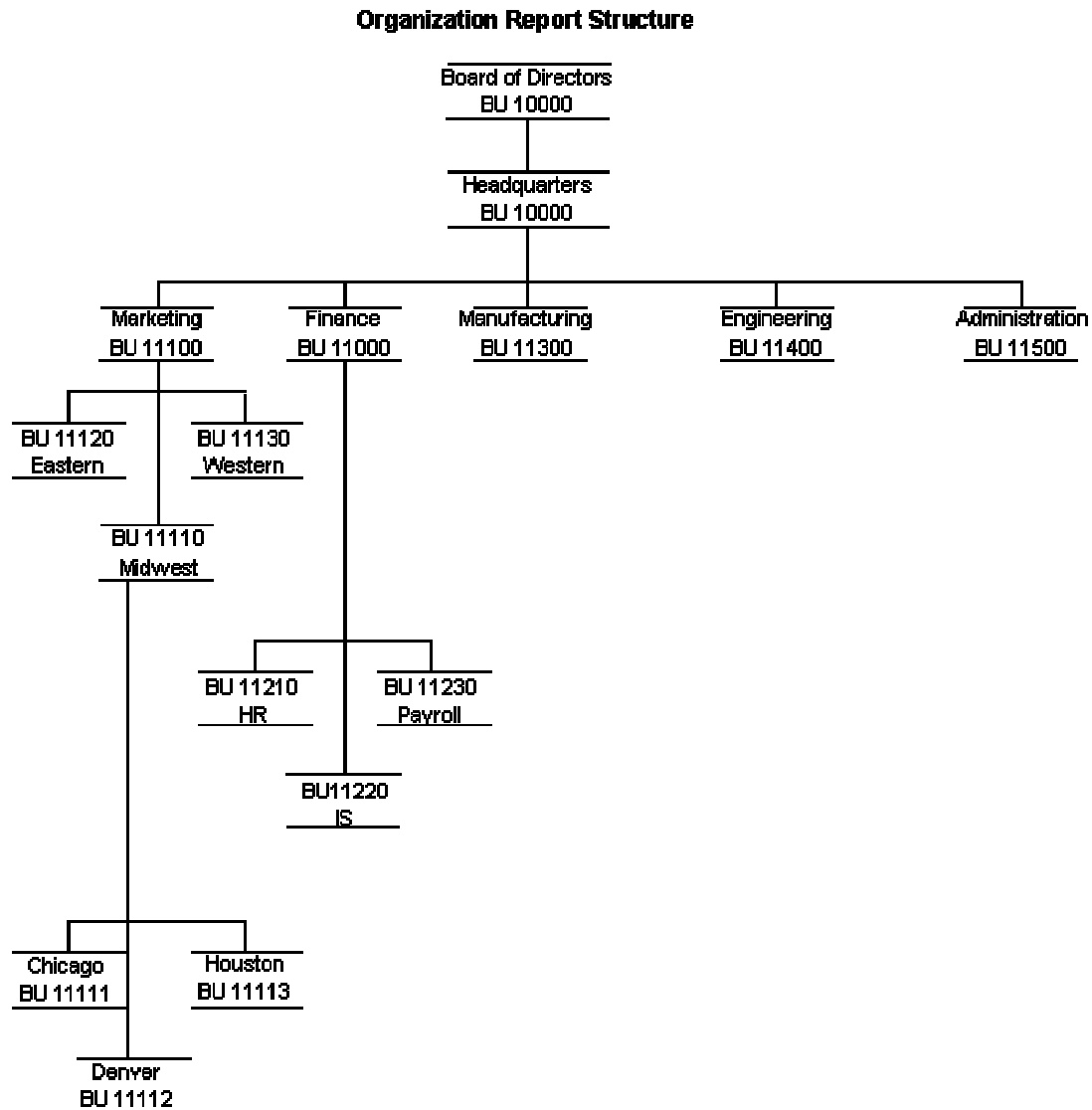
<input type="radio"/> Trial Balance	Thru Date	06/30/05	Level Of Detail	9
<input checked="" type="radio"/> Balance Sheet	Ledger Type 1	AA USD General Ledger	Currency Code	*
<input type="radio"/> Income Statement	Ledger Type 2	BA USD Budget Amount		
<input type="checkbox"/> Business Unit Detail	Type/Subledger	*		
Account Number	<input type="text"/> <input type="checkbox"/> Select/Skip To			

Records 1 - 13

<input type="checkbox"/>	Account Description	Variance Period Balance	General Ledger YTD Bal...	Variance YTD Balance
<input type="checkbox"/>	Assets			
<input type="checkbox"/>	Current Assets			
<input type="checkbox"/>	Cash			
<input type="checkbox"/>	Petty Cash	125.00-	1,025.00	1,025.00
<input type="checkbox"/>	Cash in Banks			
<input type="checkbox"/>	Bear Creek National Bank	946,313.80-	824,774.95	815,369.95
<input type="checkbox"/>	First Bank of Munich			
<input type="checkbox"/>	Bear Creek National Ban	946,313.80-	824,774.95	815,369.95
<input type="checkbox"/>	First Interstate Bank	752,129.21	1,129,636.21	1,127,023.71
<input type="checkbox"/>	First Bank of Paris	16,920.00	16,920.00	16,920.00
<input type="checkbox"/>	First Interstate Payroll	12,500.00-	110,000.00	110,000.00

Example: Consolidating Business Units by Organization Report Structure

The following diagram and forms illustrate how you can consolidate business units by organization report structure:



The first form contains information that has been entered for a consolidation by parent business unit. The relationships between the business units are defined in the organization report structure. The parent business unit determines where to begin in the structure. For example, business unit 1 might be the parent for business units 3 and 4. However, business unit 3 might be defined as a parent to business unit 5. You can determine the point at which to begin your consolidation based on the parent number entered, 1 or 3.



Online Consolidations - Review Online Consolidation

Select Find Close Form Tools



Consolidation	MARKETING9	Type Structure	FIN	Financial R...
Description	By Parent BU	Parent Business Unit	1	
Company	00001	Financial/Distribution Company		
<input type="radio"/> Category Code Method <input checked="" type="radio"/> Parent Business Unit Method <input type="radio"/> Masked Business Unit Method				

Records 1 - 9					Customize Grid	
	Level	Business Unit	Description	Manager	Sequence Number	
<input checked="" type="radio"/>		1	Financial/Distribution Company	Financial/Distribution Co		
<input type="radio"/>	1		3 Central Branch		2.0	
<input type="radio"/>	.2		20 Northern Distribution Center	Northern Distribution Ce	1.0	
<input type="radio"/>	.2		30 Eastern Distribution Center	Eastern Distribution Cer	3.0	
<input type="radio"/>	1		4 Southern Branch		7.0	
<input type="radio"/>	.2		40 Southern Distribution Center	Southern Distribution Ce	4.0	
<input type="radio"/>	1		5 Western Branch		8.0	
<input type="radio"/>	.2		10 Western Distribution Center	Western Distribution Ce	11.0	
<input type="radio"/>	.2		9 Corporate Administration		10.0	

The second form contains the results of the consolidation.

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Online Consolidations - Online Consolidated Balance Sheet

Find Close Row Tools

☐ Trial Balance
☒ Balance Sheet
☐ Income Statement

Thru Date: 06/30/05
 Level Of Detail: 9
 Ledger Type 1: AA USD General Ledger
 Ledger Type 2: BA USD Budget Amount
 Currency Code: *
☐ Business Unit Detail
 Type/Subledger: *
 Account Number:
☐ Select/Skip To

Records 1 - 22

Account Description	Variance Period Balance	General Ledger YTD Bal...	Variance YTD Balance
<input type="checkbox"/> Assets			
<input type="checkbox"/> Current Assets			
<input type="checkbox"/> Cash			
<input type="checkbox"/> Petty Cash	125.00-	125.00-	125.00-
<input type="checkbox"/> Cash in Banks			
<input type="checkbox"/> Bear Creek National Bank	605,818.86-	993,131.14	993,131.14
<input type="checkbox"/> First Bank of Munich			
<input type="checkbox"/> Bear Creek National Ban	605,818.86-	993,131.14	993,131.14
<input type="checkbox"/> First Interstate Bank	747,746.95	962,746.95	962,746.95
<input type="checkbox"/> First Bank of Paris	16,920.00	16,920.00	16,920.00
<input type="checkbox"/> First Interstate Payroll	12,500.00-	95,000.00	95,000.00
<input type="checkbox"/> Cash in Banks	146,348.09	2,067,798.09	2,067,798.09
<input type="checkbox"/> Short Term Investments			
<input type="checkbox"/> Certificates of Deposit	125,000.00-	875,000.00	875,000.00

► **To consolidate business units by company, category code, and value**

From the Consolidations menu (G1011), choose Online Consolidations.

1. On Work With Online Consolidations, click Add.
2. On Review Online Consolidation, complete the following field:
 - Consolidation
3. Complete the following optional fields:
 - Description
 - Company
 - Category Code
4. To review the business units that meet your criteria, click Find.

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Online Consolidations - Review Online Consolidation

Select Find Close Form Tools

Consolidation AREA
 Description Area Rollup
 Company *

Type Structure FIN Financial R...
 Parent Business Unit 1
 Financial/Distribution Company

☐ Category Code Method
☒ Parent Business Unit Method
☐ Masked Business Unit Method

Records 1 - 14 Customize Grid

	Level	Business Unit	Description	Manager	Sequence Number
<input checked="" type="radio"/>		1	Financial/Distribution Company	Financial/Distribution Co	
<input type="radio"/>	1	3	Central Branch		2.0
<input type="radio"/>	.2	20	Northern Distribution Center	Northern Distribution Ce	1.0
<input type="radio"/>	.2	30	Eastern Distribution Center	Eastern Distribution Cer	3.0
<input type="radio"/>	.2	63	Coastal Branch		5.0
<input type="radio"/>	.2	61	Mountain Branch		12.0

5. Verify that the business units are those that you want to consolidate.
6. To save your criteria, choose Store Inquiry from the Form menu.
 This information is stored in the Online Consolidations Set-up File table (F09218).
7. To process the account balance, choose Refresh BU (Business Unit) from the Form menu.
 This information is stored in the Online Consolidation Detail File table (F092181).
 The processing time for this step depends on the number of business units and associated accounts that you are consolidating.
8. Click OK to acknowledge the system message about processing time.
9. Choose Online Statements from the Form menu.
10. On Online Consolidated Financial Statements, choose one of the following types of online statements to review:
 - Trial Balance
 - Balance Sheet
 - Income Statement

For the balance sheet, the system calculates net income or loss based on AAI item GLG5 and includes the description for that item on the form.

For the income statement, interim totals for gross margin, operating income, and so on are defined in AAI item FSxx.

11. To review detail or summary amounts or to review a different level of detail, complete one of the following fields:

- Level Of Detail
- Business Unit Detail

If you choose Business Unit Detail, you can access additional detail fields from the Row menu.

12. To view amounts for a different date, complete the following field:

- Thru Date

13. To designate the ledgers to be compared on the report, complete the following fields:

- Ledger Type 1
- Ledger Type 2
- Type/Subledger

14. Click Find to activate the statement calculation.

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Online Consolidations - Online Consolidated Balance Sheet

Find Close Row Tools

☐ Trial Balance Thru Date: 06/30/05 Level Of Detail: g
☒ Balance Sheet Ledger Type 1: AA USD General Ledger Currency Code: *
☐ Income Statement Ledger Type 2: BA USD Budget Amount
☐ Business Unit Detail Type/Subledger: *
 Account Number: ☐ Select/Skip To

Records 1 - 10

Account Description	Variance Period Balance	General Ledger YTD Bal...	Variance YTD Balance
<input type="checkbox"/> Assets			
<input type="checkbox"/> Current Assets			
<input type="checkbox"/> Cash			
<input type="checkbox"/> Petty Cash	125.00-	125.00-	125.00-
<input type="checkbox"/> Cash in Banks			
<input type="checkbox"/> Bear Creek National Bank	605,818.86-	993,131.14	993,131.14
<input type="checkbox"/> First Bank of Munich			
<input type="checkbox"/> Bear Creek National Ban	605,818.86-	993,131.14	993,131.14
<input type="checkbox"/> First Interstate Bank	747,746.95	962,746.95	962,746.95
<input type="checkbox"/> First Bank of Paris	16,920.00	16,920.00	16,920.00

► To consolidate business units by organization report structure

From the Consolidations menu (G1011), choose Online Consolidations.

1. On Work With Online Consolidations, click Add.

2. On Review Online Consolidation, complete the following fields:
 - Consolidation
 - Parent Business Unit Method
 - Type Structure
 - Parent Business Unit
3. Complete the following optional fields:
 - Description
 - Company
4. To view the business units that meet your criteria, click Find.
5. Verify that the business units are those that you want to consolidate.
6. To save your criteria, choose Store Inquiry from the Form menu.

This information is stored in the Online Consolidations Set-up File table (F09218).
7. To process the account balance, choose Refresh BU (Business Unit) from the Form menu.

This information is stored in the Online Consolidation Detail File table (F092181).

The processing time for this step depends on the number of business units and associated accounts that you are consolidating.
8. Click OK to acknowledge the system message about processing time.
9. Choose Online Statements from the Form menu.
10. On Online Consolidated Financial Statements, choose one of the following types of online statements to review:
 - Trial Balance
 - Balance Sheet
 - Income Statement

For the balance sheet, the system calculates net income/loss based on AAI item GLG5 and includes the description for that item on the form.

For the income statement, interim totals for gross margin, operating income, and so on are defined in AAI item FSxx.
11. To view detail or summary amounts or to view a different level of detail, complete one of the following fields:
 - Level Of Detail
 - Business Unit Detail

If you choose Business Unit Detail, you have access to additional detail fields from the Row menu.
12. To view amounts for a different date, complete the following field:

- Thru Date
13. To designate the ledgers to be compared on the report, complete the following fields:
 - Ledger Type 1
 - Ledger Type 2
 - Type/Subledger
 14. Click Find to activate the statement calculation.

Reviewing Online Consolidations

After a consolidation has been created, you can review consolidated information online without recreating the consolidation criteria. Using the consolidations that you created, you can review the following consolidated information online:

- Trial balance
- Balance sheet
- Income statement

► To review the consolidated financial statements

From the Consolidations menu (G1011), choose Online Consolidations.

1. On Work With Online Consolidations, click Find to access the list of consolidations.
2. Choose one of the consolidations and choose Online Statements from the Row menu.
3. On Online Consolidated Financial Statements, choose one of the following types of online statements to review:

- Trial Balance
- Balance Sheet
- Income Statement

For the balance sheet, the system calculates net income or loss based on AAI item GLG5 and includes the description for that item on the form.

For the income statement, interim totals for gross margin, operating income, and so on are defined in AAI item FSxx.

4. To review detail or summary amounts or to review a different level of detail, complete one of the following fields:
 - Level Of Detail
 - Business Unit Detail

If you choose Business Unit Detail, you can access additional detail fields from the Row menu.

5. To review amounts for a different date, complete the following field:

- Thru Date
- 6. To designate the ledgers to be compared on the report, complete the following fields:
 - Ledger Type 1
 - Ledger Type 2
 - Type/Subledger
- 7. Click Find to activate the statement calculation.

Processing Options for Online Consolidations (P09218)

Ledger Type

1. Enter the default ledger types. If Ledger Type - Column 1 is left blank, "BA" will be defaulted. If Ledger Type - Column 2 is left blank, "AA" will be defaulted.

Ledger Type - Column 1

Ledger Type - Column 2

2. When exiting to another application, select the Ledger Type that the called application should use. Enter a "1" for Ledger Type 1, or a "2" for Ledger Type 2. If left blank, "1" will be defaulted.

Exit With Ledger Type

Balances

1. Enter a "Y" to suppress posting accounts with zero balances from being displayed, if Business Unit Detail is "OFF". If left blank, "N" will be defaulted.

Suppress Zero Balances

2. Enter the Calculation Method to be used when calculating variances. "A" - Addition, "S" - Subtraction, "M" - Multiplication, or "D" - Division. If left blank, "S" will be defaulted.

Calculation Method

Additional LT

1. Enter Additional Ledger Types to be used in calculating account balances for Ledger Types 1 and 2. If left blank, no Additional Ledger Types will be used.

Additional Ledger Type 1

Additional Ledger Type 2

Subledger

1. Enter the Subledger and Subledger Type to be used for calculating account balances. If left blank, a blank Subledger and a blank Subledger Type will be defaulted.

Subledger

Subledger Type

Account LOD

1. Enter the Account Level Of Detail to be used (3-9). If left blank, "9" will be defaulted.

Account Level Of Detail

Currency Code

1. Enter the Currency Code to be used for calculating account balances. If left blank, all currencies will be defaulted.

Note: Use this processing option only if Multi-Currency is being used.

Currency Code

BU Detail

1. Enter a "Y" to display Business Unit Detail, enter 'N' to roll Business Units together. If left blank, "N" will be defaulted.

Business Unit Detail

Process Mode

1. Enter the Processing Mode for the Consolidated Financial Reports. Enter a "B" for Balance Sheet, an "I" for Income Statement, or a "T" for Trial Balance. If left blank, Trial Balance processing will be defaulted.

Financial Statement Processing Mode

Date Effective

*** FUTURE USE ***

1. Enter a "Y" to allow the user to calculate Date Effective Balances, enter a "N" to use Period End Dates. If left blank, "N" will be defaulted.

Date Effectivity is Allowed Flag

*** FUTURE USE ***

2. Enter a "Y" to show Thru Periods as a default display, enter a "N" to show Thru Dates. If left blank, "N" will be defaulted.

Default Thru Period Display

Job Cost

1. Enter a '0' to exclude blank object account from the consolidation. The value of 0 should improve processing time. Enter a '1' to include blank object account in the

consolidation. If left blank, '0' will be defaulted.

Exclude Blank Object Account

High-Volume Consolidations

Use high-volume consolidations to combine balances for online review and financial reporting. To do this task, you combine balances under a fictitious company that you create solely for this purpose. For example, you can use the fictitious company to consolidate actual balances for each region or division of your company.

High-volume consolidations include the following two programs:

Refresh Consolidation program (R10862)	Creates records in the Business Unit Master (F0006), Account Master (F0901), and Account Balances (F0902) tables, where account balances are available for online review and reporting purposes.
Delete Prior Consolidation program (R10861)	Clears the account balances from the Account Master and Account Balances tables so that when you run subsequent consolidations, the balances do not include amounts from previous consolidations. This program also deletes prior consolidation records from the Account Ledger table (F0911) if journal entries were created to consolidated accounts.

The system consolidates the account balances using one of the following:

- Business Unit Category Codes (RP01-RP30) in the Business Unit Master table (F0006) for review by organizational structure
- Account Master Category Codes (R001-R023) in the Account Master table (F0901) for review by an alternate chart of accounts

Example: High-Volume Consolidation

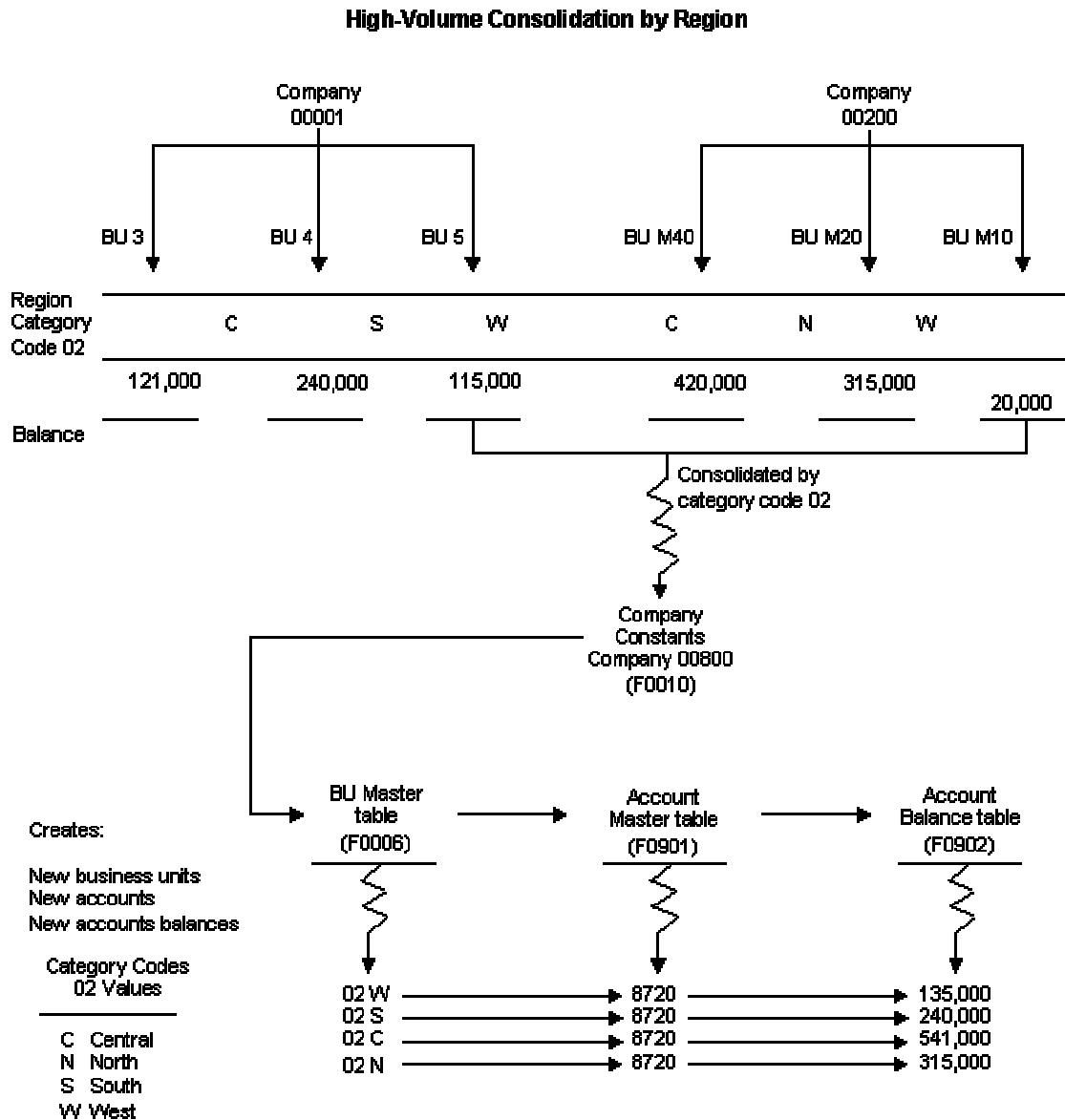
In this example, the following business units are grouped together under the West Region:

- Business unit 5, which is associated with company 1
- Business unit M10, which is associated with company 200

During high-volume consolidation, these two business units are consolidated into a fictitious business unit named 02W, where:

- 02 represents category code 02
- W represents the category code value for West Region

The following diagram illustrates a high-volume consolidation that consolidates data by region using business unit category code 2:



Deleting Prior High-Volume Consolidations

From the Consolidations menu (G1011), choose Delete Prior Consolidation.

You must delete the information in the consolidation database before you run a new consolidation. If you do not, the system displays an error message that balances exist, and you must run the Delete Prior Consolidation program (R10861).

The Delete Prior Consolidation program deletes prior consolidation records for the fictitious company from the following tables:

- Account Master (F0901)
- Account Balances (F0902)
- Account Ledger (F0911), if journal entries were made to consolidated accounts

Fictitious companies and business units are designed for consolidation purposes. This program does not delete the following items:

- Fictitious business units in the Business Unit Master table (F0006)
- Fictitious companies in the Company Constants table (F0010)

Caution

Delete only the fictitious consolidation company. Be very careful not to delete any actual companies.

Processing Options for Delete Prior Consolidations (R10861)

Default PO

Enter the pseudo company number to be deleted.

NOTE: This procedure will delete all account master, balance and ledger (F0901, F0902, and F0911) records for the pseudo company entered.

Pseudo Company

Enter the next number to be used when refreshing the consolidation accounts. You should enter a number high enough to avoid your normal account numbers. If left blank, it will default the next number to 90000000.

High Volume Consolidations Account ID

What You Should Know About Processing Options

Entering the pseudo (fictitious) company number to be deleted	Enter leading zeros for the company number. For example, enter 00001 for company 1.
--	---

Data Selection for Delete Prior Consolidation

Do not use data selection for this program. The system deletes all prior consolidation records for the fictitious company.

Creating High-Volume Consolidations

From the Consolidations menu (G1011), choose Refresh Consolidation.

To create a new consolidation with current balances, you must run the Refresh Consolidation program (R10862). This program creates additional records in the Account Balances table (F0902) for the fictitious business units, accounts, and account balances within the fictitious company that you specify in the processing options for this program. This fictitious company is used specifically for high-volume consolidations. The system copies all of the balances in the accounts to be consolidated into the fictitious company, regardless of fiscal year. The system updates the Model/Consolidated field with C in the Business Unit Master (F0006) and the Account Master (F0901) tables for the fictitious business units and accounts to indicate that the fictitious business units and accounts were created as a result of the consolidation.

Note

The Refresh Consolidation program does not create a fictitious account if the corresponding actual account has no balance.

High-volume consolidations are based on category codes. You can use either account or business unit category codes. You must set up a separate version for each category code that you use for consolidating. After you refresh consolidations using one category code, you can choose another category code and run the program again. This process creates additional records for the fictitious company.

You can have more than one consolidation at any given time. To do this, set up a separate fictitious company for each consolidation.

Refreshing consolidations creates records that are based on your setup. These records include the following information:

- Prior year-end net (data item APYN), prior year-end cumulative (data item APYC), and monthly posting information
- All accounts with consolidated balances
- Header and nonposting title accounts for reports, such as Assets

Caution

You must choose a fictitious company for the consolidation. Refreshing consolidations adds records to the Business Unit Master (F0006), Account Master (F0901), and Account Balances (F0902) tables for an entire company. If you choose an actual company for the consolidation, the system creates consolidated records for that company. Separating valid records from those created by the consolidation program is very difficult.

After you create a consolidation, you can make adjusting entries directly to the fictitious accounts from the Journal Entries program (P0911). You must also make eliminating entries to account for intercompany settlements. When you delete a prior consolidation, adjusting entries are deleted along with consolidated balances.

Prerequisites

- ❑ Restrict access to the Refresh Consolidation program (R10862). We strongly recommend that you place security on this program.
- ❑ Set up a fictitious company for each consolidation that you intend to run. See *Setting Up Companies* in the *General Accounting Guide* for more information about how to set up a company.
- ❑ Verify the category codes that you want to use for consolidations.
- ❑ Delete any prior consolidations. See *Deleting Prior High-Volume Consolidations* in the *General Accounting Guide* for more information about how to delete prior consolidations.
- ❑ Verify that enough disk space exists on your computer for this process to run.

The Structure of Fictitious Business Units

A business unit number can contain up to 12 characters. The structure of the fictitious business unit number is *AABBB*, where:

AA	Represents the category code number that you designated in data selection, such as 02
BBB	Represents the category code value for the selected category code, such as 270 for West region or 260 for East region

For example, if you run the consolidation for business unit category code 2 (RP02), and the values for category code 2 are 210, 220, and 230, the program creates the following three fictitious business units:

- 02210
- 02220
- 02230

Processing Options for Refresh Consolidation (R10862)

Default PO

1. Enter the pseudo company for consolidations.

Pseudo Company

2. Enter the Reporting Code used in UBE Data Selection. Use RPXX for Business Unit and R0XX for Account Master Category Codes. Example: Category Code 02 - Region would be "RP02".

Reporting Code

Performance

1. Enter the Fiscal Year to be consolidated. Entering a value will reduce the number of Account Balance Records that will be processed.
-

Fiscal Year

2. Enter the Ledger Type for Consolidation.

Ledger Type

3. Enter a '1' to retrieve account balances for non-posting accounts. For better performance, leave blank, so Refresh Consolidation does not attempt to retrieve account balances for accounts that do not have account balances.

Process Non-Posting Accounts

Data Selection and Data Sequence for Refresh Consolidations

You can use only one category code for each consolidation. Set up the category code data selection so that it is not equal (NE) to blanks (BLANKS).

You can use the data selection for company to exclude other fictitious companies from the consolidation. Otherwise, the system consolidates previously consolidated information.

Data Sequence for Refresh Consolidations

The category code that you use must be on the first line of the data sequence. The data sequence for refreshing a consolidation should be listed in the following order:

- Selected category code
- Object account
- Subsidiary

Reviewing High-Volume Consolidations

After you create high-volume consolidations, you can review them. Use the Consolidation Review program (P09210A) to review high-volume consolidations. You can compare the amounts in two types of ledgers for the fictitious company. For example, you compare actual amounts (AA) to budgeted amounts (BA) for budget-to-actual ratios.

You can review account balances by business unit or account number.

► To review high-volume consolidations

From the Consolidations menu (G1011), choose Consolidation Review.

On Trial Balance/Ledger Comparison, complete the following field and click Find:

- Skip to Account

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Consolidation Review - Trial Balance / Ledger Comparison

Select Find Close Row Tools

Skip to Account ☒ Select / Skip To

Ledger Type 1 General Ledger Level Of Detail ☐ Period / Date

Ledger Type 2 Budget Amount LT 1 Thru Date

Type/Subledger LT 2 Thru Date

Currency Code

Records 1 - 3 Customize

Account Description	General Ledger Period ...	Budget Amount Period ...	Variance Period Balance	Period % Variance	General Ledger Balance
<input type="checkbox"/> Financial/Distribution Company					
<input type="checkbox"/> Bear Creek National Bank	605,818.86-		605,818.86-	100.00	993,131.14
<input type="checkbox"/> Financial/Distribution Company	605,818.86-		605,818.86-	100.00	993,131.14

Only journal entries that are made directly to the fictitious business unit appear because refreshing consolidations creates only balances, not transactions.

See Also

- ❑ *Reviewing Trial Balances Online* in the *General Accounting Guide* for more information about how to use the online trial balance programs

Processing Options for Consolidation Review (P09210A)

Default Tab

These processing options determine the default ledger type for ledger type 1 and 2 and the ledger type for the system to use when you exit to another program.

1. Ledger Type 1

Blank = Ledger Type 'BA'.

Use this processing option to specify the default Ledger Type 1. For example, you can use AA or CA ledger types. If you leave this processing option blank, ledger type BA is used.

2. Ledger Type 2

Blank = Ledger Type 'AA'.

Use this processing option to specify the default Ledger Type 2. For example, BA or CA are ledger types that you can use. If you leave this processing option blank, ledger type AA is used.

3. Exit with Ledger Type

Blank or 1 = Ledger Type 1.

2 = Ledger Type 2.

Use this processing option to specify the ledger type that the called application should use when exiting to another application. Valid values are:

Blank or 1

Use Ledger Type 1.

2

Use Ledger Type 2.

Display Tab

These processing options specify whether to suppress accounts with zero balances, the calculation method for variances, and default display information.

1. Suppress Zero Balances

Blank or N = Display zero balances

Y = Suppress the display of accounts with zero balances.

Use this processing option to specify whether to display posting accounts with zero balances. Valid values are:

Blank or N

Display posting accounts with zero balances.

Y

Do not display posting accounts with zero balances.

Note: This processing option applies only to posting accounts. Nonposting header accounts will appear on the Trial Balance/ Ledger Comparison form (P09210A) regardless of this processing option.

2. Calculation Method

Blank or S = Subtraction

A = Addition

M = Multiplication

D = Division

Use this processing option to specify the Calculation Method to be used when calculating variances. Valid values are:

Blank or S

Subtraction

A

Addition

M

Multiplication

D

Division

3. Additional Ledger Type 1

Blank = No Additional Ledger Types will be used.

Use this processing option to specify an additional ledger type to be used in calculating account balances for Ledger Type 1. For example, you can use AA or CA ledger types. If you leave this processing option blank, no additional ledger type is used.

4. Additional Ledger Type 2

Blank = No Additional Ledger Types will be used.

Use this processing option to specify an additional ledger type to be used in calculating account balances for Ledger Type 2. For example, you can use AA or CA ledger types. If you leave this processing option blank, no additional ledger type is used.

5. Subledger

Blank = Blank Subledger

Use this processing option to specify the subledger that the system uses for calculating account balances. If you leave this processing option blank, the system selects transactions that have no subledgers. Enter * to display all transactions with subledgers.

6. Subledger Type

Blank = Blank Subledger Type

Use this processing option to specify the subledger type to be used for calculating account balances. For example, you can use A or C subledger types. If you leave this processing option blank, a blank subledger type is used.

7. Account Level Of Detail

Blank = 9

Use this processing option to specify the account level of detail to be used (3-9). If you leave this processing option blank, the system uses 9.

Currency Tab

This processing option specifies the default currency code.

1. Currency Code

Blank = All currencies.

Use this processing option to specify the currency code to be used for calculating account balances. If you leave this processing option blank, all currencies will be used.

Note: Use this processing option only if multicurrency is being used.

Select Tab

These processing options specify whether the system displays balances as of the end of a period or as of a specific date within the period, and whether the system displays the Thru Period or Thru Date field.

1. Date Effective Balances

Blank or N = Use Period End Dates.

Y = Calculate Date Effective Balances.

Use this processing option to either calculate date-effective balances or to use period-end dates. Valid values are:

Blank or N

Use Period End Dates.

Y

Calculate Date Effective Balances.

2. Default Thru Period Display

Blank or N = Thru Dates.

Y = Thru Periods.

Use this processing option to either display thru-periods or thru-dates. Valid values are:

Blank or N

Display thru dates.

Y

Display thru periods.

Multisite Consolidations

Many organizations with subsidiary or branch operations have EnterpriseOne systems running in multiple locations. Most of these organizations consolidate general ledger information at the headquarters level for statutory and management reporting. In many instances, organizations specify the account ranges in the corporate chart of accounts where information from subsidiary or branch operations must be consolidated. In other instances, organizations might have different charts of accounts for different subsidiaries or branches.

Multisite consolidations enable you to consolidate account balances at multiple locations so that you can send the information to a central location. At the central location, you process the resulting journal entries into the general ledger using batch journal entry processing. You can also process consolidated balances from non-EnterpriseOne sites.

The information that you consolidate at the central location is accessible to all standard EnterpriseOne programs.

The following two types of locations are involved in multisite consolidations:

Source	Any of the locations where consolidated account balances originate
Target	The central location (headquarters) that receives the consolidated account balances

At each source location, the multisite consolidation process consists of the following steps:

- Define the organizational structure
- Define the account structure
- Define the multisite consolidation rules
- Create the consolidated balances
- Run the integrity reports
- Send the consolidated balances to the target company

Each source location defines its own consolidation rules, but all of the consolidations must meet the requirements of the target location.

At the target location, the multisite consolidation process consists of the following steps:

- Process consolidated balances received from non-EnterpriseOne sites, if necessary
- Run the integrity reports
- Generate the batch journal entries
- Process the batch journal entries

Multiple Consolidation Tiers

You can have more than one tier of consolidation. After you consolidate account balances at multiple source locations and send them to a single target location, you can consolidate balances at that target location and at other target locations. These locations become source locations that can send consolidated balances to a new target location.

Defining Multisite Consolidations

Before you can consolidate account balances, you must define the structure of the consolidation. For multisite consolidations, you define the organizational structure separately from the account structure. The combination of the organizational structure and the account structure represents the multisite consolidation structure.

Multisite consolidations use the *Business Unit.Object.Subsidiary* standard notation for account numbers.

Business unit	Where: Business unit
Account	What: Object.subsidiary

The system uses the organizational structure in conjunction with the account structure to create the following tables, which contain consolidated balances that are sent to the target company:

- Multi-Site Consolidation Transfer File Header (F1001)
- Multi-Site Consolidation Transfer File (F1002)
- Multi-Site Consolidation Transfer File - Category Codes (F1003)

Prerequisites

- ☐ Ensure that your chart of accounts is set up.
- ☐ At both the source and the target, set up a pseudo company in Company Names & Numbers (P0010) for the consolidated account balances.
- ☐ Set up the structure codes in user defined codes (00/TS).
- ☐ Ensure that your business unit category codes are assigned.
- ☐ Determine the organizational structures to use for your business.
- ☐ For each organizational structure that you want to create, determine the sequence to use for the business unit category codes.
- ☐ At the target, ensure that a model chart of accounts is set up if you want the system to dynamically create business units or accounts.

Running Control File Reports

Usually, the target company specifies the account ranges in the corporate chart of accounts where information from sources must be consolidated. The target specifies the business unit category codes that each source can use to create its organizational structure. If a source defines its account structure by sequencing account category codes, the target also specifies the account category codes. If the source defines its account structure by object and subsidiary, the target specifies the valid object and subsidiaries that the source can use.

At the target, you run two control file reports. Each source can use only the values that are shown in the reports to create its organizational structure and account structure.

Running the UDC Control File Report

From the Integrity Reports menu (G1022), choose Create UDC Control File.

This report identifies the user defined codes that the source can use when consolidating multisite information. The source can use only category codes from this report to define its organizational structure and its account structure. Usually, the target company defines valid user defined codes and their values.

Processing Options for Create UDC Control File (R10005)

Version

1. Enter the unique name of the UDC Control File Version you would like to create. Default will use a name of blank

UDC Control File Version:

Running the Object/Subsidiary Control File Report

From the Integrity Reports menu (G1022), choose Create Obj/Sub Control File.

This report identifies each of the objects and subsidiaries that the source can use when consolidating multisite information. Usually, the target company defines these objects and subsidiaries.

Processing Options for Create Obj/Sub Control File (R10909)

Data Selection

1. Enter the unique name of the Object/Subsidiary Control File Version you would like to create. Default will use a name of blank.

Object/Subsidiary Control File Version:

2. Enter a '1' to have unique object and subsidiary selected. Default will select unique object only.

File Data Selection:

Creating Organizational Structures

An organizational structure is a method of grouping business units for reporting and analysis. You can create one or more organizational structures for multisite consolidations. Each structure can be as simple or as complex as you require. You can also create organizational structures for other purposes, such as financial, geographic, and responsibility reporting at a single site.

Defining Organizational Structures

To define an organizational structure, you assign a sequence to the category codes that you set up for your business units. This sequence determines where each business unit appears in the hierarchy. You can define multiple organizational structures and different hierarchies within each organizational structure.

After you define an organizational structure, you can review and revise the live structure, or if applicable, a date-effective snapshot of the organizational structure. The hierarchy is *not* date-effective.

You use the Business Unit Structure Definition program (P0050A) to assign sequences to the category codes for your business units. This program updates the Structure Definition File table (F0050A).

Multisite Consolidations

If you create a date-effective snapshot of an organizational structure, you can use the snapshot in a multisite consolidation.

► To define organizational structures

Use one of the following navigations:

From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Definition.

From the Multi-Site Consolidation Setup menu (G1042), choose Business Unit Structure Definition.

1. On Work With Structure, click Add.

PeopleSoft®

Business Unit Structure Definition - Structure Setup

OK Cancel Form Tools

Structure Name: OPSROLLUP

Structure Description: Operations Rollup

Category Codes 1 - 20 | Category Codes 21 - 30

Category Code	Sequence	Category Code	Sequence
Division		Category Code - Business Unit 11	
Region		Category Code - Business Unit 12	
Group		Category Code - Business Unit 13	
Branch Office		Category Code - Business Unit 14	
Department Type	01	Category Code - Business Unit 15	
Person Responsible		Category Code - Business Unit 16	
Line of Business		Category Code - Business Unit 17	
Category Code - Business Unit 08		Category Code - Business Unit 18	
Category Code - Business Unit 09		Category Code - Business Unit 19	
Category Code - Business Unit 10	02	Category Code - Business Unit 20	

2. On Structure Setup, complete the following fields:

- Structure Name

- Structure Description
3. For each category code that you want to use in the hierarchy, enter a number in the Sequence field.
 4. To use company in the hierarchy, click the Category Codes 21 - 30 tab and enter a number in the Sequence field for Company.
 5. Click OK.
 6. To revise the sequencing, change a number or enter a new number in any of the Sequence fields.

If you assign a category code a number that is already being used, the system displays a Sequencing Change Confirmation window. To overwrite the sequencing, click OK. Click OK again to exit the program.

Rearranging Organizational Structure Components

From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Tree View.

You can revise an organizational structure by moving components within the structure to different locations within the hierarchy.

You can move individual business units by dragging the corresponding documents and dropping them under a different parent. You can move higher levels of the structure, such as all business units for a given category code, by dragging the folder that corresponds to the category code.

When you move a company, business units directly under the company move with the company.

If you assigned a sequence number to a company when you created the hierarchy, moving a business unit in the hierarchy might change the company number of the business unit. The system displays a warning message if moving a business unit would cause its company number to change.

You can also use the Business Unit Structure Definition program (P0050A) to rearrange an organizational structure by changing the sequence of one or more category codes.

Caution

When you rearrange components within a structure, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you rearrange components in a date-effective snapshot of an organizational structure, the system updates the Date Effective Business Unit Master table (F0006S).

See Also

- ❑ *Dragging and Dropping in Web Application Forms* in the *EnterpriseOne Web Client Guide* for more information about how to move components within structures

Revising Business Units Within an Organizational Structure

Use one of the following navigations:

From the Date-Effective Organizational Structures menu (G09414), choose Business Unit Structure Tree View.

From the Multi-Site Consolidation Setup menu (G1042), choose Business Unit Structure Tree View.

While reviewing your organizational structure, you might decide to revise an existing business unit or set up an additional business unit. The system allows you to revise and set up business units without exiting the Business Unit Structure Tree View program (P0006A).

Note

When you revise or set up business units, the system updates the Business Unit Master table (F0006) *unless* you are working with a date-effective snapshot of an organizational structure. When you revise business units in a date-effective snapshot of an organizational structure, the system updates the Date Effective Business Unit Master table (F0006S). You cannot set up additional business units in a date-effective snapshot of an organizational structure.

Creating Account Structures

Creating an account structure involves defining a structure using the Account Structure Definition program (P10430A) and building the consolidation chart of accounts based on the account structure using the Account Structure Build program (R10430). For example, if the target company requires you to send balance for your bank accounts, you can define an account structure called Bank and Cash Rollup and then run the Account Structure Build program to include all bank accounts.

The system creates an initial account structure based on the Account Master table (F0901). You can review and revise this structure.

Defining Account Structures

You can define an account structure either by sequencing by up to seven of the 23 account category codes, or by object and subsidiary. If you choose to sequence by category codes, the values of the category codes determine where the account appears in the hierarchy. The last two items that you sequence must be the object and the subsidiary.

This program updates the Account Structure Definition table (F10430A).

► To define an account structure

From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Definition.

1. On Work With Account Structures, click Add.

PeopleSoft®

Account Structure Definition - Account Structure Setup

OK Cancel Form Tools

Account Structure Name Bank & Cash Rollup

☒ Sequence By Object/Subsidiary Only

Category Code 01 - 07 Category Code 08 - 15 Category Code 16 - 23

Column Selections	Sequence
Alternate Object	<input type="text"/> FUTURE
Alternate Subsidiary	<input type="text"/> FUTURE
Category Code - G/L1	<input type="text"/>
Category Code - G/L2	<input type="text"/>
Category Code - G/L3	<input type="text"/>
Category Code - G/L4	<input type="text"/>
Category Code - G/L5	<input type="text"/>
Category Code - G/L6	<input type="text"/>
Category Code - G/L7	<input type="text"/>

2. On Account Structure Setup, complete the following field:
 - Account Structure Name
3. To sequence by object and subsidiary only, turn on the following option:
 - Sequence By Object/Subsidiary Only
4. To sequence by category code, complete the Sequence field for each category code that you want to use in the hierarchy.

Sequence 1 is the highest level of account structure, sequence 2 is the next highest level, and so on.
5. Click OK to save your account structure.

Building Account Structures

From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Build.

Before you can consolidate account balances, you must build the account structure that the system uses for the consolidation.

The Account Structure Build program (R10430) reads the Account Master table (F0901) and creates the account structure that is based on the sequence that is defined in the Account Structure Definition program (P10430A). The system creates one record in the structure for each unique object and subsidiary combination.

The program can add records to an existing account structure, or it can create a new account structure. The system deletes the existing structure if you set the corresponding processing option to create a new account structure that has an existing structure name.

If you entered target object and subsidiary information in category codes, you can specify the codes in the corresponding processing option. The system uses the values to create the target object and subsidiary account information.

If you entered level of detail information in a category code, you can specify the code in the corresponding processing option. The system uses the value for the level of detail of the account structure.

You can run the Account Structure Build program in proof or final mode. Both modes produce a report of the account structure.

In proof mode, the system prints a report that displays the changes that will occur when you run the report in final mode. In final mode, the system updates the Multi-Site Consolidation - Account Structure table (F10430).

Processing Options for Account Structure Build (R10430)

Process

1. Enter the mode the calculations and update will be processed in:

0 = Proof mode with Report (Default)

1 = Final mode with Report

2 = Final mode without Report

Mode:

2. Enter a '1' to add records to an existing structure. The default of blank will build a new structure.

Type of Build:

Structure Name

1. Enter the name of this account structure.

Structure Name:

Target Object

1. Enter the field(s) to use to load the Target Object. If multiple fields are used, their values will be concatenated together to form the Target Object. The default of blank will leave Target Object blank.

Field 1:

Field 2:

Field 3:

Note: Valid fields are Alternate Object 'OBJA' and Category Codes 'R001' through 'R023'.

Target Sub

1. Enter the field(s) to use to load the Target Subsidiary. If multiple fields are used, their values will be concatenated together to form the Target Subsidiary. The default of blank will leave Target Subsidiary field blank.

Field 1:

Field 2:

Field 3:

Note: Valid fields are Alternate Subsidiary 'SUBA' and Category Codes 'R001' through 'R023'.

LOD

1. Enter the field that contains the account level of detail. The default of blank will use the Account Level of Detail field 'LDA'.

Level of Detail:

Note: Valid fields are Category Codes 'R001' through 'R023'.

Data Sequence for Account Structure Build

Do not change the data sequence that is already defined by the Account Structure Build program (R10430).

Revising Account Structures

After creating and reviewing account structures, you can revise them. Revising account structures involves moving components of the structure to different locations in the hierarchy and revising detail information about the account structure.

When you move components of the structure to other locations in the hierarchy, you can move individual accounts or higher levels of the structure. When you move a component of the structure, the system updates the Multi-Site Consolidation - Account Structure table (F10430).

You might need to revise the account structure detail information before consolidating balances if the target object or subsidiary of an account differs from the source object or subsidiary of an account.

Use the Account Structure Inquiry/Revision program (P10440) to both rearrange components of the structure and to revise detail information about the account structure.

See Also

- ❑ *Dragging and Dropping in Web Application Forms* in the *EnterpriseOne Web Client Guide* for more information about how to move components within structures

► To revise account structure detail information

From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Inquiry/Revision.

1. On Account Structures Revisions, complete the following field and click Find:
 - Account Structure Name
2. Choose the account that you want to revise and click Select.
3. On Account Structures Revisions (Detail), revise the information in any of the following fields:

- Target Object Account
- Target Subsidiary
- Posting Edit

Enter N in the Posting Edit code field for summary accounts. This action improves the performance of the Process Consolidations program (R10550) because the system does not search for account balances during processing.

Printing Account Structures

From the Multi-Site Consolidation Setup menu (G1042), choose Account Structure Report.

After you create or revise the account structure, you can print a report that shows the complete hierarchy of the structure.

Processing Options for Account Structure Report (R10445)

LOD

1. Enter the account level of detail (3 - 9) to print. If you leave it blank, the default is 9.

Account Level of Detail

Defining Multisite Consolidation Rules

After you define the account and organizational structures at a source site, you define the rules by which the system consolidates account balances for use by the target site. You also define the rules by which the system eliminates intercompany transactions when consolidating the account balances.

After you define the multisite consolidation rules for your site, you are ready to create consolidated balances to send to the target.

Defining Consolidation Rules

You must define the rules by which the system consolidates the account balances at your source site. For example, you might want to consolidate accounts for one business unit in one way and the same

accounts for another business unit in another way. You might want to summarize different accounts to different levels of detail. Use the Consolidation Specifications program (P10470) to define consolidation rules.

Using the Consolidation Specifications program, you define each parent business unit in the consolidation by specifying a sequence level and a sequence value. The sequence level is the level within the organizational structure at which the system consolidates the account balances. For example, if you want to consolidate balances at the highest level of the organizational structure, enter a sequence level of 1.

The sequence value indicates the business unit category code at the level of the consolidation. For example, if you want to consolidate at the region level and you are defining the parent business unit in the Central region, enter the value of the category code that represents the Central region. To define parent business units in all regions, enter a sequence value of *.

You can choose to work with a live business unit category code structure or a date-effective snapshot of a business unit category code structure.

You can choose not to consolidate business units. If you choose not to consolidate business units, the system sends account balances for all business units.

The Consolidation Specifications program updates the Consolidation Specifications (OW) table (F10470).

► To define consolidation rules

From the Multi-Site Consolidation menu (G1021), choose Consolidation Specifications.

1. On Work With Consolidation Specifications, click Add.

The screenshot shows the PeopleSoft interface for the 'Consolidation Specifications - Consolidation Specification Revisions' form. The form has a title bar with 'PeopleSoft' and a menu bar with 'OK', 'Cancel', 'Form', and 'Tools'. Below the menu bar is a toolbar with icons for save, delete, and other actions. The main form area has a 'Consolidation Name' field with the value 'OPS' and a description 'Operations Rollup'. Below this are three tabs: 'Business Unit Structure', 'Account Structure', and 'Additional Setup'. The 'Business Unit Structure' tab is selected. It contains a checkbox 'Consolidate Business Units' which is checked. Below this are three fields: 'Structure Name' with the value 'OPSROLLUP', 'Sequence Level' with the value '02', and 'Sequence Value' with the value '20'. At the bottom, there are two radio buttons: 'Live Business Unit Master' (selected) and 'Snapshot Business Unit Master'. To the right of these radio buttons are two empty text boxes labeled 'Effective Date/Version'.

2. On Consolidation Specification Revisions, complete the following field:
 - Consolidation Name

3. Choose the Business Unit Structure tab, and then click the following option:
 - Consolidate Business Units
4. If you are consolidating business units, complete the following fields:
 - Structure Name
 - Sequence Level
 - Sequence Value

If you use the Search button to complete the Structure Name field, the system completes the Sequence Level field.
5. Click one of the following options:
 - Live Business Unit Master
 - Snapshot Business Unit Master
6. If you are working with a snapshot of a business unit master, complete the following fields:
 - Effective Date/Version
7. Choose the Account Structure tab and complete the following fields:
 - Type Structure
 - Account Level of Detail
8. Choose the Additional Setup tab and complete the following field:
 - From Ledger Type 1
9. Complete the following optional fields and options:
 - From Ledger Type 2
 - From Ledger Type 3
 - Rounding Factor
 - Subledger Detail
 - Balances by Currency
10. Click OK.

Defining Elimination Rules

You can define how the system eliminates intercompany transactions at your source site. You define an elimination group of accounts by indicating a combination of company, business unit, object, subsidiary, subledger, and subledger type. Each elimination group can have multiple elimination rules that the system uses to determine whether the balance of an account should be eliminated when consolidating. The account balances within an elimination group should net to zero.

The system uses elimination rules to automatically eliminate intercompany transactions within the elimination group when you run the Process Consolidations program (R10550).

Alternatively, you can specify an elimination account number to which the system enters the eliminating amount for the elimination group.

You also must specify a variance account to which the system enters the variance (write-off) amount for the elimination group if the account balances in the group do not net to zero. In addition, you can specify an elimination percentage for each elimination group if you do not want to eliminate 100 percent of an account balance.

When you run the Process Consolidations program, the system prints a report of the accounts and balances that were eliminated from the consolidation. The report also shows any variance amounts and the accounts where they were entered.

The system stores elimination rules and elimination groups in the Elimination Rules (OW) table (F10471).

See Also

- ❑ *Creating Consolidated Balances* in the *General Accounting Guide* for more information about how to run the Process Consolidations program (R10550)

► To define elimination rules

From the Multi-Site Consolidation menu (G1021), choose Elimination Rules.

1. On Work with Elimination Rules, click Add.

PeopleSoft®

Elimination Rules - Elimination Rules Setup

OK Delete Cancel Form Row Tools

Consolidation Name Financial Rollup

Records 1 - 1

	Group	Co	Business Unit	Obj Acct	Sub	Sub Type	Sub-ledger	Elimination Account Number

2. On Elimination Rules Setup, complete the following fields:
 - Consolidation Name
 - Group
3. To identify the accounts in this elimination group, complete any of the following fields:
 - Co
 - Business Unit
 - Obj Acct
 - Sub
 - Subledger
 - Sub Type

4. To identify the accounts to be used when creating the elimination records, complete the following fields:
 - Elimination Account Number
 - Elimination Subledger
 - Elimination Sub Type
 - Write Off Account Number
5. To specify an elimination percentage for this elimination group, complete the following field:
 - Pcnt
6. Click OK to save your elimination rules.

Creating Consolidated Balances

From the Multi-Site Consolidation menu (G1021), choose Process Consolidations.

After you define the account and organizational structures and the rules for multisite consolidations for the source company, you are ready to create the consolidated balances.

When you run the Process Consolidations program (R10550) to create consolidated balances, the system reads the account and organizational structures that you defined in the sequence that you specified. The system then processes these structures, based on the rules that you defined for multisite consolidations and eliminations, and based on the processing options. The system reads account balances from the Account Balances table (F0902) and does the following:

- Omits zero balance accounts
- Consolidates year-to-date balances
- Matches up fiscal date patterns for account balances
- Ignores balances after the "as of" period
- Performs rounding
- Maintains the specified subledger and currency detail
- Creates account balances at the specified levels of detail
- Writes off variances within the specified limits
- Eliminates intercompany balances

If you included Company in your organizational structure sequence, you must set the Business Unit Creation processing options to enable dynamic business unit creation.

If the target site uses multiple currencies but your source site uses a single currency, you can set a processing option to designate the currency code for your consolidated account balances. The system does not perform any currency conversion; it simply assigns the currency code to the account balances. The system ignores this processing option if your site uses multicurrency processing.

Note

When the target and source sites have different currencies, the target site must use multicurrency processing.

If you created rules for the elimination of intercompany transactions, you must set the Eliminations Ledger Type processing option to indicate the ledger type where the system enters the eliminated amounts. If you leave this processing option blank, the system does not create eliminating entries.

The Process Consolidations program writes the consolidated balances to the following tables and creates a report that displays the summarized account balances:

- Multi-Site Consolidation Transfer File Header (F1001)
- Multi-Site Consolidation Transfer (F1002)
- Multi-Site Consolidation Transfer - Category Codes (F1003)

The first part of the report shows the summarized account balance data that was written to the Multi-Site Transfer tables for periods 1—6. The second part of the report shows the same information for periods 7—14.

The Process Consolidations program also produces the Eliminated Account Balances report. This report shows the accounts and balances for which the system created eliminating entries for each elimination group. This report also shows any variance amounts and the accounts where they were entered.

Note

Regardless of the type of account, the Process Consolidations program always updates the Balance Forward field in the Account Balances table (F0902). Usually, the system does not display balance-forward amounts for income statement accounts. However, to allow inception-to-date reporting for multisite consolidations, the system displays beginning balances for income statement accounts.

See Also

- ❑ *Defining Organizational Structures* in the *General Accounting Guide* for more information about how to define an organizational structure
- ❑ *Defining Elimination Rules* in the *General Accounting Guide* for more information about how to define elimination rules

Processing Options for Process Consolidations (R10550)

Process**1. Enter the mode of processing:**

0 = Proof mode with report (Default).

1 = Final mode with report.

2 = Final mode without report.

Mode:

2. Enter your pseudo consolidation company number.

Pseudo Company:

3. Enter the period and fiscal year through which the consolidation is to be prepared. Leave blank to use the financial reporting year and period.

Period Number:

Fiscal Year:

4. Enter the target ledger type to be used for consolidation. If left blank the 'AA' ledger will be used.

Ledger Type:

5. Enter a '1' to save Business Unit Category Codes for transmission. Enter a '2' to save Account Category Codes for transmission. Enter a '3' to save both Business Unit and Account Category Codes for transmission. The default of blank will not save category code values for transmission.

Save Category Codes:

6. Enter a '1' to retrieve account balances for non-posting accounts. The designation of non-posting accounts is in the Multi-Site Consolidation - Account Structure (F10430) file, not the Account Master. For better performance, leave blank, so Process Consolidations does not attempt to retrieve account balances for accounts that do not have account balances.

Process Non-Posting Accounts:

BU Creation

1. Enter a '1' for dynamic business unit creation with concatenation of category code values to determine the new business unit. Enter a '2' for dynamic business unit creation with next numbering to determine the new business unit. Leave blank for no dynamic business unit creation.

Dynamic Business Unit Flag

2. Enter the business unit type to use when creating business units.

Business Unit Type

Site ID

1. Enter the Site ID associated with the source of the data.

Site ID:

Variance

1. Enter a variance threshold for creating an automatic write-off for consolidations. If a variance exists in the consolidations that were created, and the variance is within the tolerance, an automatic write-off will be created. Leave blank if you do not wish to use

this feature.

NOTE: If the variance entered is a percentage, use the % character. For example, 3 percent would be entered as 3%.

Consolidation Variance Threshold

2. Enter the Object and Subsidiary to be used for the write-off.

Object Account:

Subsidiary:

Eliminations

1. Enter the target ledger type to be used for elimination entries. If left blank, eliminating entries will not be created.

Eliminations Ledger Type

2. Enter a variance threshold for creating an automatic write-off for Eliminations. If a variance exists in the elimination entries that were created, and the variance is within the tolerance, an automatic write-off will be created. Leave blank if you do not wish to use this feature.

NOTE: If the variance entered is a percentage, use the % character. For example, 3 percent would be entered as 3%.

Elimination Variance Threshold

Currency

1. If multi-currency is turned off, enter the currency code of the account balances. This will not convert the account balances. This processing option only assigns the currency code to the account balances, if the Account Balance (F0902) records do not already have one assigned.

Currency Code - Multi-Currency Off

Running the Multisite Consolidations Integrity Reports

After you create the consolidated balances, you should run integrity reports to verify that the information. Integrity reports supplement your internal balancing procedures. Integrity reports also help you locate potential balancing problems and data inconsistencies before you send the information to the target site.

Running the Prior Period Balance Integrity Report

From the Integrity Reports menu (G1022), choose Prior Period Balance Integrity.

This report identifies any consolidated balances from the prior period that have changed since the previous consolidation.

You can use the processing option to indicate whether you want this integrity report to fail if the system does not find previous consolidation balances. Do not set the processing option to 1 for the first period in which you create consolidations because, in this case, the system will not find previous balances for comparison.

Processing Options for Prior Period Balance Integrity (R10700)

STATUS

1. Enter a '1' to force the integrity to fail if a previous consolidation record is not found for comparison. If left blank, a message will be printed on the report if a previous balance is not found, but it will not cause an error condition or integrity failure.

Integrity Status:

Running the UDC Value Control Report

From the Integrity Reports menu (G1022), choose UDC Value Control.

This report identifies user defined code values in the consolidation that are not recognized by the target company. You can run the UDC Value Control report (R107011) to review a list of valid user defined code values.

Processing Options for UDC Value Control Exceptions (R107011)

Version

UDC CONTROL FILE VERSION

1. Enter the unique name of the UDC Control File Version you would like to validate.
Default will validate a name of blank.

UDC Control File Version

Running the Object/Subsidiary Value Control Report

From the Integrity Reports menu (G1022), choose Obj/Sub Value Control.

This report identifies objects and subsidiaries in the consolidation that are not recognized by the target company.

Processing Options for Object/Subsidiary Value Control Report (R107021)

Data Selection

1. Enter the unique name of the Object/Subsidiary control file version you would like to validate. Default will validate a name of blank.

Object/Subsidiary Control File Version:

2. Enter a '1' to have unique object and subsidiary selected. Default will select unique object only.

File Data Selection:

Running the BU/Accounts Monthly Comparison Report (R10701)

From the Integrity Reports menu (G1022), choose BU/Accounts Monthly Comparison.

The BU/Accounts Monthly Comparison report (R10701) compares the business units and accounts in the source to those in the target. Run this report either at the source site prior to sending a consolidation or at the target site after you receive a consolidation.

PeopleSoft provides multiple versions of this report. Depending on the version that you choose, the report identifies one of the following:

- At the *source*, business units and accounts that appear in the current consolidation, but did not appear in the previous consolidation
- At the *target*, business units and accounts that appear in the current consolidation, but did not appear in the previous consolidation
- At the *source*, business units and accounts that appeared in the previous consolidation, but do not appear in the current consolidation
- At the *target*, business units and accounts that appeared in the previous consolidation, but do not appear in the current consolidation

You must use the appropriate processing option to indicate whether you are running the report at a source site or a target site.

If the integrity report fails, the system updates one of the following fields in the Multi-Site Consolidation Transfer File Header table (F1001). Each of these fields indicates a specific error condition.

GPIN07	Accounts appear in the current consolidation, but not in the previous consolidation. This error applies to the first two versions listed previously.
GPIN08	Business units appear in the current consolidation, but not in the previous consolidation. This error applies to the first two versions listed previously.
GPIN05	Accounts appear in the previous consolidation, but not in the current consolidation. This error applies to the last two versions listed previously.

GPIN06	Business units appear in the previous consolidation, but not in the current consolidation. This error applies to the last two versions listed previously.
---------------	---

Processing Options for BU/Accounts Monthly Comparison Report (R10701)

Process

1. Enter the location at which the integrity is being run.

1 = running at source site.

2 = running at target site.

Integrity Location:

2. Enter a '1' to force the integrity to fail if a previous consolidation is not available at the status specified for comparison. If left blank, a message will be printed if a previous consolidation is not found but the integrity will not fail.

Integrity Status:

Data Selection and Data Sequence

Do not change the data selection or data sequence. Each version of the report has the appropriate data selection and data sequence.

Running the Consolidated Balance Sheet

From the Integrity Reports menu (G1022), choose Consolidated Balance Sheet.

This balance sheet reflects the assets, liabilities, and stockholders' equity of the consolidation that you are sending to the target company.

You must use the processing option for accounts to enter the beginning object number for the account that represents stockholders' equity. The report does not run if you do not complete this processing option.

Processing Options for Consolidated Balance Sheet (R10150)

SIGNS

1. Enter a '1' to print the liability accounts as negative amounts. If left blank, the accounts will print as positive amounts.

Reverse Sign:

ACCOUNTS

Enter the beginning object for each of the following categories.

1. The beginning object number for Stockholders Equity must be entered or the report will not run. (REQUIRED)

Beginning Stockholders Equity:

2. The Automatic Accounting Instruction designated for each of the following categories will be used if left blank. (OPTIONAL)

Beginning Assets (GLG2):

Beginning Liabilities (GLG3):

Operating Income (GLG5):

Running the Consolidated Income Statement

From the Integrity Reports menu (G1022), choose Consolidated Income Statement.

This income statement reflects the revenues and expenses of the consolidation that you are sending to the target company.

Processing Options for Consolidated Income Statement (R10250)

SIGNS

1. Enter a '1' to print expense and liability accounts as negative amounts. If left blank, the accounts will print as positive amounts.

Reverse Sign:

ACCOUNTS

1. Enter the beginning object for each of the following categories. If left blank, the Automatic Accounting Instruction designated on each category will be used.

Beginning Revenue (GLG6):

Beginning Cost of Goods Sold (GLG8):

Beginning Other Income (GLG11):

Beginning Other Expense (GLG13):

Sending Consolidated Balances

After you run integrity reports, you are ready to send your consolidated balances to the target company. You should verify the status of the consolidation before you send it.

After the target company receives the consolidated balances, the target company generates and processes batch journal entries.

See Also

- ❑ *Sending Consolidated Balances to the Target Company* in the *General Accounting Guide* for more information about how you send the balances to the target company

Working with the Consolidation Console

From the Multi-Site Consolidation menu (G1021), choose Consolidation Console.

Whether you are sending a consolidation to a target company or receiving a consolidation from a source company, you need to monitor the consolidation's status. The Consolidation Console program (P10610) enables you to do the following:

- Monitor the transmission status of the consolidation
- Monitor integrity reports
- Send consolidated balances to the target company
- Delete previously processed consolidations

Batch Number	Site ID	Environment	Consolidation Name	Per No	FY	T S
1	Z733ASD2	FUN		6 05		1

Both the source company and the target company need to track the consolidations that have been sent from source to target and the consolidations that have been processed at the target. The system maintains the status of each consolidation name and batch in the Transmission File Status field in the Multi-Site Consolidation Transfer File Header (F1001), Multi-Site Consolidation Transfer File (F1002), and the Multi-Site Consolidation Transfer File - Category Codes (F1003) tables. These tables exist at both the source and target locations.

The Transmission File Status field can have the following values:

Blank	Not transmitted
P	Pending. The system is in the process of transmitting.
1	<ul style="list-style-type: none"> In the source table: Transmitted

	<ul style="list-style-type: none"> In the target table: Received
2	Processed
3	Previously processed

The system updates the consolidation status during the following processes:

Multisite consolidation data transmission	At the source, the system copies consolidation records to the target. The system changes the transmission status of the records at the source to 1. The records are created at the target with a status of 1.
Journalize consolidated balances	At the target, the system updates the transmission status of the consolidation records to 2 when it creates journal entries. It also updates previously processed records with a status of 2 to 3 at the target site.

The target is responsible for communicating with the source after the target runs the batch process to create journal entries at the target. The source must manually update the corresponding records from transmission status 1 to transmission status 2. If a previously processed batch of corresponding records has a transmission status 2, the system updates that batch to transmission status 3.

The Consolidation Console program also indicates the integrity reports that you are required to run at the source and target locations, based on the processing options that you set. The program indicates whether integrity reports have been run, and whether the integrity reports passed or failed. This information appears in the Integrity Status fields in the detail area.

The Integrity Status fields can have the following values:

Blank	Integrity not run.
0	Integrity not run.
1	Integrity passed.
2	Integrity failed.
9	Override; transmit regardless of integrity status.

When you are ready to send the consolidated balances to the target company, the Consolidation Console program allows you to send the information.

The system holds the consolidated account balances in the F1001, F1002, and F1003 tables until you delete them. Whether you are at a source or target location, you should delete these records periodically.

Sending Consolidated Balances to the Target Company

You can send consolidated balances to the target company using either the MSC Data Transmission batch program (R10610) or the Consolidation Console interactive program (10610). Either program

allows the source or the target to initiate the transmission. The batch program allows you to choose and send multiple consolidations at one time.

Prerequisites

- ❑ Verify that the Multi-Site Consolidation Transfer File Header (F1001), Multi-Site Consolidation Transfer File (F1002), and the Multi-Site Consolidation Transfer File - Category Codes (F1003) tables exist on your local drive or that you have access to the tables on the server. See *Generating Tables* in the *Development Tools Guide*.
- ❑ Use the Object Configuration Manager program (P986110) to map the MSC Data Transmission program (R10610) to a local drive. See *Working with the Object Configuration Manager* in the *Configurable Network Computing Implementation Guide*.

Sending Batch Consolidated Balances to the Target Company

From the Multi-Site Consolidation menu (G1021), choose MSC Data Transmission.

You can use the MSC Data Transmission batch program (R10610) to send to the target company the consolidated balances in the Transmission File Status field in the Multi-Site Consolidation Transfer File Header (F1001), Multi-Site Consolidation Transfer File (F1002), and Multi-Site Consolidation Transfer File - Category Codes (F1003) tables. You can select and send multiple consolidations at one time.

PeopleSoft provides two versions of this program. Do not change version XJDE0001. You can change version XJDE0002.

The system prompts you for the names of the source and target environments. You can use the browse function to locate either environment. If you leave the source environment blank, the system uses your environment as the source environment. If you leave the target environment blank, the system uses your environment as the target environment.

You can set a processing option to prevent the transmission of the consolidated balances if one or more integrity reports fail.

Processing Options for MSC Data Transmission (R10610)

Integrities Tab

These processing options specify whether the integrity reports must pass before you can transmit data.

Prior Period Adjustments

Use this processing option to specify whether the Prior Period Balance Integrity report (R10700) must pass before data can be transmitted. The system considers the integrity report as passing if it does not find any consolidated balances from the prior period that have changed since the previous consolidation. Valid values are:

1

The Prior Period Balance Integrity report must pass before data can be transmitted.

Blank

The Prior Period Balance Integrity report does not have to pass before data can be transmitted. If you do not run the report, the transmission is unaffected.

Credits = Debits

Use this processing option to specify whether the integrity process that verifies that debits equal credits must pass before data can be transmitted. This integrity process is an internal process that the system runs before writing records to the Multi-Site Consolidation Transfer File Header table (F1001) and the Multi-Site Consolidation Transfer File table (F1002). Valid values are:

1

The integrity process that verifies that debits equal credits must pass before data can be transmitted.

Blank

The integrity process that verifies that debits equal credits does not have to pass before data can be transmitted. If you do not run the integrity report, the transmission is not affected.

Source UDC = Target UDC

Use this processing option to specify whether the UDC Value Control integrity report (R107011) must pass before data can be transmitted. The system considers the report as passing when the consolidation does not contain any instances of user defined code values that are unrecognized by the target company. Valid values are:

1

The UDC Value Control report must pass before data can be transmitted.

Blank

The UDC Value Control report does not have to pass before data can be transmitted. If you do not run this report, the transmission is not affected.

Source Obj/Sub = Target Obj/Sub

Use this processing option to specify whether the Obj/Sub Value Control integrity report (R107021) must pass before data can be transmitted. The system considers the integrity report as passing when the consolidation does not contain any instances of object accounts and subsidiaries that are unrecognized by the target company. Valid values are:

1

The Obj/SubValue Control report must pass before data can be transmitted.

Blank

The Obj/SubValue Control does not have to pass before data can be transmitted. If you do not run the report, the transmission is unaffected.

Accounts Last Month Not This

Use this processing option to specify whether the Accounts Last Month Not This Month version of the BU/Accounts Monthly Comparison report (R10701) must pass before data can be transmitted. The system considers the report as passing when all of the accounts that appeared in last month's consolidation appear in this month's consolidation. Valid values are:

1

The Accounts Last Month Not This Month version of the BU/Accounts Monthly Comparison report must pass before data can be transmitted.

Blank

The Accounts Last Month Not This Month version of the BU/Accounts Monthly Comparison report does not have to pass before data can be transmitted. If you do not run the report, the transmission is unaffected.

BU Last Month Not This Month

Use this processing option to specify whether the Business Units Last Month Not This Month version of the BU/Accounts Monthly Comparison report (R10701) must pass before data can be transmitted. The system considers the report as passing when all of the business units that appeared in last month's consolidation appear in this month's consolidation. Valid values are:

1

The Business Units Last Month Not This Month version of the BU/Accounts Monthly Comparison report must pass before data can be transmitted.

Blank

The Business Units Last Month Not This Month version of the BU/Accounts Monthly Comparison report does not have to pass before data can be transmitted. If you do not run the report, the transmission is unaffected.

Accounts This Month Not Last

Use this processing option to specify whether the Accounts This Month Not Last Month version of the BU/Accounts Monthly Comparison report (R10701) must pass before data can be transmitted. The system considers the report as passing when all of the accounts in this month's consolidation also appeared in last month's consolidation. Valid values are:

1

The Accounts This Month Not Last Month version of the BU/Accounts Monthly Comparison report must pass before data can be transmitted.

Blank

The Accounts This Month Not Last Month version of the BU/Accounts Monthly Comparison report does not have to pass before data can be transmitted. If you do not run the report, the transmission is unaffected.

BU This Month Not Last Month

Use this processing option to specify whether the Business Units This Month Not Last Month version of the BU/Accounts Monthly Comparison report (R10701) must pass before data can be transmitted. The system considers the report as passing when all of the business units in this month's consolidation also appeared in last month's consolidation. Valid values are:

1

The Business Units This Month Not Last Month version of the BU/Accounts Monthly Comparison report must pass before data can be transmitted.

Blank

The Business Units This Month Not Last Month version of the BU/Accounts Monthly Comparison report does not have to pass before data can be transmitted. If you do not run the report, the transmission is unaffected.

Sending Consolidated Balances Interactively to the Target Company

You can use the Consolidation Console program (P10610) to send to the target company the consolidated balances in the Multi-Site Consolidation Transfer File Header (F1001), Multi-Site Consolidation Transfer File (F1002), and Multi-Site Consolidation Transfer File - Category Codes (F1003) tables.

You can set a processing option to prevent the transmission of the consolidated balances if one or more integrity reports fail. The Consolidation Console form indicates whether each integrity report has been run, and whether it passed or failed.

► To send consolidated balances interactively to the target company

From the Multi-Site Consolidation menu (G1021), choose Consolidation Console.

1. On Consolidation Console, to locate the consolidation, complete one or more of the following fields and click Find:
 - Transmitted File Status
 - Site ID
 - Consolidation Name
 - Environment
 - Batch Number Range
2. Choose the consolidation that you want to send, and then choose Transmit from the Row menu.

The system prompts you for the names of the source and target environments. You can use the browse function to locate either environment. If you leave the source environment blank, the system uses your environment as the source environment. If you leave the target environment blank, the system uses your environment as the target environment.

Processing Options for Consolidation Console (P10610)

Integrities

1. Enter a '1' next to the Integrities that are required before the Consolidation Batch may be Transmitted. If left blank, the integrity failure or non-execution will not affect transmission.
-

Prior Period Adjustments

Credits = Debits

Source UDC = Target UDC

Source Obj/Sub = Target Obj/Sub

Accounts Last Month Not This

BU Last Month Not This Month

Accounts This Month Not Last

BU This Month Not Last

Processing Inbound Multisite Consolidations

From the Inbound Multi-Site Consolidations Data menu (G1023), choose Process Inbound Consolidations Data.

A target site might want to process multisite consolidations from a source site that does not use PeopleSoft software. The source must enter the consolidation information into two tables in the format that is specified by PeopleSoft and then send the tables to the target. The two tables are the Unedited MSC Interoperability Header table (F1001Z1) and the Unedited MSC Interoperability Table (F1002Z1).

At the target site, when you process the tables, the system reads the Unedited MSC Interoperability Header Table (F1001Z1) and the Unedited MSC Interoperability Table (F1002Z1) and creates records in the Multi-Site Consolidation Transfer File Header table (F1001) and the Multi-Site Consolidation Transfer File table (F1002). If necessary, you can revise existing transactions or add new transactions. You can also purge the Unedited MSC Interoperability Header Table and the Unedited MSC Interoperability Table.

You can run the Process Inbound Consolidations Data program in proof or final mode. In proof mode, the system prints a report that displays the transactions that will be written to the Multi-Site Consolidation Transfer File Header table and the Multi-Site Consolidation Transfer File table. In final mode, the system prints the report and writes the transactions to the tables. The system writes error messages to either the Employee Work Center program (P012501) or the Work Item Manager program (P012503), depending on whether you are using the Windows version or the HTML version of PeopleSoft software.

After processing the inbound data, you should run the following integrity reports:

- Prior Period Balance Integrity report (R10700)
- UDC Value Control report (R107011)
- Obj/Sub Value Control report (R107021)
- BU/Accounts Monthly Comparison report (R10701)
- Consolidated Balance Sheet (R10150)

- Consolidated Income Statement (R10250)

After you process the inbound consolidations and revise them, if necessary, you can generate journal entries for the summarized account balances, verify that they are accurate, and process them.

See Also

- *Running the Multisite Consolidations Integrity Reports* in the *General Accounting Guide* for more information about the integrity reports that you should run to ensure the integrity of the inbound data

Populating the Multisite Consolidation Inbound Tables

To successfully upload multisite consolidation information from a non-PeopleSoft source site to PeopleSoft, you must create a custom program that provides proper data to fields in the Unedited MSC Interoperability Header Table (F1001Z1) and the Unedited MSC Interoperability Detail Table (F1002Z1). The system processes these tables to create consolidation information in the Multi-Site Consolidation Transfer File Header table (F1001) and the Multi-Site Consolidation Transfer File table (F1002).

Information about how to populate the fields in the F1001Z1 and F1002Z1 tables is organized as follows:

- Required Fields for F1001Z1
- Optional Fields for F1001Z1
- Ignored Fields for F1001Z1
- Required Fields for F1002Z1
- Optional Fields for F1002Z1
- Ignored Fields for F1002Z1

The field names in these tables correspond to the field names on interactive forms within EnterpriseOne.

Required Fields for F1001Z1

The following fields are required in the Unedited MSC Interoperability Header Table (F1001Z1). In some fields, blank is a valid value.

Some of these fields are used to identify or control the transfer of consolidation information from the F1001Z1 table to the Multi-Site Consolidation Transfer File Header table (F1001). Values in the other fields are written to the Multi-Site Consolidation Transfer File Header table (F1001).

Field Name	Alias	Type	Length	Definition
EDI - User ID	IAEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who is running the process or the person who is to receive workflow messages about the transfer. This field, in conjunction with IAEDBT and IAEDTN, uniquely identifies a specific transaction.
EDI - Batch Number	IAEDBT	Alpha	15	A number that is used to group transactions for processing. This field, in conjunction with IAEDUS

Field Name	Alias	Type	Length	Definition
				and IAEDTN, uniquely identifies a specific transaction.
EDI - Transaction Number	IAEDTN	Alpha	22	A number that identifies a transaction. This field, in conjunction with the Line Number field (SZRC5) from the Unedited MSC Interoperability Table (F1002Z1), uniquely identifies a specific line of a specific transaction. This field, in conjunction with IAEDUS and IAEDBT, uniquely identifies a specific transaction.
Direction Indicator	IADRIN	Alpha	1	A value that indicates that the record was written by a system that is external to PeopleSoft. The value in this field must be 1 for inbound transactions.
Transaction Action	IATNAC	Alpha	1	A value that indicates the action that the system performs on the transaction. The value in this field must be A for transactions to be processed. No other values are valid.
EDI - Successfully Processed	IAEDSP	Alpha	1	A value that indicates whether the batch processor successfully processed the transaction. You should leave this field blank because the system populates it. A value of N indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value in the field to Y.
Consolidation Name	IACNAM	Alpha	3	The name of the consolidation. This value must exist in UDC 00/TS (Type of Structure).
Period Number - General Ledger	IAPN	Number	2	The general ledger period number of the transaction.
Fiscal Year	IAFY	Number	2	The last two digits of the fiscal year.
Century	IACTRY	Number	2	The first two digits of the fiscal year.
Ledger Type	IALT	Alpha	2	The ledger type of the transaction. This ledger type must exist in user defined codes list 00/LT (Ledger Type). If you leave this field blank, the system uses ledger type AA.
Document Company	IACO	Alpha	5	The company of the transaction. This value must exist in the Company Constants table (F0010).

Optional Fields for F1001Z1

The following fields are optional in the Unedited MSC Interoperability Header Table (F1001Z1). They are not required to process multisite consolidations. The values in these fields are written to the

Multi-Site Consolidation Transfer File Header table (F1001), but they are not used by the multisite consolidations programs.

Field Name	Alias	Type	Length	Definition
Category Code File Sent	IACCSE	Alpha	1	An option that indicates whether the Multi-Site Consolidation Transfer File - Category Codes table (F1003) was created for this consolidation. A value of blank or 0 (zero) indicates that the table was not created. A value of 1 indicates that the table was created.
EDI - Line Number	IAEDLN	Number	7	The system does not use this field when processing the consolidation.
EDI - Document Type	IAEDCT	Alpha	2	The system does not use this field when processing the consolidation.
Type Transaction	IATYTN	Alpha	8	The system does not use this field when processing the consolidation.
EDI - Translation Format	IAEDFT	Alpha	10	The system does not use this field when processing the consolidation.
EDI - Transmission Date	IAEDDT	Date	6	The system does not use this field when processing the consolidation.
EDI - Detail Lines Processed	IAEDDL	Number	5	The system does not use this field when processing the consolidation.
Trading Partner ID	IAPNID	Alpha	15	The system does not use this field when processing the consolidation.
Transmission File Status	IATRFG	Alpha	1	The system does not use this field when processing the consolidation.
Number of Records Transmitted	IATRSE	Number	15	The system does not use this field when processing the consolidation.
Date - Sent	IADTSE	Date	6	The system does not use this field when processing the consolidation.

Field Name	Alias	Type	Length	Definition
Number of Records Received	IATRRC	Number	15	The system does not use this field when processing the consolidation.
Date - Received	IADTRI	Date	6	The system does not use this field when processing the consolidation.
Prior Period Adjustments	IAIN01	Alpha	1	The system does not use this field when processing the consolidation.
Debits = Credits	IAIN02	Alpha	1	The system does not use this field when processing the consolidation.
Source UDC = Target UDC	IAIN03	Alpha	1	The system does not use this field when processing the consolidation.
Source OBJ/Sub = Target OBJ/Sub	IAIN04	Alpha	1	The system does not use this field when processing the consolidation.
Accounts Last Month Not This Month	IAIN05	Alpha	1	The system does not use this field when processing the consolidation.
Business Units Last Month Not This Month	IAIN06	Alpha	1	The system does not use this field when processing the consolidation.
Accounts This Month Not Last Month	IAIN07	Alpha	1	The system does not use this field when processing the consolidation.
Business Units This Month Not Last Month	IAIN08	Alpha	1	The system does not use this field when processing the consolidation.
Integrity Control Status 9	IAIN09	Alpha	1	The system does not use this field when processing the consolidation.
Integrity Control Status 10	IAIN10	Alpha	1	The system does not use this field when processing the consolidation.
Integrity Control Status 11	IAIN11	Alpha	1	The system does not use this field when processing the consolidation.

Field Name	Alias	Type	Length	Definition
Integrity Control Status 12	IAIN12	Alpha	1	The system does not use this field when processing the consolidation.

Ignored Fields for F1001Z1

The fields in the following table are ignored by the system. The system does not use the values in these fields and does not write the values in these fields to the Multi-Site Consolidation Transfer File Header table (F1001).

Field Name	Alias	Type	Length
User Reserved Reference	IAURRF	Alpha	15
User Reserved Code	IAURCD	Alpha	2
User Reserved Code	IAURC1	Alpha	3
User Reserved Code	IAURC2	Alpha	10
User Reserved Amount	IAURAT	Number	15
User Reserved Number	IAURAB	Number	8
Transaction Originator	IATORG	Alpha	10

Required Fields for F1002Z1

The following fields are required in the Unedited MSC Interoperability Table (F1002Z1). In some fields, blank is a valid value.

Some of these fields are used to identify or control the transfer of consolidation information from the F1002Z1 table to the Multi-Site Consolidation Transfer File table (F1002). Values in the other fields are written to the Multi-Site Consolidation Transfer File table (F1002).

Field Name	Alias	Type	Length	Definition
EDI - User ID	SZEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who is running the process or the person who is to receive workflow messages about the transfer. This field, in conjunction with SZEDBT and SZEDTN, uniquely identifies a specific transaction.
EDI - Batch Number	SZEDBT	Alpha	15	A number used to group transactions for processing. This field, in conjunction with SZEDUS and SZEDTN, uniquely identifies a specific transaction.
EDI - Transaction Number	SZEDTN	Alpha	22	A number that identifies a transaction. This field, in conjunction with the File Line Identifier field (SZRC5), uniquely identifies each transaction. This field, in conjunction with SZEDUS and SZEDBT, also uniquely

Field Name	Alias	Type	Length	Definition
				identifies a specific transaction.
File Line Identifier	SZRC5	Number	5	A number that, in conjunction with the Transaction Number field (SZEDTN), identifies each line of the transaction.
Direction Indicator	SZDRIN	Alpha	1	An option that indicates whether the record was written by a system that is external to PeopleSoft. The value in this field must be 1 for inbound transactions.
Transaction Action	SZTNAC	Alpha	1	A value that indicates the action that the system performed on the transaction. The value in this field must be A for transactions to be processed. No other values are valid.
EDI - Successfully Processed	SZEDSP	Alpha	1	A value that indicates whether the batch processor successfully processed the transaction. You should leave this field blank because the system populates it. Zero (0) indicates that the transaction was not processed or was processed in error. After the transaction is successfully processed, the system changes the value in the field to 1.
Business Unit	SZMCU	Alpha	12	The business unit of the transaction. This value must be entered in the format that is defined in the account structure.
Object Account	SZOBJ	Alpha	6	The object account of the transaction. This value must be entered in the format that is defined in the account structure.
Subsidiary	SZSUB	Alpha	8	The subsidiary account of the transaction. This value must be entered in the format that is defined in the account structure.
Description	SZDL01	Alpha	30	The description of the account.

Optional Fields for F1002Z1

The following fields are optional in the Unedited MSC Interoperability Table (F1002Z1). They are not required to process multisite consolidations. The values in these fields are written to the Multi-Site Consolidation Transfer File table (F1002), but they are not used by the multisite consolidations programs.

Field Name	Alias	Type	Length	Definition
Subledger - G/L	SZSBL	Alpha	8	A value that indicates the subledger for the transaction. If you complete this field, you must also enter a value in the Subledger Type field (SZSBLT).
Subledger Type	SZSBLT	Alpha	1	A value that indicates the subledger type for the transaction. If you enter a value in this field, the value must exist in user defined codes list 00/ST (Subledger

Field Name	Alias	Type	Length	Definition
				Type).
Currency Code - From	SZCRCD	Alpha	3	A code that identifies the currency of the transaction. The value in this field must exist in the Currency Codes table (F0013).
Currency Code - Denominated In	SZCRCX	Alpha	3	A code that identifies the currency in which the transaction was denominated. The value in this field must exist in the Currency Codes table (F0013).
Amount Beginning Balance/PYE Forward	SZAPYC	Number	15	The cumulative prior year-end balance. The system uses this amount as the beginning balance for balance sheet and job cost accounts.
Amount - Net Posting 01	SZAN01	Number	15	The net amount that is posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 02	SZAN02	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 03	SZAN03	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 04	SZAN04	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 05	SZAN05	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period

Field Name	Alias	Type	Length	Definition
				through the last day of the period.
Amount - Net Posting 06	SZAN06	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 07	SZAN07	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 08	SZAN08	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 09	SZAN09	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 10	SZAN10	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 11	SZAN11	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 12	SZAN12	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the

Field Name	Alias	Type	Length	Definition
				accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 13	SZAN13	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Net Posting 14	SZAN14	Number	15	The net amount posted during the specified accounting period. (SZAN01 represents accounting period 01, and so on.) The system uses the accounting periods from the Company Constants table (F0010). The net amount posted is the total of all debits and credits from the first day of the period through the last day of the period.
Amount - Prior Year Net Postings	SZAPYN	Number	15	The prior year-end net postings. The system uses this number for profit and loss statement comparisons.
Amount - Week to Date	SZAWTD	Number	15	The system does not use this field when processing the consolidation.
Amount - Original/Beginning Budget	SZBORG	Number	15	The system does not use this field when processing the consolidation.
Budget Requested	SZBREQ	Number	15	The system does not use this field when processing the consolidation.
Budget Approved	SZBAPR	Number	15	The system does not use this field when processing the consolidation.

Ignored Fields for F1002Z1

The fields in the following table are ignored by the system. The system does not use the values in these fields and does not write the values in these fields to the Multi-Site Consolidation Transfer File table (F1002).

Field Name	Alias	Type	Length
User Reserved Reference	SZURRF	Alpha	15
User Reserved Code	SZURCD	Alpha	2

Field Name	Alias	Type	Length
User Reserved Code	SZURC1	Alpha	3
User Reserved Code	SZURC2	Alpha	10
User Reserved Amount	SZURAT	Number	15
User Reserved Number	SZURAB	Number	8
Transaction Originator	SZTORG	Alpha	10

Processing Options for Process Inbound Consolidations Data (R1002Z1)

Mode

MODE

1. Enter the mode that the update is to be processed in:

'1' = Proof mode with report.

'2' = Final mode to process F1001Z1 and F1002Z1 records
to the F1001 and F1002 respectively.

JE Processing

JE PROCESSING

1. Enter the version of Journalize Consolidations.

If left blank, Journalize Consolidations will not be run.

Version

Purge Data

PURGE DATA

1. Enter a '1' to purge all data from the F1001Z1 and
the F1002Z1 after all processing has completed.

Data will not be purged from tables if left blank.

Revising Inbound Consolidations

After you run the integrity reports, you might need to revise the inbound consolidations before you generate the corresponding journal entries. Use the Revise Inbound Consolidations Data program (P1002Z1) to revise your inbound consolidations data.

► To revise an inbound consolidation

From the Inbound Multi-Site Consolidations Data menu (G1023), choose Revise Inbound Consolidations Data.

1. On Work With Multi-Site Consolidation Unedited Transactions, complete any of the following fields to identify the records that you want to revise, and click Find:
 - User ID
 - Batch Number
 - Transaction Number
 - Processed (Y/N)
 - Consolidation Name
2. Choose the record that you want to revise and click Select.
3. On Multi-Site Consolidation Unedited Transactions Revisions, complete or change any of the following fields:
 - User ID
 - Batch Number
 - Transaction Number
 - Processed (Y/N)
 - Consolidation Name
 - Number of Records Transmitted
 - Date Sent
 - Number of Records Received
 - Date Received
 - G/L Period Number
 - Fiscal Year
 - Century
 - Ledger Type
 - Company
4. In the detail area, complete or change any of the following fields for each record that you want to revise:
 - S P
 - Business Unit

- Obj Acct
 - Sub
 - Description
 - Subledger
 - Sub Type
 - Beg Balance/ PYE Forward
 - Net Posting 01
 - File Line Identifier
5. To add a new transaction, go to the first blank line and complete the fields listed previously.
 6. To add a new header record, click OK or Cancel to return to the Work With Multi-Site Consolidation Unedited Transactions form, click Add, and then complete the fields listed previously.

Purging Inbound Consolidations

From the Inbound Multi-Site Consolidations Data menu (G1023), choose Purge Inbound Consolidations Data.

The system retains processed multisite consolidations in the Unedited MSC Interoperability Header Table (F1001Z1) and the Unedited MSC Interoperability Table (F1002Z1) until you purge them. Use the Purge Inbound Consolidations Data program (R1002Z1P) to purge your consolidations. You should purge the consolidations after they have been successfully processed.

You can set a processing option on the Process Inbound Consolidations Data program (R1002Z1) to automatically purge the tables when processing is complete.

Generating and Processing Batch Journal Entries

After you receive the multisite consolidations at the target company, you should run integrity reports to ensure that the data that you received is accurate. Then you must generate journal entries for the summarized account balances, verify that they are accurate, and then run the General Ledger Post Report program (R09801) to update the Account Balances table (F0902) with the consolidated balances.

See Also

- ❑ *Running the Multisite Consolidations Integrity Reports* in the *General Accounting Guide* for more information about the integrity reports that you should run to ensure the integrity of the inbound data

Prerequisites

- ❑ Run the following integrity reports at the target company:
 - ❑ Prior Period Balance Integrity report (R10700)
 - ❑ UDC Value Control report (R107011)
 - ❑ Obj/Sub Value Control report (R107021)

- ❑ BU/Accounts Monthly Comparison report (R10701)
- ❑ Consolidated Balance Sheet (R10150)
- ❑ Consolidated Income Statement (R10250)

Generating Multisite Batch Journal Entries

From the Multi-Site Consolidation menu (G1021), choose Journalize Consol. Balances.

At the target company, you can create journal entries for the summarized account balances that were received from the source company. The Journalize Consol. Balances program (R10480) creates journal entries that are based on the difference from one consolidation batch to another.

Consider the following example:

Consolidation Batch	Date	Consolidated Balance	Journal Entry Amount
#1	January 1, 2005	115,000.00	115,000.00
#2	February 1, 2005	116,450.00	1,450.00 (116,450.00 – 115,000.00)

When you run the Journalize Consol. Balances batch program, the system reads the Multi-Site Consolidation Transfer File Header (F1001), Multi-Site Consolidation Transfer File (F1002), and the Multi-Site Consolidation Transfer File - Category Codes (F1003) tables and creates journal entries in the Journal Entry Transactions - Batch File table (F0911Z1).

You can run this batch program in proof or final mode. In proof mode, the system prints a report of the journal entries, but does not update the F0911Z1 table.

In final mode, the system creates the journal entries in the F0911Z1 table. The system prints a report of the journal entries when you set the corresponding processing option.

The report shows the journal entries that were created for the summarized balances from the source company by source system ID and batch number. It also shows batch totals.

The Business Units (BU) and Accounts (AC) columns contain information about dynamically created business units and accounts. Values that you might see in these columns include:

Blank	The business unit or account already existed.
1	The business unit or account was not dynamically created because an error occurred during processing.
2	The business unit or account was dynamically created.

If the Journalize Consol. Balances program dynamically creates business units or accounts, it generates reports that show the new information.

When the system creates journal entries in the F0911Z1 table, it does the following for each journal entry:

- Places a concatenation of the source system ID, the batch number, and the transmission date in the Explanation field

- Places the consolidation name in the Transaction Number field
- Places the last day of the corresponding accounting period in the G/L Date field
- Places the source system ID in the User ID field

Note

Regardless of the type of account, the system always updates the Balance Forward field in the Account Balances table (F0902). Usually, the system does not display balance-forward amounts for income statement accounts. However, to allow inception-to-date reporting for multisite consolidations, the system displays beginning balances for income statement accounts.

Processing Options for Journalize Consol. Balances (R10480)

Mode

1. Enter the mode the update will be processed in:

0 = Proof mode with Report (Default)

1 = Final mode with Report

2 = Final mode without Report

Mode:**Company**

1. Enter the Consolidation Company to update. If left blank the company defined in the Consolidation Transmission file F1001 will be used.

Consolidation Company:**Ledger Type**

1. Enter the Ledger Type to update. If left blank, the ledger defined in the Consolidation Transmission file will be used.

Ledger Type**Prior Period**

1. Enter a '1' to create adjusting entries to prior periods for differences between the current and previous consolidation. Enter a '2' to create the adjusting entries in the current period. Enter a '3' to ignore prior period differences. If left blank, adjusting entries will not be created, the record will not be processed, and an error will be written to the report.

Prior Period Adjustments:

2. Enter a '1' to directly update the Account Balances file (F0902) for Balance Forward differences between the current and previous consolidation. If left blank, the Account Balances file will not be updated.

Directly Update Account Balances:

Business Unit

1. Enter a '1' to dynamically create business units that exist in the Consolidation file but do not exist in the Business Unit Master. Leave blank for no Dynamic Business Unit Creation.

Dynamic Business Units Creation:

2. Enter the Business Unit Type to use when creating business units.

Business Unit Type:

Account Number

1. Enter a '1' to dynamically create accounts that exist in the consolidation file but do not exist in the Account Master. Enter a '2' to dynamically create accounts that exist in the consolidation file but do not exist in the Account Master by editing the Object only. If the Object exists in the account master model, the account will be created regardless of the Subsidiary. Leave blank for no Dynamic Account Creation.

Dynamic Account Creation:

JE Processing

1. Enter a '1' to automatically submit to Process Batch Journal Entries after processing/creating batch journal entries. If left blank, Process Batch Journal Entries will not be automatically submitted.

Automatic Batch Journal Entry Processing:

2. Enter the version of Process Batch Journal Entries to be executed. The default is version ZJDE0002.

Version

What You Should Know About Processing Options

Business Unit processing options (dynamic business unit creation)	If a business unit in the Multi-Site Consolidation Transfer File table (F1002) does not exist in the target, the program can create it.
Account Number processing option (dynamic account creation)	If an account in the F1002 table does not exist in the target, the program can create it.

Data Selection for Journalize Consol. Balances

You must set the transmitted file status equal to 1.

Reviewing and Revising Multisite Batch Journal Entries

From the Multi-Site Consolidation menu (G1021), choose Journal Entry Review.

Before you process a batch, you can review and correct journal entries for multisite consolidations using the Journal Entry Review program (P0911Z1). You can review individual journal entries that have been created in the Journal Entry Transactions - Batch File table.

You can also use the Journal Entry Review program to revise your journal entries. For example, you might need to make additions or corrections before you process them.

Processing Multisite Batch Journal Entries

From the Multi-Site Consolidation menu (G1021), choose Process Batch Journal Entry.

After you review and revise journal entries for multisite consolidations, run the Process Batch Journal Entry program (R09110Z) to process the journal entries from the Journal Entry Transactions - Batch File table (F0911Z1) and move them to the Account Ledger table (F0911).

After you run the Process Batch Journal Entry program, you must post the batch so that your Account Balances table (F0902) reflects the amounts from the consolidation.

See Also

- ❑ *Processing Batch Journal Entries* in the *General Accounting Guide* for more information about how the Process Batch Journal Entry program (R09110Z) processes batch journal entries

Purging Processed Multisite Journal Entries

From the Multi-Site Consolidation menu (G1021), choose Processed Journal Entry Purge.

The system holds processed journal entries in the batch table until you globally purge them. You should purge batches after they have been successfully processed.

See Also

- ❑ *Purging Processed Batch Journal Entries* in the *General Accounting Guide* for more information about how to purge batch journal entries

Closing Processes for General Accounting

As part of your period-end and year-end procedures, you must perform the following tasks:

- Closing an accounting period
- Changing a financial reporting date
- Closing a fiscal year

In addition to these tasks, your organization should develop its own detailed closing tasks and include them in your internal documentation.

Running integrity reports is one of the tasks that you need to include in your closing processes. Integrity reports supplement your internal balancing procedures and locate any data inconsistencies. You should run these reports before you close an accounting period or fiscal year, as well as between closings, so that you can correct problems in a timely and efficient manner.

If you do not run integrity reports on a periodic basis, you risk compromising your accounting data.

See Also

- ❑ *Integrity Reports for General Accounting* in the *General Accounting Guide* for more information about the integrity reports that you should run as part of your closing procedures

Closing an Accounting Period

No special processing is required to close an accounting period. You simply increase the current period by one.

The current period for the Accounts Receivable and Accounts Payable systems can be later, but not earlier, than the current period for General Accounting. This means that you can do the following:

- Close Accounts Receivable and Accounts Payable separately from General Accounting so that each system can be using a different period for the current period. However, if all three of the systems are in the same period, closing General Accounting alone closes and increases the current period incrementally for all three of the systems.
- Reopen a General Accounting period without reopening that period for Accounts Receivable and Accounts Payable. For example, you might reopen a period if you do not allow entries to a prior period in the general accounting constants and you need to create entries in a prior period.

Systems are usually closed in the following order, although the order is not mandatory:

- Accounts Payable
- Accounts Receivable
- General Accounting

When you close an accounting period, the system resets the date that it uses for date editing purposes. If you create entries outside the current period, you receive one of the following warnings or errors:

- Post Before Cut Off (PBCO) for entries in a prior closed period

- Post After Cut Off (PACO) for entries in a future period
- Post Way After Cut Off (WACO) for entries in a future year
- Prior Year-End Balance (PYEB) for entries in a prior closed year

Closing an accounting period before you print financial reports for that period is common. You can print financial reports for any prior period.

The system updates the Company Constants table (F0010) with any additions, changes, or deletions that you make on the Work With Companies, Global Period Close, and Company Setup forms.

To reopen a period, you decrease the period by one for a specific company. For example, if the company is currently operating in period 6, you can change to period 5.

Note

The change in period takes effect after you exit and restart EnterpriseOne.

Checklist for Closing an Accounting Period

Before closing an accounting period, you might want to perform a number of tasks that are specific to your company. The following list includes some tasks that are common to most companies, but your tasks might not be limited to these tasks. The specific process for closing is unique to every company.

- ☐ Enter period-end accruals.
- ☐ Review and post all batches.
- ☐ Run integrity reports and correct errors.
- ☐ Reconcile general ledger and bank accounts.
- ☐ Close the accounting period for Accounts Payable and Accounts Receivable.
- ☐ Change the financial reporting period to the next period.
- ☐ Run financial reports.

► To close an accounting period for one company

From the Periodic and Annual Processes menu (G0924), choose Close Accounting Period.

1. On Work With Companies, to limit the search to a specific company, complete one of the following fields and click Find:
 - Co
 - Name
2. Choose the company for which you want to close the accounting period and click Select.

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Close Accounting Period - Company Setup

OK Cancel Form Tools

Company 00001 Name Financial/Distribution Company

Set Up Company 52 Period Accounting Currency

General Accounting		Accounts Payable	
Fiscal Date Pattern	R	Current Period	6
Number of Periods	12	Beginning of Fiscal Year	01/01/05
Current Period	6	Use Suspense Account	<input type="checkbox"/>
Beginning of Fiscal Year	01/01/05		
Company Address Number		Accounts Receivable	
		Current Period	6
		Beginning of Fiscal Year	01/01/05
Financial Reporting			
Reporting Period	6	Reporting Year	05

3. On Company Setup, increase by one the value in the following field in the General Accounting area:
 - Current Period

The system will close the period for General Accounting. It also closes Accounts Payable and Accounts Receivable if these systems have the same current period as General Accounting.
4. To close Accounts Payable for the period without closing General Accounting and Accounts Receivable, increase by one the value in the following field in the Accounts Payable area:
 - Current Period

Closing Accounts Payable and Accounts Receivable separately leaves General Accounting open for final reporting for that period.
5. To close Accounts Receivable for the period without closing General Accounting and Accounts Payable, increase by one the value in the following field in the Accounts Receivable area:
 - Current Period
6. Click OK.
7. Exit EnterpriseOne and restart the system.

The change to the current period takes effect when you restart the system.

► **To close an accounting period for multiple companies**

You can close the accounting period for many companies at the same time if the companies have the same current period and fiscal year.

From the Periodic and Annual Processes menu (G0924), choose Close Period - Multiple Comp.

1. On Work With Companies, to limit the search to companies that have the same current period and fiscal period, enter the appropriate values in the following search fields:
 - Date Yr Beg
 - GL Period
2. Click Find.
3. Choose the companies for which you want to close the accounting period.
4. From the Row menu, choose Global Close.

Select items to be updated with new values	Current Period	Fiscal Year
General Ledger	<input type="text"/>	<input type="text"/>
Financial Reporting	<input type="text"/>	<input type="text"/>
Accounts Payable	<input type="text"/>	<input type="text"/>
Accounts Receivable	<input type="text"/>	<input type="text"/>

5. On Global Period Close, complete the Current Period and Fiscal Year fields for each of the following and click OK:
 - General Ledger
 - Financial Reporting
 - Accounts Payable
 - Accounts Receivable
6. On Work With Companies, to verify the close, review the following fields for each company and ensure that the current period has been increased by one:
 - GL Period
 - A/P Period
 - A/R Period

Changing a Financial Reporting Date

Closing an accounting period before printing financial reports is common. To do this, you use a financial reporting date that is different from the current period and year. To change the financial reporting date, you use the Company Names & Numbers program (P0010).

The financial reporting date is used by all financial reports. You can override this date in the report version by specifying a period and fiscal year.

When you add a company, the system sets the financial reporting date for that company to the current accounting period and fiscal year. This date is updated only when you manually change it.

The financial reporting date for company 00000 should be the same date that is used for your other companies. The following reports use the reporting date for company 00000 (unless the first data sequence is company or business unit):

- Simple Income Statement report (R10211B)
- Simple Balance Sheet report (R10111B)

The system updates the company record in the Company Constants table (F0010).

You can change the financial reporting date for one company at a time or you can globally change it for multiple companies.

► To change a financial reporting date

From the Periodic and Annual Processes menu (G0924), choose Revise Financial Report Date.

1. On Work With Companies, to limit the search, complete one of the following fields:
 - Co
 - Name
2. Click Find.
3. Choose the company and click Select.

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Revise Financial Report Date - Company Setup

OK Cancel Form Tools

Company 00001 Name Financial/Distribution Company

Set Up Company 52 Period Accounting Currency

General Accounting		Accounts Payable	
Fiscal Date Pattern	R	Current Period	6
Number of Periods	12	Beginning of Fiscal Year	01/01/05
Current Period	6	Use Suspense Account	<input type="checkbox"/>
Beginning of Fiscal Year	01/01/05		
Company Address Number		Accounts Receivable	
		Current Period	6
		Beginning of Fiscal Year	01/01/05

Financial Reporting	
Reporting Period	6
Reporting Year	05

4. On Company Setup, change the following fields in the Financial Reporting area, and then click OK:
 - Reporting Period
 - Reporting Year

► **To change a financial reporting date for multiple companies**

From the Periodic and Annual Processes menu (G0924), choose Revise Financial Report Date.

1. On Work With Companies, choose the companies for which you want to change the reporting date and choose Global Close from the Row menu.
2. On Global Period Close, complete the following fields for each system and click OK:
 - Current Period
 - Fiscal Year

Closing a Fiscal Year

When you close a fiscal year, the system does the following:

- Calculates and posts retained earnings
- Includes entries that are posted to the retained earnings account in the final retained earnings figure

- Updates balance forward fields and prior year-end net posting fields in the Account Balances table (F0902)

Regardless of the type of account, the system always updates the Balance Forward field in the Account Balances table. However, the system does not display the balance-forward amounts for profit-and-loss accounts in online inquiries or in reports that use AAI items GLG6 and GLG12. The system completes the Balance Forward field in the Account Balances table to allow inception-to-date reporting, which is commonly used in a job cost environment.

- Prints the Retained Earnings report

The system does not change the current accounting period or fiscal year for you. You must perform this task manually.

You should close the Accounts Receivable and the Accounts Payable systems for a company for year-end reconciliations to the general ledger. You should also close the General Accounting system so that the system can calculate the retained earnings correctly.

You can close a year as often as needed. For example, you can do the following:

- Close the year immediately to move the financial reporting period forward, and then close the year again after you enter audit adjustments
- Close the fiscal year at any time during the year to update inception-to-date amounts for reporting purposes

If you run the Annual Close program multiple times, the program calculates and posts the correct balances without doubling or otherwise inflating balances. For example, if you run the program twice, balances are not doubled. If you run the program three times, balances are not tripled.

The system calculates retained earnings for your ledger types based on the information that you set up in the Ledger Type Master File table (F0025). For example, you specify the following:

- Whether the ledger type is required to balance
- Whether retained earnings are calculated for the ledger

Note

If you need to make any adjustments to the retained earnings account, do not enter the adjustments to the retained earnings account. You must create a new account, using the same business unit and object of your retained earnings account, but using a new subsidiary. Entering amounts to the retained earnings account can cause undesirable results.

Prerequisite

- ☐ Verify that your AAIs and ledger types are set up correctly.
- ☐ For each ledger type that you want to include in the annual close and for which you want to calculate retained earnings, verify that the Close to Retained Earnings Account option on the Setup Ledger Type Rules form is turned on. See *Setting Up Ledger Type Rules* in the *General Accounting Guide*.

Closing a Fiscal Year for Budget Ledger Types

When you close a fiscal year, the system calculates the balance forward for all accounts, including those accounts with budget ledger types. Budget ledgers are typically used for job costing. Because a job might not be finished within a year, you should roll the original budget to the next year for the following job cost ledger types:

- JA (job cost budget amounts)
- JU (job cost budgeted units)
- PA (job cost commitments for amounts)
- PU (job cost commitments for units)

You control how to process the original budget amount with a processing option and with the setup of the ledger type in the Ledger Type Master File table (F0025). The following rules apply to budget ledger types:

- If you want the system to update budget amounts, you must set up each budget ledger type in UDC 09/LT and in the Ledger Type Master File table. If you do not set up a ledger type, the system does not roll amounts to the new fiscal year.
- If next year's record in the Account Balances table (F0902) already exists, you can use a processing option to control whether the system updates the original budget amount.
- If next year's record in the Account Balances table does not exist, the system ignores the processing option. Instead, it uses the budget ledger type to determine whether to roll forward the original budget amount.

AAIs Used in the Annual Close

The system uses the following AAI items when you close a fiscal year:

GLG4 (retained earnings)	<p>The GLG4 item defines the G/L account number that contains the retained earnings of each company. If each company closes to a different object account for retained earnings, we recommend that you set up this item for each company. The system calculates retained earnings by adding the accounts in the GLG6 – GLG12 range for each ledger type in each company.</p> <p>If you close all of the companies in the same object account for retained earnings, you can set up a single GLG4 item for company 00000 with a blank business unit. In this case, your balance sheet business unit must have the same number as your company number because the program uses the company number for the business unit. For example, company 00100 would close to business unit 100.</p> <p>If you close all companies to a single retained earnings account, set up AAI item GLG4 for company 00000 with a specific business unit and object account. For example, if you have two companies, 00001 and 00100, and both close to account 1.4980, set up AAI item GLG4 for company 00000, business unit 1 and object account 4980. In this example, the system summarizes the profit and loss accounts for company 00001 and company 00100 and closes the amount to retained earnings account 1.4980.</p>
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GLG6 (beginning revenue account)	The GLG6 item defines the beginning of your range of profit and loss accounts.
GLG12 (ending profit-and-loss account)	The GLG12 item defines the end of your range of profit and loss accounts. If you do not define this AAI, the system uses account 999999.99999999 as the default.

Caution

If you close the year, change any of these AAI items, and then rerun the close, you might get different results.

Checklist for Closing a Fiscal Year

Before closing a fiscal year, you might want to perform a number of tasks that are appropriate for your company. The following list includes some tasks that are common to most companies:

- ☐ Close the current accounting period. Optionally, you can close the current accounting period when you change the year-end period.
- ☐ Review and post all batches.
- ☐ Enter and post your audit adjustments. Many companies reserve an accounting period for audit adjustments.
- ☐ You can make audit adjustments without changing the current period back to the prior year ending period. To do this, create an entry using document type ## (prior-year transactions). The system generates a warning message but accepts the transaction. You can use this document type only in the journal entry program.
- ☐ Run your year-end financial reports, trial balances, and any other reports that you require.
- ☐ Run the integrity reports.
- ☐ Verify that no users are accessing the Account Balances table (F0902). This could cause records to be skipped during the retained-earnings calculations.
- ☐ Close the fiscal year to calculate retained earnings and create account records in the Account Balances table for the new fiscal year.
- ☐ Change the year-end period. The system does not do this automatically. Change the current accounting period (if you have not already done so) and fiscal year.
- ☐ Change the financial reporting date.

Running the Annual Close Program

From the Periodic and Annual Processes menu (G0924), choose Annual Close.

When you run the Annual Close program (R098201) to close a fiscal year, the system produces an annual close report that lists the company that was closed, and the retained earnings account and amount. Use this report to verify that a company closed successfully.

You can close more than one company to a single retained earnings account. This is necessary if corporate divisions are set up as companies. You would close these divisions to a single retained earnings account to consolidate reporting for the legal corporate entity.

Optionally, by setting the corresponding processing option, you can print a detailed list of the accounts and balance amounts that are used in the retained earnings calculation. This is useful if you need to research potential problems or an incorrect retained earnings amount.

The detailed list for retained earnings can be lengthy. We recommend that you do not print it unless you need to research your retained earnings calculation.

After closing, you might need to create journal entries for intercompany settlements to keep the companies in balance. The Annual Close program posts retained earnings to a retained earnings account for a single company but does not create automatic entries for intercompany settlements.

If any errors prevent a company from closing, the errors are listed on the annual close report. Examples of errors and solutions are as follows:

The retained earnings account is not set up in the Account Master	Set up the retained earnings account used by AAI item GLG4.
The close program could not find AAI item GLG6	Set up AAI item GLG6 to define your beginning revenue account.

If AAI item GLG12 is not set up, an error message does not appear on the annual close report. The system uses account 999999.99999999 as the default.

Processing Options for Annual Close (R098201)

Profit/Loss

This option allows you to choose if you wish to create next year Profit/Loss account records when the net posting for this year has a zero balance.

Enter a 1 to create zero bal. Profit/Loss records.

Orig Budget

This option allows you to choose to override the original budget regardless of whether next year's record already exists.

Enter a 1 to override Original Budget.

Print

This option allows you to choose to see the detail supporting the Retained Earnings calculation.

Enter a 1 to print supporting detail.

What You Should Know About Processing Options

Profit/Loss processing option	Job cost accounts (jobs) can be set up as balance sheet or profit-and-loss accounts, depending on the nature of your business. If they are set up as profit-and-loss accounts, then the job will probably not be completed within the year. In this case, you should roll the account balances to the next year.
Original Budget processing option	With job cost accounts, you enter an original budget and then make changes using change orders. For example, you have a job in 1996 that you budgeted for and expect to complete in 1999. You added budgetary information to the original budget in 1999. To override the original budget with new information, enter 1.

Data Selection and Data Sequence for Annual Close

Caution

Observe the following rules for data selection and sequence, all of which are very important for a successful close:

- You cannot close multiple years at the same time. Instead, you must close them consecutively, one year at a time.
 - If you are closing multiple companies to the same retained earnings account, observe the following rules:
 - You must use a single version that selects all of the companies that are being closed together.
 - You must have the same fiscal date pattern for companies that are being closed together.
 - You must select a fiscal year.
 - You should not specify any other data selections.
 - You must use the data sequence by fiscal year, company, and ledger type. Do not change this sequence.
-

Storing and Forwarding Journal Entries

Store-and-forward journal entry processing provides an efficient way to enter and manage a high volume of journal entries before processing them in the General Accounting system. For example, if you are at a remote site and are not using a dedicated line to access the server, you might save time and money by creating journal entries in a local environment on your PC during normal business hours. Then you can upload them to the server for processing during off-peak hours.

After you upload the journal entries, you use the batch journal entry process to create records in the Account Ledger table (F0911).

See Also

- ❑ *Working with Store-and-Forward Processing* in the *Configurable Network Computing Implementation Guide* for more information about how to use the store and forward process in EnterpriseOne
- ❑ *Cost Object Tracking Using Store and Forward* in the *Advanced Cost Accounting Guide* for more information about how to upload journal entries with cost object information

Downloading Master Tables for Store-and-Forward Journal Entry Processing

From the Store and Forward Journal Entries menu (G09318), choose Master table Download.

Before creating journal entries on the client, you must download tables from the server. These tables are necessary to create and validate transactions. For example, you must download the Address Book Master (F0101) and Account Master (F0901) tables to provide you with the account information that you need to create journal entries.

You must download each table separately. You can use data selection or category codes to limit the information that the system downloads from each table. Each version of the Master Tables Download program (P00140) represents a table and its associated tables or a group of tables.

The following is a list of the business data tables that must reside on the local machine that is used for store-and-forward processing of journal entries. Each table is associated with one version. Not all versions must be present for all tables. You can create new versions for these tables in the Store & Forward Journal Entry - Revision program (P0911Z1).

F0004	User Defined Code Types
F0005	User Defined Codes
F0006	Business Unit Master
F0008	Date Fiscal Patterns
F0009	General Constants

F0010	Company Constants
F0013	Currency Codes
F0014	Payment Terms
F0022	Tax Rules
F0041Z1	Transaction Control File
F0101	Address Book Master
F0111	Address Book - Who's Who
F0116	Address by Date
F0901	Account Master
F0907	Chart of Accounts Format
F0911Z1	Journal Entry Transactions - Batch File
F4008	Tax Areas
F4801	Work Order Master File

In addition to the business data tables, you must also download the technical data tables, such as the Next Numbers - Automatic (F0002) and Next Numbers by Company/Fiscal Year - Automatic (F00021) tables.

The system creates a download report for each table that you download. Use this report to verify the number of records that the system downloads to your PC.

After you download the master tables, you can enter your transactions using the store-and-forward process.

Prerequisites

- ☐ In many businesses, the system administrator downloads the necessary master tables. Verify that this download has already been completed.
- ☐ Verify that you are connected to the server and signed on to your normal production environment to download the master tables.

See Also

- ☐ *Technical Data Tables Needed for Store-and-Forward in the Configurable Network Computing Implementation Guide* for information about the technical data tables that you must download for store-and-forward processing

Creating Journal Entries That You Store and Forward

After you download the master tables, you can use store-and-forward processing to create EnterpriseOne journal entries. Using store-and-forward processing, you create and store the journal entries until you are ready to upload (or forward) them to the server for processing.

When you create journal entries that you store and forward, the system performs the following actions:

- Edits and validates each journal entry, based on the information that you downloaded from the tables
- Creates a transaction control record for each journal entry, assigns it a status of 1 (ready to process), and stores it in the Transaction Control File table (F0041Z1)

When you create journal entries that you store and forward, the system does not assign document numbers until you upload and process them. Instead, it assigns a transaction number to each journal entry.

You can store and forward the following types of journal entries:

- Basic journal entries
- Models for percent journal entries
- Percent journal entries
- Model journal entries

Before you upload and process your journal entries, you can review them.

See Also

- ❑ *To enter journal entries in a foreign currency in the Multicurrency Guide* for more information about the currency fields
- ❑ *Store & Forward and Batch Journal Entries with VAT in the Tax Reference Guide* for more information about how to enter Store & Forward journal entries with VAT tax

See the following topics in the *General Accounting Guide*:

- ❑ *Entering a Percent Journal Entry*
- ❑ *Creating a Model Journal Entry*
- ❑ *Creating a Model for a Percent Journal Entry*
- ❑ *Entering a Journal Entry Based on a Model*

Correcting Proof Store-and-Forward Journal Entries

After you process batch journal entries in proof mode and you detect errors, you can make corrections prior to final processing.

To correct batch journal entries, take one of the following actions:

- Correct the data in the batch table at its external source and transmit the batch again to the General Accounting system.

- Locate the individual transactions on the Work With Store & Forward Journal Entries form. Then access the Store & Forward Journal Entry Revisions form to change or delete the transaction.

See Also

- ❑ *Working with Batch Journal Entries* in the *General Accounting Guide* for more information about how to revise a batch journal entry

Uploading Store-and-Forward Journal Entries to the Server

From the Store and Forward Journal Entries menu (G09318), choose Store & Forward Journal Entry Upload.

After creating journal entries on your personal computer, you must upload them to the server for processing. To do this task, you must be connected to the server and signed on to your normal production environment.

When you upload journal entries, the system performs the following actions:

- Creates records in the Journal Entry Transactions - Batch File table (F0911Z1).
- Updates the transaction control status of each journal entry to 5 (uploaded) on the PC. After a journal entry is updated to this status, you cannot modify it on the PC. You can change it only on the server.

When a journal entry on the PC has a status of 1 (ready to process) or 2 (errors), you can change it on the PC.

- Creates a transaction control record for each journal entry on the server and assigns it a status of 1 (ready to process).
- Prints a transmission upload report for all of the journal entries that you upload. Use this report to verify that the journal entries have been uploaded correctly.

After you upload your journal entries and process them, you must update the transaction control status of the journal entries on the PC to match the status of those on the server. To maximize system performance, upload the journal entries during off-peak hours.

See Also

- ❑ *Viewing Messages* in the *Foundation Guide* for information about viewing errors that might occur when uploading journal entries
- ❑ *Working with Queues* in the *Foundation Guide* for information about using queues to view messages

Processing Store-and-Forward Journal Entries

From the Store and Forward Journal Entries menu (G09318), choose Store & Forward JE Batch Processor.

After you upload journal entries, you must process them to create transactions in the Account Ledger table (F0911). The system sends error messages to the Employee Queue Manager program (P012501).

Caution

The program that you use to process store-and-forward journal entries is different than the program that you use to process batch journal entries, although the results are similar. Verify that you are using the batch processor for store-and-forward journal entries.

See Also

- ❑ *Processing Batch Journal Entries* in the *General Accounting Guide* for more information about submitting journal entries for processing and verifying journal entry information
- ❑ *Viewing Messages* in the *Foundation Guide* for information about viewing errors that might occur when processing journal entries
- ❑ *Working with Queues* in the *Foundation Guide* for information about using queues to view messages

Processing Options for Store & Forward JE Batch Processor (R09110ZS)

Version Tab

These processing options specify the version of the Journal Entry Master Business Function (P0900049) and the General Ledger Post Report program (R09801) that the system uses. If you specify a version of the General Ledger Post Report program, the version must exist on the server.

1. Journal Entry Version

Blank = ZJDE0001

Enter a version of journal entry processing (P0900049) to execute.

Use this processing option to specify a version of Journal Entry MBF Processing Options (P0900049). If you leave this processing option blank, the standard version will be run.

2. Post Version

Blank = Post not submitted

Enter a version of the post program (R09801) to execute.

Use this processing option to specify a version of the General Ledger Post Report program (R09801) to use to automatically post to the Account Balances table (F0902). If you leave this processing option blank, the post will not be submitted.

Process Tab

These processing options specify whether the Store & Forward JE Batch Processor program runs in proof or final mode, whether the system processes out-of-balance transactions, and whether the system automatically purges processed transactions.

1. Process Mode

Blank = Proof Mode

1 = Final Mode

Use this processing option to specify whether to process the batch in proof or final mode. Valid values are:

1

Process the batch in final mode. Files will be updated.

Blank

Process the batch in proof mode. Files will not be updated.

2. Out of Balance

Blank = Will not allow out of balance transactions to process

1 = Allow out of balance transactions to process

Use this processing option to specify whether to allow G/L transactions that are out of balance to process. (Amounts do not net to zero.) Valid values are:

1

Allow G/L transactions that are out of balance to be processed.

Blank

Do not allow transactions that are out of balance to be processed.

3. Purge

Blank = No purge

1 = Purge

Use this processing option to specify whether to automatically purge processed transactions from the batch file. Valid values are:

1

Processed transactions will automatically be purged from the batch file.

Blank

Processed transactions will only be flagged as processed and will not be purged from the batch file.

Messages Tab

These processing options specify whether the system suppresses warning messages and the user ID to which the system sends electronic messages.

1. Warning Message

Blank = Warning message in work center

1 = No warning message in work center

Use this processing option to specify whether to suppress the creation of warning messages in the work center. Valid values are:

1

Suppress warning messages.

Blank

Do not suppress warning messages.

2. Electronic Message

Enter a valid User ID

Use this processing option to specify a user to receive electronic messages. If you leave this processing option blank, the user who entered the transactions receives the message in the work center. Valid values are:

User ID

The user specified receives the messages.

Blank

The user who entered the transactions receives the messages.

Edits Tab

These processing options specify whether the system creates all batches with a status of approved or uses the status that appears in the general accounting constants.

1. Batch Approval

Blank = General Accounting Constants Default

1 = Approved

Use this processing option to have the status on all batches created set to a status of approved. If you leave this processing option blank, the system sets batch status according to the general accounting constants. Valid values are:

1

The status on all batches created will be set to a status of approved.

Blank

The batch status will be set according to the general accounting constants.

Updating Transaction Control Records

From the Store and Forward Journal Entries menu (G09318), choose Update Transaction Control Record.

After you process store and forward journal entries, the transaction control status for each journal entry on the PC is different from the status of the journal entry on the server. You need to update the status on the PC so that it matches the status on the server. To perform this task, run the Update Transaction Control Record program (R0041Z1).

You can also run the update program to identify any PC journal entries that were in error when they were uploaded to the server. The system updates the journal entry on the PC with the error status of the journal entry on the server. You can then identify the journal entries that are in error on the PC, correct them, and upload them again to the server. Alternatively, you can correct them on the server.

You can also use the update program to purge processed transactions from the Journal Entry Transactions - Batch File table (F0911Z1) in your local environment.

Posting Store and Forward Journal Entries

From the Journal Entry, Reports, & Inquiries menu (G0911), choose Post General Journal.

After you process your journal entries to the Account Ledger table (F0911), you must post them using the Post General Journal program (R09801). The Post General Journal program updates the Account Balances table (F0902) with the journal entries.

See Also

- ❑ *Posting Financial Batches* in the *General Accounting Guide* for more information about how to post batch journal entries
- ❑ *Viewing Messages* in the *Foundation Guide* for information about viewing errors that might occur when posting journal entries.
- ❑ *Working with Queues* in the *Foundation Guide* for information about using queues to view messages

Purging Processed Store-and-Forward Journal Entries

From the Store and Forward Journal Entries menu (G09318), choose Purge Store and Forward Transactions.

When you run the Purge Store and Forward Transactions program (R0041Z1P), the system purges journal entries and deletes the records in the Journal Entry Transactions - Batch File table (F0911Z1) and the Transaction Control File table (F0041Z1), but only from the environment in which you are running the program.

Batch Journal Entry Processing

If you maintain journal entries in a system that is external to PeopleSoft software, you can convert them so that they can be processed as PeopleSoft transactions. You can upload batch journal entries from external sources such as PC data entry, third party or customer systems, or electronic data interchanges (EDI). The batch journal entry process includes the following steps:

- Mapping journal entry transactions to batch input tables.
You must create a custom program that provides proper data to fields in the Journal Entry Transactions - Batch File table (F0911Z1).
- Processing batch journal entries.
You run the Journal Entries Batch Processor program (R09110Z) to upload the journal entries from the F0911Z1 table to the Account Ledger table (F0911). The Journal Entries Batch Processor program is an edit program that verifies that the information in the F0911Z1 table is formatted correctly before you transfer it to the F0911 table.
- Working with batch journal entries.
You can review and revise batch journal entry records if any of your records were not processed successfully.
- Posting batch journal entries.
You can post successfully processed batch journal entries to the Account Balances table (F0902) using the General Ledger Post program (R09801).
- Purging successfully processed batch journal entries.
After posting your batch journal entries, you should purge the F0911Z1 table so that it does not become unmanageable. Use the Purge Batch Journal Entries program (R0911Z1P) to purge batch journal entries from the F0911Z1 table.

Note

Attempting to update the F0911 table without using the journal entry batch process could result in compromised data.

Mapping Journal Entry Transactions to Batch Input Tables

To successfully process batch journal entries from external sources such as data entry on a personal computer, third-party or customer systems, or electronic data interchanges (EDI), you must create a custom program that provides proper data to fields in the Journal Entry Transactions - Batch File table (F0911Z1).

The field names in the table correspond to alphanumeric names on PeopleSoft interactive forms.

The following programs require the fields in the F0911Z1 table for adding, deleting, and processing batch journal entry transactions (Z1 transactions):

- Store & Forward Journal Entry - Revision (P0911Z1)
- Journal Entries Batch Processor (R09110Z)

Required Fields for Processing Batch Journal Entries

The following fields are required for batch journal entry processing. In some fields, blank is a valid value.

Field Name	Alias	Type	Length	Definition
EDI - User ID	VNEDUS	Alpha	10	A user-defined identification number. Enter the user ID of the person who is running the process or the person who is to receive messages in the Employee Queue Manager program (P012501). This field, in conjunction with VNEDTN, VNEDBT, and VNEDLN, uniquely identifies a specific journal entry.
EDI - Transaction Number	VNEDTN	Alpha	22	A value that, in conjunction with the line number field (VNEDLN), identifies each transaction. Each new transaction number indicates a new journal entry. You can have only one transaction with the same number in a batch unless the line number (VNEDLN) is different. This field normally contains the document number of the source system so that the transaction can be readily identified.
EDI - Line Number	VNEDLN	Number	7	A value that, in conjunction with the transaction number (VNEDTN), identifies each line of the journal entry.
EDI - Successfully Processed	VNEDSP	Alpha	1	A value that indicates whether a record has been processed successfully. Update this field with a value of 0. If the record is processed successfully, the system updates this field to a value of 1. If an error occurs, the system leaves 0 in the field. Do not leave this field blank.
EDI - Transaction Action	VNEDTC	Alpha	1	A value that indicates the type of action. This value must be A for transactions to be processed. No other values are valid.
EDI - Transaction Type	VNEDTR	Alpha	1	A value that indicates the type of transaction. You must enter J for journal entries. You cannot leave this field blank.

Field Name	Alias	Type	Length	Definition
EDI - Batch Number	VNEDBT	Alpha	15	A value that, in conjunction with VNEDTN, VNEDUS, and VNEDLN, uniquely identifies a transaction within a specific batch. This field also acts as a level break and causes the assignment of a new PeopleSoft batch number each time that the value changes. You can greatly increase performance by assigning one batch number for each group of transactions that is being processed at one time.
G/L Date	VNDGJ	Date	6	<p>A value that indicates the date of the transaction. This field is part of the header section of the journal entry; therefore, you can enter only one value for each document.</p> <p>Enter the G/L date in the format that your database accepts. Some databases allow you to enter the date in a Gregorian date format (<i>mmdyy</i>), while others might require a Julian date format.</p> <p>The Julian date format is <i>cyyddd</i> (where <i>c</i> = century). Enter 0 (zero) for transactions in the 20th century and enter 1 for transactions in the 21st century. For example, the date 6/1/99 corresponds to the Julian date 099152, and the date 6/1/00 corresponds to the Julian date 100153 (because the year 2000 has a leap day, 2/29/00).</p> <p>Alternatively, you can leave this field blank and complete the fields VNDGM (<i>mm</i>), VNDGD (<i>dd</i>), VNDGY (<i>yy</i>), VNDG# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDG#). For example, enter 19 for 1999 or enter 20 for 2005.</p>

Field Name	Alias	Type	Length	Definition
Account Number	VNANI	Alpha	29	<p>A value that represents the account number that you want to update when you process the transaction. Complete either the Account Number field (VNANI), the Account ID field (VNAID), or the Business Unit, Object, and Subsidiary fields (VNMCU, VNOBJ, and VNSUB) to designate the account number.</p> <p>The first character in the VNANI field must correspond to the Symbol to Identify the Account Number in the General Constants table (F0009). For example, if the Symbol to Identify the Short Number is * and you want to enter the Short Number in the VNANI field, you must precede it with *. Otherwise, leave the VNANI field blank and enter the Short Number in the Account ID field (VNAID).</p> <p>The system populates the fields that you leave blank, based on the account information that you enter. For example, if you complete the Business Unit, Object, and Subsidiary fields, the system updates the Account ID and Account Number fields when the transaction is processed. If you complete the Account Number field, the system updates the Business Unit, Object, Subsidiary, and Account ID fields when the transaction is processed.</p>
Account ID	VNAID	Alpha	8	<p>A value that represents the identifier of the account that you want to update when you process the transaction. Complete either the Account Number field (VNANI); the Account ID field (VNAID); or the Business Unit, Object, and Subsidiary fields (VNMCU, VNOBJ, and VNSUB) to designate the account number.</p>
Business Unit	VNMCU	Alpha	12	<p>A value that helps identify the account number that you want to update when you process the transaction. Complete either the Account Number field (VNANI); the Account ID field (VNAID); or the Business Unit, Object, and Subsidiary fields (VNMCU, VNOBJ, and VNSUB) to designate the account number.</p>
Object Account	VNOBJ	Alpha	6	<p>A value that helps identify the account number that you want to update when you process the transaction. Complete either the Account Number field (VNANI); the Account ID field (VNAID); or the Business Unit, Object, and Subsidiary fields (VNMCU, VNOBJ, and VNSUB) to designate the account number.</p>
Subsidiary	VNSUB	Alpha	8	<p>A value that helps identify the account number that you want to update when you process the transaction. Complete either the Account Number field (VNANI); the Account ID field (VNAID); or the Business Unit, Object, and Subsidiary fields (VNMCU, VNOBJ, and VNSUB) to designate the account number.</p>

Field Name	Alias	Type	Length	Definition
Account Mode	VNAM	Alpha	1	<p>A value that directs the system to read a specific field to locate the account number. Valid values are:</p> <ul style="list-style-type: none"> 1 - Use the value in the VNAID field. 2 - Use the value in the VNANI field. 3 - Use the value in the VNANI field, but this value must be the third account number, as defined by the General Accounting constants. 5 - Use the values assigned in the VNMCU, VNOBJ, and VNSUB fields. 7 - Use the value in the VNANI field, but use the character in the first position of the VNANI field to identify the format in which the account number was entered, as defined by the General Accounting constants. For example, if the value in the VNANI field is #123, the system uses the account number format that is represented by # in the General Accounting constants.
Amount	VNAA	Number	15	<p>A value that represents the amount of the transaction. Enter the amount in the format that your database accepts. Some databases accept a decimal identifier, while others do not. If you are entering a foreign currency amount, leave this field blank and complete the Currency Amount field (VNACR).</p>
Explanation	VNEXA	Alpha	30	<p>A user-define field that you can use to describe the transaction.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Company	VNCO	Alpha	5	<p>A value that indicates the company for which you are processing the transaction. This is required for multicurrency processing.</p>

See Also

- ❑ *Multicurrency Fields Required in the F0911Z1 Table* in the *Multicurrency Guide* for a list of the additional fields that are required when you use multiple currencies
- ❑ *Store & Forward and Batch Journal Entries with VAT* in the *Tax Reference Guide* for more information about how create batch journal entries with VAT tax

Optional Fields for Processing Batch Journal Entries

The fields in the following table are optional for batch journal entry processing. You can use them to provide additional information about the journal entries.

Not all of the optional fields appear on a form or are used by the system. However, all of the values in optional fields are written to the Journal Entry Transactions - Batch File table (F0911Z1).

We recommend that you leave specific fields blank so that the system will populate them during processing.

Field Name	Alias	Type	Length	Definition
EDI - Detail Lines Processed	VNEDDL	Number	5	The number of detail lines that are included in a specific transaction. For user verification only.
EDI - Transaction Type	VNEDTR	Alpha	1	A value that indicates the type of transaction that you are processing. Leave this field blank, or enter J for journal entry transactions.
Document Company	VNKCO	Alpha	5	<p>A code that identifies the company of the transaction. This field is used only to differentiate transaction numbers by company. If you leave this field blank, the value is determined by the company that is associated with the business unit of the first journal entry line.</p> <p>If you enter a value in this field, the value must exist in the Company Constants table (F0010).</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p> <p>We recommend that you leave this field blank.</p>
Document Type	VNDCT	Alpha	2	<p>A code that identifies the type of transaction. If you leave this field blank, the system uses JE.</p> <p>If you enter a value in this field, the value must exist in user defined codes list 00/DT (Document Types).</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p> <p>We recommend that you leave this field blank.</p>
Document Number	VNDOC	Number	8	<p>The number that identifies the transaction in the Account Ledger table (F0911). If you leave this field blank, the system uses next numbers for System 09 to generate a document number.</p> <p>If you enter a value in this field, the value cannot exist in the Account Ledger table (F0911) with the same G/L date <i>and document type</i>, or the transaction is considered a duplicate and is not processed.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p> <p>We recommend that you leave this field blank.</p>

Field Name	Alias	Type	Length	Definition
Journal Entry Line Number	VNJELN	Number	7	<p>A value that you use to track the number of lines in a journal entry. If you leave this field blank, the system updates it when it processes the transactions. The maximum number of journal entry lines in a transaction is 9999.</p> <p>We recommend that you leave this field blank.</p>
Line Extension Code	VNEXTL	Alpha	2	<p>A value that indicates the line extension. If you leave this field blank, the General Ledger Post Report program (R09801) updates it if multicurrency intercompany settlements exist.</p> <p>We recommend that you leave this field blank.</p>
G/L Posted Code	VNPOST	Alpha	1	<p>A value that indicates whether the transaction has been posted. If you leave this field blank, the General Ledger Post Report program (R09801) updates it. If the transaction represents a model journal entry, enter M.</p> <p>We recommend that you leave this field blank.</p>
Batch Number	VNICU	Number	8	<p>A number used to group journal entries that are processed simultaneously. If you leave this field blank, the system uses next numbers for System 00 to generate a batch number.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p> <p>We recommend that you leave this field blank.</p>
Batch Type	VNICUT	Alpha	2	<p>A code that designates the type of transaction being processed (invoice, voucher, and so on). If you enter a value in this field, the value must exist in user defined codes list 98/IT (Batch Types). If you leave this field blank, the system populates the field with G when it processes the journal entries.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p> <p>We recommend that you leave this field blank.</p>

Field Name	Alias	Type	Length	Definition
Batch Date	VNDICJ	Date	6	<p>The date of the batch. If you leave this field blank, the system uses the date on which the batch program is executed. If you complete this field, enter the date in a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNDICM (month), VNDICD (day), VNDICY (year), and VNDIC# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDIC#). For example, enter 19 for 1999, or enter 20 for 2005.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Batch System Date	VNSYJ	Date	6	<p>The date on which the batch was entered into the system. If you leave this field blank, the system uses the date on which the batch program is processed. If you complete this field, enter the date in a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNSYJ (month), VNSYD (day), VNSYY (year), and VNSY# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNSY#). For example, enter 19 for 1999, or enter 20 for 2005.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Batch Time	VNTICU	Number	6	<p>The time when the batch was entered into the system. If you leave this field blank, the system uses the time that the batch program is processed.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Subledger	VNSBL	Alpha	8	A code that identifies an auxiliary account for the transaction. If you complete this field, you must also enter a value in the Subledger Type field (VNSBLT).
Subledger Type	VNSBLT	Alpha	1	A code that identifies a category within a subledger. If you complete this field, the value must exist in user defined codes list 00/ST (Subledger Type).

Field Name	Alias	Type	Length	Definition
Ledger Type	VNLT	Alpha	2	<p>A code that identifies the type of ledger. You can leave this field blank, or enter AA or any other valid ledger type in user defined codes list 09/LT (Ledger Type) <i>except</i> CA. Never enter CA in this field.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Period Number	VNPN	Number	2	<p>A code that indicates the accounting period. We recommend that you leave these fields blank. The system populates them, based on the G/L date and company.</p>
Century	VNCTRY	Number	2	<p>The century in which the transaction takes place. We recommend that you leave this field blank. The system populates it, based on the G/L date and company.</p>
Fiscal Year	VNFY	Number	2	<p>The year in which the transaction takes place. We recommend that you leave this field blank. The system populates it based on the G/L date and company.</p>
Historical Exchange Rate	VNHCRR	Number	15	<p>A previous exchange rate. Any value that you enter in this field is passed. The system does not validate it.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Historical Date	VNHDGJ	Date	6	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>If you complete this field, enter the date in a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNHDGM (month), VNHDGD (day), VNHDGY (year), and VNHDG# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNHDG#). For example, enter 19 for 1999, or enter 20 for 2005.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Units	VNU	Number	15	<p>The number of units in the transaction. If you complete this field, the system updates the Amount field with the value in the AU ledger when you run the Post General Journal Batches program (R09801).</p>

Field Name	Alias	Type	Length	Definition
Unit of Measure	VNUM	Alpha	2	A value that describes the type of units entered. If you enter a value in this field, the value must exist in user defined codes list 00/UM (Unit of Measure). If you leave this field blank and a unit of measure is assigned to the account in the Account Master table (F0901), the system updates this field with that unit of measure.
G/L Offset	VNGLC	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.
Reverse or Void (R/V)	VNRE	Alpha	1	<p>A value that indicates whether you want to reverse accrual entries. If you enter R (reversal) in this field, when the entry is posted, the system generates another journal entry with a G/L date that is the first day of the next period. The transaction amount is reversed from the original entry.</p> <p>Voided transactions are not eligible for this process. You must use the Journal Entry program (P0911) to void journal entries.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Remark/ Explanation	VNEXR	Alpha	30	A specific journal entry line.
Reference 1	VNR1	Alpha	8	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Reference 2	VNR2	Alpha	8	Any value that you enter in this field is passed. The system does not validate it.
Document Pay Item	VNSFX	Alpha	3	Any value that you enter in this field is passed. The system does not validate it.
Document - Original	VNODOC	Number	8	Any value that you enter in this field is passed. The system does not validate it.
Document Company (Purchase Order)	VNPKCO	Alpha	5	Any value that you enter in this field is passed. The system does not validate it.

Field Name	Alias	Type	Length	Definition
Document Company (Original Order)	VNOKCO	Alpha	5	Any value that you enter in this field is passed. The system does not validate it.
Document Type - Purchase Order	VNPDC	Alpha	2	Any value that you enter in this field is passed. The system does not validate it.
Address Number	VNAN8	Number	8	The address book number of the customer or supplier who is associated with a voucher or invoice transaction. If you enter a value in this field, the value must exist in the Address Book Master table (F0101).
Payment Number	VNCN	Alpha	8	The payment number for the transaction. Any value that you enter in this field is passed. The system does not validate it.
Check Date	VNDKJ	Date	6	<p>The check date that is associated with the payment number. Use a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNDKM (month), VNDKD (day), VNDKY (year), and VNDK# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDK#). For example, enter 19 for 1999, or enter 20 for 2005.</p>
Check Cleared Date	VNDKC	Date	6	<p>The date on which the check cleared the bank. Use a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNDKCM (month), VNDKCD (day), VNDKCY (year), and VNDKC# (century) in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDK#). For example, enter 19 for 1999, or enter 20 for 2005.</p>
Serial Number	VNASID	Alpha	25	The asset ID that is associated with a fixed asset. The system verifies that this field exists in the Asset Master File table (F1201).
Batch Rear End Posted Code	VNBRE	Alpha	1	<p>Any value that you enter in this field is passed. The system does not validate it.</p> <p>We recommend that you leave this field blank.</p>

Field Name	Alias	Type	Length	Definition
Reconciled Code	VNRCND	Alpha	1	A value that indicates whether the record is reconciled. You can enter R in this field to indicate that the record is reconciled. Any value that you enter in this field is passed. The system does not validate it.
Summarized Code	VNSUMM	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Purge Code	VNPRGE	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Flag for 1099	VNTNN	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
G/L Posting Code - Alternate 1	VNALT1	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
G/L Posting Code - Alternate 2	VNALT2	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
G/L Posting Code - Alternate 3	VNALT3	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
G/L Posting Code - Alternate 4	VNALT4	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
G/L Posting Code - Alternate 5	VNALT5	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
G/L Posting Code - Cash Basis Account	VNALT6	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Commitment Relief Flag	VNALT7	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.

Field Name	Alias	Type	Length	Definition
Billing Control	VNALT8	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Currency Update	VNALT9	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
G/L Posting Code - Alternate 0	VNALT0	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Consumption Tax Cross Reference	VNALTX	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Delete Not Allowed	VNDLNA	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Client Free Form - Alternate 1	VNCFF1	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Client Free Form - Alternate 2	VNCFF2	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Lease Cost Ledger Posted Code	VNASM	Alpha	1	Any value that you enter in this field is passed. The system does not validate it. We recommend that you leave this field blank.
Bill Code	VNBC	Alpha	1	If you enter a value in this field, the value must exist in user defined codes list 98/BC (Bill Code Status). We recommend that you leave this field blank.
Supplier Invoice Number	VNVINV	Alpha	25	An invoice number for the transaction. Any value that you enter in this field is passed. The system does not validate it. This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.

Field Name	Alias	Type	Length	Definition
Invoice Date	VNIVD	Date	6	<p>The invoice date for the transaction. Use a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>Alternatively, you can leave this field blank and complete the fields VNIVDM (month), VNIVDD (day), VNIVDY (year), and VNIVD# in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDK#). For example, enter 19 for 1999, or enter 20 for 2005.</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
Categories - Work Order 01	VNWR01	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.
Purchase Order	VNPO	Alpha	8	Any value that you enter in this field is passed. The system does not validate it.
Purchase Order Suffix	VNPSFX	Alpha	3	Any value that you enter in this field is passed. The system does not validate it.
Order Type	VNDCTO	Alpha	2	If you enter a value in this field, the value must exist in user defined codes list 00/DT (Document Types).
Line Number	VNLNID	Number	6	Any value that you enter in this field is passed. The system does not validate it.
Fiscal Year - Weekly	VNWWY	Number	2	Any value that you enter in this field is passed. The system does not validate it.
Fiscal Period - Weekly	VNWN	Number	2	Any value that you enter in this field is passed. The system does not validate it.
Closed Item - As Of Processing	VNFNLP	Alpha	1	Any value that you enter in this field is passed. The system does not validate it.
Sequence Number - Operations	VNOPSQ	Number	5	Any value that you enter in this field is passed. The system does not validate it.
Job Type (Craft) Code	VNJBCD	Alpha	6	Any value that you enter in this field is passed. The system does not validate it.
Job Step	VNJBST	Alpha	4	Any value that you enter in this field is passed. The system does not validate it.

Field Name	Alias	Type	Length	Definition
Business Unit - Home	VNHMCU	Alpha	12	<p>A value that indicates the business unit for the transaction. If you enter a value in this field, the system verifies that it exists in the Business Unit Master table (F0006).</p> <p>This field is part of the header section of the journal entry. Therefore, you can enter only one value for each document.</p>
DOI Stub	VNDOI	Number	2	Any value that you enter in this field is passed. The system does not validate it.
Outsider Lease or Well ID	VNALID	Alpha	25	Any value that you enter in this field is passed. The system does not validate it.
ID Type	VNALTY	Alpha	2	Any value that you enter in this field is passed. The system does not validate it.
Service/Tax Date	VNDSVJ	Date	6	<p>The service or tax date of the transaction. Use a format that your database accepts. See the field definition for VNDGJ (G/L Date) for more information.</p> <p>If you leave this field blank, the system uses the value from the G/L Date field (VNDGJ).</p> <p>Alternatively, you can leave this field blank and complete the fields VNSVM (month), VNSVD (day), VNSVY (year), and VNSV# in the month/day/year/century format. Enter the prefix of the year in the Century field (VNDK#). For example, enter 19 for 1999, or enter 20 for 2005.</p>

Ignored Fields for Processing Batch Journal Entries

The fields in the following table are ignored by the system. The system does not use the values in these fields.

Field Name	Alias	Type	Length
Type Record	VNEDTY	Alpha	1
Record Sequence	VNEDSQ	Number	2
EDI - Document Type	VNEDCT	Alpha	2
EDI - Transaction Set Number	VNEDTS	Alpha	6
EDI - Translation Format	VNEDFT	Alpha	10
EDI - Transmission Date	VNEDDT	Date	6

Field Name	Alias	Type	Length
EDI - Send/Receive Indicator	VNEDER	Alpha	1
Batch File Create G/L Record	VNEDGL	Alpha	1
User Address Number	VNEDAN	Number	8
Fiscal Quarter (Obsolete)	VNFQ	Number	2
Reference 3 - Account Reconciliation	VNR3	Alpha	8
Document Type - Original	VNODCT	Alpha	2
Document Pay Item - Original	VNOSFX	Alpha	3
G/L Posting Code - Alternate T	VNALTT	Alpha	1
G/L Posting Code - Alternate U	VNALTU	Alpha	1
Stock Inventory Commitment	VNALTV	Alpha	1
G/L Posting Code - Alternate W	VNALTW	Alpha	1
G/L Posting Code - Alternate Z	VNALTZ	Alpha	1
Registration Number	VNREG#	Number	8
Payment ID	VNPYID	Number	15
Transaction Originator	VNTORG	Alpha	10
User ID	VNUSER	Alpha	10
Program ID	VNPID	Alpha	10
Work Station ID	VNJOBN	Alpha	10
Date Updated	VNUPMJ	Date	6
Time Last Updated	VNUPMT	Number	6

Required Fields for Processing Batch Journal Entries Using the Advanced Cost Accounting System

If you use the Advanced Cost Accounting system, you must also provide data in the following fields.

Field Name	Alias	Type	Length	Information
Cost Object Type 1 - 4	VNABT1 VNABT2 VNABT3 VNABT4	Alpha	1	Enter up to four cost object types. The system uses these fields to edit the values entered in the corresponding Cost Object fields (VNABR1 - VNABR4). If you enter a value in one of the Cost Object Type fields, you must enter a value in the corresponding Cost Object field. The values in the Cost Object Type fields must exist in the Cost Object Types table (F1620).
Cost Object 1 - 4	VNABR1 VNABR2 VNABR3 VNABR4	Alpha	12	Enter up to four cost objects. The value in each Cost Object field must follow the edit rules for the corresponding Cost Object Type (VNABT1 - VNABT4).
Posting Code 1 - 10	VNPM01 - VNPM10	Alpha	1	Leave these fields blank.
Item Number	VNITM	Number	8	If you enter a value in this field, the system verifies that it exists in the Item Master table (F4101).

Processing Batch Journal Entries

From the Batch Journal Entry Processing menu (G09311), choose Journal Entries Batch Processor.

After your custom program loads the transaction information into the Journal Entry Transaction - Batch File table (F0911Z1), run the Journal Entries Batch Processor program (R09110Z). Running this program processes the information in the F0911Z1 table and loads it into the Account Ledger table (F0911).

Any additional information that is necessary for a completed transaction is loaded from other sources or calculated from existing information. For example, the system uses the following sources:

- The document number originates from the Next Numbers program (P0002).
- The Journal Entry MBF Processing Options (P0900049) provide the default document type.
- The fiscal year and period are calculated from the G/L date and Companies program (P0010).
- The company number from the Account Ledger table (F0911) is assigned based on the business unit from the first line of the account distribution.

You can run the Journal Entries Batch Processor program in either proof or final mode.

In proof mode, the system does the following:

- Verifies the data and identifies errors. These errors are written to a workflow message in the Employee Work Center program (P012501). Processing in proof mode does not affect your ledgers.
- Allows you to correct errors from the workflow messages before you process them in final mode.

In final mode, the system does the following:

- Creates journal entries in the Account Ledger table (F0911).
- Assigns document and batch numbers if you leave them blank in the Journal Entry Transactions - Batch File table (F0911Z1).
- Supplies information for the fields that you leave blank.
- Produces a report that shows the number of correct and incorrect transactions. Specific errors are written to a workflow message in the Work Center program.
- Purges journal entries that have been processed (if you set the appropriate processing option).

Errors in Processing

If any errors occur during processing, they appear on the edit report. You can correct the errors and reprocess the batch. If one or more transactions in the batch are in error, the batch does not process. After the batch has been successfully processed, the system updates the value in the VNEDSP field from 0 to 1. These records remain in the Journal Entry Transactions - Batch File table (F0911Z1) until they are purged. Alternatively, you can set up a processing option to purge this table automatically.

The following tips might help you to reduce the number of error messages or identify and resolve them when they occur:

- Initially process a small number of records in a batch. Most errors that occur on one record also occur on all records. Correct the errors on the smaller number of records and then follow the same sequence of steps when you process a larger number of records in a batch.
- Remember that only errors prevent a batch from processing. Warning messages alert you to nonstandard events but do not prevent processing. You can turn off warning messages with the processing options on the Messages tab.
- Remember that you might not need to run the batch in proof mode because you have the option to review and delete the transactions before you post them. Also, any error prevents the batch from processing.
- Review error messages to help you identify the cause and the resolution of errors.

Note

See *Messages and Queues* in the *Foundation Guide* for more information about workflow messages.

- If errors exist that you cannot resolve, enter a transaction manually using the Store & Forward Journal Entry - Revision program (P0911Z1) and process it successfully. Then compare the F0911Z1 transaction that you converted to the F0911Z1 transaction that you entered through the Journal Entry Revisions program (P0911Z1). Comparing the differences assists you in locating discrepancies and resolving the errors.

Processing Options for Journal Entries Batch Processor (R09110Z)

Version Tab

These processing options specify the version of the Journal Entry Master Business Function (P0900049) and the General Ledger Post Report program (R09801) that the system uses. If you specify a version of the General Ledger Post Report program, the version must exist on the server.

1. Journal Entry Version

Blank = ZJDE0001

Enter a version of journal entry processing (P0900049) to execute.

Use this processing option to specify a version of Journal Entry MBF Processing Options (P0900049). If you leave this processing option blank, the standard version will be run.

2. Post Version

Blank = Post not submitted

Enter a version of the post program (R09801) to execute.

Use this processing option to specify a version of the General Ledger Post Report program (R09801) to use to automatically post to the Account Balances table (F0902). If you leave this processing option blank, the post will not be submitted.

Process Tab

These processing options specify whether the Journal Entries Batch Processor program runs in proof or final mode, whether the system processes out-of-balance transactions, and whether the system automatically purges processed transactions.

1. Process Mode

Blank = Proof Mode

1 = Final Mode

Use this processing option to specify whether to process the batch in proof or final mode. Valid values are:

1

Process the batch in final mode. Files will be updated.

Blank

Process the batch in proof mode. Files will not be updated.

2. Out of Balance

Blank = Will not allow out of balance transactions to process

1 = Allow out of balance transactions to process

Use this processing option to specify whether to allow G/L transactions that are out of balance to process. (Amounts do not net to zero.) Valid values are:

1

Allow G/L transactions that are out of balance to be processed.

Blank

Do not allow transactions that are out of balance to be processed.

3. Purge

Blank = No purge

1 = Purge

Use this processing option to specify whether to automatically purge processed transactions from the batch file. Valid values are:

1

Processed transactions will automatically be purged from the batch file.

Blank

Processed transactions will only be flagged as processed and will not be purged from the batch file.

Messages Tab

These processing options specify whether the system suppresses warning messages and the user ID to which the system sends electronic messages.

1. Warning Message

Blank = Warning message in work center

1 = No warning message in work center

Use this processing option to specify whether to suppress the creation of warning messages in the work center. Valid values are:

1

Suppress warning messages.

Blank

Do not suppress warning messages.

2. Electronic Message

Enter a valid User ID

Use this processing option to specify a user to receive electronic messages. If you leave this processing option blank, the user who entered the transactions receives the message in the work center. Valid values are:

User ID

The user specified receives the messages.

Blank

The user who entered the transactions receives the messages.

Edits Tab

These processing options specify whether the system creates all batches with a status of approved or uses the status that appears in the general accounting constants.

1. Batch Approval

Blank = General Accounting Constants Default

1 = Approved

Use this processing option to have the status on all batches created set to a status of approved. If you leave this processing option blank, the system sets batch status according to the general accounting constants. Valid values are:

1

The status on all batches created will be set to a status of approved.

Blank

The batch status will be set according to the general accounting constants.

Working with Batch Journal Entries

After running the Journal Entries Batch Processor program (R09110Z), you might find that some records ended in error. You must review the error messages in the work center, revise the records, and then run the Journal Entries Batch Processor program again.

Use the Journal Entry Revisions program (P0911Z1) to review your records. You can use the Journal Entry Revisions program to revise your unprocessed records, but we recommend that you make the revisions in your spreadsheet instead, as this program does not perform all of the same edits as the Journal Entry program (P0911).

Note

You cannot use the Journal Entry Revisions program to revise successfully processed records. You must use the Journal Entry program (P0911) to revise them because they have been processed to the Account Ledger table (F0911).

You can also use the Journal Entry Revisions program to add records to the Journal Entry Transactions -Batch File table (F0911Z1). Typically, you should not need to add batch journal entries. An exception is when you experience difficulties processing transactions. To correct a discrepancy, you can add a journal entry manually using the Journal Entry Revisions program and process the transaction. If it is processed successfully, compare it with the other records that you are trying to process.

You cannot use the Journal Entry Revisions program to delete batch journal entries. Instead, you must purge them using the Purge Batch Journal Entries program (R0911Z1P).

► To work with batch journal entries

From the Batch Journal Entry Processing menu (G09311), choose Journal Entry Revisions.

1. On Work With Store & Forward Journal Entries, click Find to display all batch journal entries, or complete any of the following options and fields to limit your search, and then click Find:
 - Processed
 - Batch Number
 - From Date
 - Thru Date
2. To display batch journal entries by date, turn on one of the following options:
 - Transmission Date
 - G/L

Delete a Batch Journal Entry

3. To delete a batch journal entry, choose the batch journal entry and click Delete.
You can delete only unprocessed batch journal entries from this form. If the batch journal entry has been successfully processed, you must purge it using the Purge Batch Journal Entries program (R0911Z1P).
4. On Confirm Delete, click OK.

Add a Batch Journal Entry

5. To add a batch journal entry, click Add.
6. On Store & Forward Journal Entry Revisions, either accept the system defaults for the following fields or complete the fields:
 - User ID
 - Transaction Number
7. Follow the steps for entering journal entries and click OK.

Review or Revise a Batch Journal Entry

8. To review or revise an individual batch journal entry, on Work With Store & Forward Journal Entries, choose the batch journal entry and click Select.
9. On Store & Forward Journal Entry Revisions, review the fields and then click Cancel to return to Work With Store & Forward Journal Entries.
10. To revise a batch journal entry, change the information in any of the available fields and click OK.

See Also

- *Entering Journal Entries* in the *General Accounting Guide* for more information about how to enter a basic journal entry

Processing Options for Journal Entry Revisions (P0911Z1)

Entry Type Tab

This processing option specifies whether the journal entries that this program entered are store and forward journal entries.

1. Entry Type

Blank = Store and Forward

1= Non Store and Forward

Use this processing option to have Store and Forward transactions write control records to the F0041Z1 table. A blank will cause transaction control records to be written and a value of 1 will not write control records.

Valid values are:

Blank

Create store and forward records

1

Do not create store and forward records

Posting Processed Batch Journal Entries

After you have successfully processed batch journal entries, you must post them using the General Ledger Post program (R09801). The General Ledger Post program does the following:

- Updates the Account Balances table (F0902) with the batch journal entries
- Updates the posted code of each batch journal entry in the Account Ledger table (F0911) with P (posted).

See Also

- ❑ *Posting Financial Batches* in the *General Accounting Guide* for more information about how to post journal entries

Purging Processed Batch Journal Entries

From the Batch Journal Entry Processing menu (G09311), choose Purge Batch Journal Entries.

After successfully processing and posting batch journal entries, you should purge them from the Journal Entry Transactions - Batch File table (F0911Z1). When you run the Purge Batch Journal Entries program (R0911Z1P), the system purges journal entries from the F0911Z1 table, but only from the environment in which you are running the program.

Organization Revisions

If your company has recently expanded or merged with another company, you might need to change the company account structures in the chart of accounts.

You can change your chart of accounts without manually creating journal entries to transfer your account transactions and balances to new accounts. The system assigns a unique account ID to each new account. The account ID is used to maintain an audit trail of account ledger transactions and balances.

You can change the business unit.object.subsidiary, but you cannot change the account ID.

Three general ledger tables are affected by a change to account numbers. The account ID is the key to all three of the tables. The tables are:

- Account Master (F0901)
- Account Balances (F0902)
- Account Ledger (F0911)

All three tables contain the following fields:

- Account ID
- Business Unit
- Object
- Subsidiary

The Business Unit Master table (F0006) might also be affected.

For each account ID, the system posts the following items in the Account Balances table in sequential order:

- Account ID
- Fiscal year
- Ledger type
- Subledger
- Subledger type
- Currency code (denominated)

In addition to changing the structure of your accounts, you can also run programs that change the following account information for you:

- Account information. Run the Change Account Information program (R09813) to change information such as account description or posting edit code for several accounts at one time.
- Model/Consolidation field. Run the Update Model/Consol Field program (R0006QD) if you change the value of the Model/Consolidation field on a business unit. This program updates the Model/Consolidation field on all accounts in the business unit to match the value for the field for the business unit.

- **Category Codes.** Run the Update Cat Codes F0101>F0006 program (R098021) to ensure that the category code information for a business unit in the Address Book Master table (F0101) matches the category code information for the business unit in the Business Unit Master table (F0006).

Changing Account Structures

Due to an increase in the volume of transactions to particular accounts, a company merger, or a management decision to change financial reporting, you might need to change the chart of accounts for your company. This task might involve the following:

- Creating new business units and moving existing account detail and balances to the new business units
- Creating new object or object.subsidiary accounts under an existing or new business unit, and moving existing account detail and balances to the new object.subsidiary or business unit.object.subsidiary
- Moving existing business units from one company to another

If you decide to change your company account structures, you might need to set up new business units or revise the current ones. You must use the Work With Business Units form.

When you restructure your accounts, you can change the business unit, object, or subsidiary number in any of the following ways:

- You can change a single account within a business unit. For example, if you need to change an account, you can change the object and subsidiary only. You can use the Business Unit and Account fields to locate information.
- You can change a single account by object. For example, suppose that, for all business units, you need to change object account 5010 to 5015. You can change an object account to a new object or object.subsidiary. You can also change the business unit, object, or subsidiary for one or many business units, objects, or subsidiaries at one time.
- When you need to change a single account number, you can change the business unit, object, and subsidiary for an account at one time.

You can also globally change and of the following information:

- Business units, from one business unit to another
- Object accounts, from one object account to another
- Subsidiaries, from one subsidiary to another

Prerequisite

- ❑ Create new business units, if applicable. See *Setting Up Business Units* in the *General Accounting Guide*

Changing a Business Unit on Multiple Accounts

You can change the business unit portion of the account number on many accounts at once by globally changing the business units. For example, you could change business unit 3 to business unit 4 for all object and object.subsidiary accounts.

If you want to change the business unit on multiple accounts, the current business unit and the future business unit must exist in the Business Unit Master table (F0006) and must belong to the same company. If they do not, the system displays the company for the old business unit and for the new one, but it does not update them.

Accounts that already exist in the new business unit are not updated with the new business unit number because this action would cause duplicate accounts. For example, if you are renumbering business unit 1 to business unit 10, and account 10.1110.BEAR already exists in the Account Master table (F0901), account 1.1110.BEAR is not updated to business unit 10.

The Change Business Units program (P09812) updates the Account Master table (F0901) with each account.

Caution

Do not use the Copy Accounts to Business Units program (P09804) to add a new business unit. This program creates new records in the Account Master table by copying them from one business unit to another. This program does not physically move accounts and their detail and balances from one business unit to another.

► To change a business unit on multiple accounts

From the Global Updates menu (G09316), choose Change Business Units.

1. On Global Business Unit Change, complete the following fields and click OK:

- Old Business Unit
- New Business Unit

PeopleSoft®

Change Business Units - Global Business Unit Change

OK Cancel Tools

	Old Business Unit	New Business Unit
<input checked="" type="radio"/>	3	4
<input type="radio"/>		

In the previous graphic, all object and object.subsidiary accounts that belong to the same company will change from business unit 3 to business unit 4.

After you complete this task, run the Update BU.Obj.Sub to Jrnl Ent program (R09806) to update the Account Ledger (F0911) and Account Balances (F0902) tables with the changes.

Caution

Do not delete the old business unit from the Business Unit Master table (F0006) before you run the Update BU.Obj.Sub to Jrnl Ent program (R09806). If the old business unit does not exist in the Business Unit Master table, the system cannot update records with the old business unit number.

See Also

- ❑ *Updating Account Ledger and Account Balances Tables* in the *General Accounting Guide* for more information about how to update the Account Ledger table (F0911) and the Account Balances table (F0902) with the new business unit number

Changing Accounts by Object

You can globally change object account numbers. For example, you can change object account 1131 to 1132 for all business units in company 1.

Run the Change Object Account program (P09803) to change object accounts for one company or for all companies. If you need to change the object account for more than one company (but not all companies), you must run the Change Object Account program for each company.

When you globally change object account numbers, the old object account must already exist, and the new object account cannot exist in the system.

The Change Object Account program updates the Account Master table (F0901).

Note

The Change Object Account program does not produce a report.

Prerequisite

- ❑ Back up your Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables.

► To change accounts by object

From the Global Updates menu (G09316), choose Change Object Account.

1. On Global Account Number Update, to update a specific company or subsidiary, complete the following fields:

- Company
- Subsidiary

To update all companies and subsidiaries, leave the Company and Subsidiary fields blank.

2. Complete the following fields and click OK:

- Old Object
- New Object

The system runs the Change Object Account program (R09803). This program does not produce a report.

After you complete this task, run the Update BU.Obj.Sub to Jrnl Ent program (R09806) to update the Account Ledger (F0911) and Account Balances (F0902) tables with the changes.

See Also

- ❑ *Updating Account Ledger and Account Balances Tables* in the *General Accounting Guide* for more information about how to update the Account Ledger table (F0911) and the Account Balances table (F0902) with the new object account number

Changing Accounts by Subsidiary

You can globally change a subsidiary. For example, you might change the subsidiary portion of account 1.1110.BEAR to 2220 for data entry efficiency. This action affects all of the companies for object account 1110 only.

When you restructure your accounts, you can change subsidiaries within a company, within an object range, or both. If you need to do this restructuring for selected companies or object account ranges, you must change the subsidiary for each company or object account range.

If you globally change a subsidiary, the old subsidiary must already exist, and the new subsidiary cannot exist in the system.

The Change Subsidiaries program (P09805) updates the Account Master table (F0901).

Prerequisite

- ❑ Back up your Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables.

► To change subsidiaries

From the Global Updates menu (G09316), choose Change Subsidiaries.

1. On Global Subsidiary Update, to update specific companies and object accounts, complete the following fields:

- Company
- Object From
- Object Thru

To update all companies and object accounts, leave the Company and Object fields blank.

2. Complete the following fields, and then click OK:

- Old Subsidiary

- New Subsidiary

In the previous graphic, account 1110.BEAR will change to 1110.2220. This change only affects company 1 and object account number 1110.

After you complete this task, run the Update BU.Obj.Sub to Jnl Ent program (R09806) to update the Account Ledger (F0911) and Account Balances (F0902) tables with the changes.

See Also

- ❑ *Updating Account Ledger and Account Balances Tables in the General Accounting Guide* for more information about updating the Account Ledger table (F0911) and the Account Balances table (F0902) with the new subsidiary.

Changing the Company Number on a Business Unit

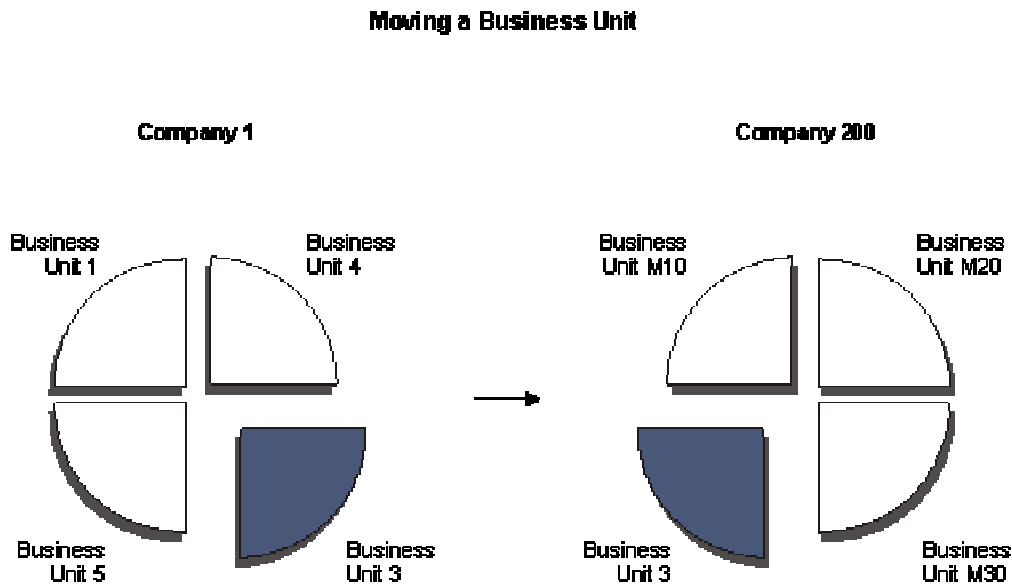
If your company reorganizes or acquires another business, you might need to move an existing business unit to a different company. You complete this move by changing the company number on the business unit and then updating the Account Master (F0901), Account Ledger (F0911), and Account Balances (F0902) tables.

Prerequisite

- ❑ Back up your Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables.

Example: Moving a Business Unit

The following graphic illustrates the process of moving Business Unit 3 from Company 1 to Company 200:



Moving a Business Unit

As your organization changes, you might need to move a business unit from one company to another. To move a business unit from one company to another, you must change the company number on the business unit and then update the Account Master (F0901), Account Ledger (F0911), and Account Balances (F0902) tables with the new company number.

Follow these steps in sequential order to move a business unit from one company to another:

- Run the following reports in this order and verify that each company is in balance:
 - Companies in Balance (R097001)
 - Acct Balance to Transactions (R09705)
 - Intercompany Accts in Balance (R097011)
- Change the company number on the business unit master.
- Run the Accounts w/o Business Units report (R097041) with the processing option set to 2 (update mode).

This program updates the company number in the Account Master table (F0901).

- Run the Update BU.Obj.Sub to Jrnl Ent program (R09806).

This program updates the company number for all transactions for this business unit in the Account Ledger (F0911) and Account Balances (F0902) tables.

Alternatively, run the following integrity reports in update mode in this order:

- Account Balance w/o Account Master (R097031)
- Transactions w/o Acct Master (R097021)
- Update all necessary AAIs.
- Verify row security by business unit security.
- Run the Companies in Balance and the Intercompany Accts in Balance integrity reports again to determine which intercompany transactions to enter.
- Enter any necessary intercompany transactions.
- Post the intercompany transactions, if necessary.

The Intercompany Settlements field must be set to * in the General Accounting constants for the system to post transactions to the intercompany settlement account.

- If you changed the Intercompany Settlements field, change it back to its original value.

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Correcting Company Imbalances, Correcting Account Balances to Transactions* and *Correcting Intercompany Account Imbalances* for more information about how to verify that your companies are in balance
- ❑ *Revising Business Units* for more information about how to change the company number on the business unit master

- ❑ *Running the Accounts w/o Business Units Report*
- ❑ *Updating Account Ledger and Account Balances Tables* for more information about how to update the Account Ledger (F0911) and Account Balances (F0902) tables with the new business unit
- ❑ *Working with AAIs* for more information about how to change the business unit on AAIs, if necessary
- ❑ *Setting Up the Intercompany Settlement Constant* for more information about how to set the intercompany settlement constant so that you can post intercompany transactions

Updating Account Ledger and Account Balances Tables

From the Global Updates menu (G09316), choose Update BU. Obj.Sub to Jrnl Ent.

After you change business units, object account numbers, or subsidiaries, or after you change the company number for one or more business units, you must update the Account Ledger (F0911) and Account Balances (F0902) tables. Run the Update BU.Obj.Sub to Jrnl Ent program, which compares the business unit, object, and subsidiary for each account ID in the Account Ledger and Account Balance tables to the Account Master table.

This program updates both the Account Ledger and the Account Balances tables from the Account Master table.

Do not run this program during business hours.

Caution

Verify that your account numbers are correct. When you choose this program, the system immediately submits it for processing.

After you update the F0911 and F0902 tables, you should complete the following tasks in sequential order:

- Run the Accounts w/o Business Units (R097041), Account Balance w/o Acct Master (R097031), and Transactions w/o Acct Master (R097021) integrity reports.
- Update the AAIs to reflect changes to the business unit, object, and subsidiary numbers.
- Review your business unit information. If you created a new business unit, you can revise old business unit information. You can change the old business unit to be inactive or delete it. You might also want to enter the new business unit number of the old business unit as a cross-reference. You can do this in the Project Number field on the Revise Business Units - More Detail tab.
- Update your reporting versions, allocations, and model journal entries, if necessary, to reflect the changes in your chart of accounts.

See Also

The following topics in the *General Accounting Guide*:

- ❑ *Working with AAIs* for more information about how to update AAIs with the new business unit, object and subsidiary
- ❑ *Revising Business Units*

Changing Account Information

From the Global Updates menu (G09316), choose Change Account Information.

If you make changes to account information that is attached to a particular business unit, you should globally change the information for the same accounts that are attached to other business units. You can change account information throughout all business units or companies.

You can run the Change Account Information program (R09813) in proof or final mode. When you choose proof mode, the system prints a report and does not update the information. To update the information, you must run the program in final mode.

In final mode, the system updates the information in the Account Master table (F0901) and, optionally, prints a report that contains the changes that it made.

When you run this program in final mode, the system updates selected fields for all similar accounts. You use a processing option to choose the fields to update from the following list:

- Account Description
- Alternate Description
- Posting Edit Code
- Level of Detail
- Billable
- Budget Pattern Code
- Unit of Measure
- Alternate Object.Subsidiary
- Account Category Codes 1-23
- Model Account

The system does not update the Object.Subsidiary field. To update this field, you can change object accounts or subsidiaries, or you can run the Update BU. Obj. Sub to Jnl Ent. program (R09806) from the Global Updates menu (G09316).

Caution

The system updates all of the fields that you choose in the Account Information processing option. To exclude fields such as Category Codes 21-23 that might represent your statutory chart of accounts, verify that the fields are *not* chosen in the Account Information processing option. We recommend that you restrict access to these processing options so that your statutory chart of accounts is not inadvertently changed.

Processing Options for Change Account Information (R09813)

Global Update Tab

1. From Business Unit

Use this processing option to specify the business unit number from which account information will be copied. Enter a valid business unit from the Business Unit Master table (F0006). When you run the Change Account Information program (R09813), the system copies values from accounts within this business unit to equivalent accounts in other business units.

Note: You must enter a value for this processing option.

2. Processing Mode

Use this processing option to specify the mode in which to run the Change Account Information program (R09813). Valid values are:

0 or Blank

Run the program in proof mode and generate a report. The system does not update the Account Master table (F0901).

1

Run the program in final mode and generate a report. The system updates the F0901 table.

2

Run the program in final mode, but do not generate a report. The system updates the F0901 table.

Account Info Tab

1. Fields to be included in the Global Update.

ACA Tab

1. Advanced Cost Accounting fields to be included in the Global Update:

Alt Desc Tab

1. Update Alternative Descriptions

Use this processing option to specify whether the system updates account descriptions in the Account Master - Alternate Description table (F0901D) that have been translated into alternate languages). Valid values are:

Blank

The system does not include alternate language account descriptions during processing.

1

The system copies alternate language account descriptions corresponding to language preferences found in the F0901D table for accounts within the business unit specified in the From Business Unit processing option to the F0901D table for equivalent accounts in other business units.

2. Specific Alternate Description language code.

Use this processing option to specify a language code for the system to use when copying the alternate language account descriptions to the Account Master - Alternate Description table (F0901D). If you want to update a specific language code, enter a valid language code from UDC 01/LP in this processing option and enter 1 in the Update Alternative Descriptions processing option. If you want to update all language codes, leave this processing option blank and enter 1 in the Update Alternative Description processing option.

3. Include Alternative Descriptions on the report.

Use this processing option to specify whether the system prints detail for the alternate language account descriptions that were copied to the Account Master - Alternate Description table (F0901D) on the report. Valid values are:

Blank

The system does not print detail for alternate language account descriptions on the report, even if the F0901D table was updated.

1

The system prints detail for alternate language account descriptions that were copied to the F0901D table.

Data Selection for Change Account Information

Choose only the business units that you want to change.

Updating the Model/Consolidated Field

From the Global Updates menu (G09316), choose Update Model/Consol Field.

When a business unit is a model, all of the accounts in the business unit contain an M in the Model/Consolidated field in the Account Master table (F0901). When a business unit is not a model, the Model/Consolidated field is blank.

If you change a model business unit to a business unit that is not a model, you must run the Update Model/Consolidated Field program (R0006QD) to update the F0901 table. The system changes the Model/Consolidated field to blank for all of the accounts within the business unit.

Likewise, if you change a business unit that is not a model to a model business unit, you must run the Update Model/Consolidated Field program to update the F0901 table. The system changes the Model/Consolidated field to M for all of the accounts within the business unit.

Note

You cannot change a business unit that is not a model to a model business unit if records exist for the business unit in the Account Ledger table (F0911), Account Balances table (F0902), or both.

The Update Model/Consolidated Field program does not update the Model/Consolidated field in the F0901 table for accounts that belong to a consolidation business unit. Instead, those accounts are updated with a value of C in the Model/Consolidated field by the Refresh Consolidation program (R10862).

This program does not have any processing options.

See Also

- ❑ *Creating High-Volume Consolidations* in the *General Accounting Guide* for more information about how the Model/Consolidated field is updated by the Refresh Consolidation program (R10862)

Updating Category Codes

From the Global Updates menu (G09316), choose Update Cat Codes F0101>F0006.

If your company has business units that must be maintained as address book entries, you might want to ensure that the category code information in the Business Unit Master table (F0006) matches the information in the address book. The Update Category Codes F0101>F0006 program (R098021) updates this information. Use this program to eliminate re-entering category code information in the Business Unit Master table.

When you run the Update Cat Codes F0101>F0006 program, the system compares the business unit information in the Business Unit Master and Address Book Master (F0101) tables. When the system

finds a match, it copies the following information from the Address Book Master table to the Business Unit Master table:

- Category codes 1 through 4
- Alpha Name field to the Description Line 1 field
- Compressed description (alpha name without spaces between words)

Business Unit is a 12-character field in the Business Unit Master table, and address book numbers are eight characters. The system updates only business units that contain a numeric value and are eight characters or less. If the business unit is more than eight characters, it is not updated.

When you choose this report the system automatically submits it for processing, and the update is complete when the report is finished. No output of the update is printed.

Caution

No processing options or data selection exist for this program. It globally updates all of the Business Unit Master category code values. Back up your tables before you run this program.

Prerequisite

- ❑ Set up numeric-value business units as address book numbers using the Address Book Revisions program (P01012). See *Address Book Maintenance* in the *Address Book Guide*.

Reposting the Account Ledger

Two repost programs are in the General Accounting system:

- Repost Account Ledger (R099102)
- Calculate Fiscal Year and Period (R099103)

Use the Repost Account Ledger program to do the following:

- Correct damaged account balances in the Account Balances table (F0902). The Repost Account Ledger program updates account balances with the posted amounts from the Account Ledger table (F0911).
- Post by currency when it becomes an organizational requirement. You must update the Account Balances table to reflect the currency information.

Use the Calculate Fiscal Year and Period program to do the following:

- Restate account balances to a new fiscal year or period. The Calculate Fiscal Year and Period program recalculates the fiscal year and period in the Account Ledger table using a revised fiscal pattern that is specified in the Date Fiscal Patterns table (F0008). This program also maintains an audit trail of account ledger transactions that transfer account balances to new periods or fiscal years.

If you run the Calculate Fiscal Year and Period program, you must also run the Repost Account Ledger program to update the Account Balances table.

Prerequisites

- ☐ Back up the Account Master (F0901), Account Balances (F0902), and Account Ledger (F0911) tables.
- ☐ Place security on the repost program.
- ☐ Update fiscal date patterns for the company, if necessary.
- ☐ Post all transactions to avoid creating automatic offsets to the incorrect period.

Examples: Reposting Account Ledgers

The following examples illustrate situations in which you might run the Repost Account Ledger (R099102) and Calculate Fiscal Year and Period (R099103) programs. Possible solutions are provided for each situation.

Example: The Account Ledger and Account Balances Tables Are Out of Balance

You post all of the account ledger transactions, and the amount in the Account Ledger table (F0911) appears to be correct. You compare the amounts in the F0911 and Account Balances (F0902) tables and note that the amounts are out of balance.

Possible solution:

- Run the Repost Account Ledger program (R099102) with the processing option set to print the report only.
- Review the report and compare the amounts in the Old Balance (current F0902) and Detail Amount (current F0911) columns to verify that the amount in the F0911 table is correct.
- Update the F0902 table with the amount from the F0911 table. To do this, run the Repost Account Ledger program in final mode to print the report and update the Account Balances table.

Example: The Batch Is Partially Posted

A post program ends abnormally, and the batch is only partially posted.

Possible solution:

- Change the Intercompany Settlements field to * in the general accounting constants. Post the specific batch as out of balance.
- Run the General Journal by Batch report (R09310) to locate the automatic entries that were created for the batch during the post program.
- Manually create any missing balancing entries for the batch using the Journal Entry program.
- Change the Intercompany Settlements field to * in the general accounting constants. Post the batch of manually created entries as out of balance.
- Run the Repost Account Ledger program (R099102) in print mode to print the report only.
- Review the report, and compare the amounts in the Old Balance and Detail Amount columns to verify that the amount in the Account Ledger table (F0911) is correct.
- If necessary, update the Account Balances table (F0902) with the amount from the F0911 table. To do this, run the Repost Account Ledger program with the processing option set to print the report and update the F0902 table.

Example: The Fiscal Date Pattern Changes to a Calendar Date Pattern

Your company has been operating under a July through June fiscal date pattern. Due to a merger, you must change to a January through December calendar date pattern.

The current fiscal year is 2003. Your current fiscal year pattern is July 2003 through June 2004. The next calendar year will be January through December 2005.

Possible solution:

- Set up the new fiscal date pattern and pattern code for July 2004 through December 2004. Using the new fiscal date pattern and pattern code, set up the new fiscal date pattern and pattern code for January through December 2005.
- Run the Calculate Fiscal Year and Period program (R099103) in proof mode to print only the report.
- Review the report and compare, on a line-by-line basis, the old and new century (CT), fiscal quarter (FQ), fiscal year (FY), and period number (PN) columns for accuracy.

- Update the Account Ledger table (F0911) to reflect the new fiscal date pattern. To do this, run the Calculate Fiscal Year and Period program (R099103) in final mode. If you want to calculate a new balance forward amount in the Account Balances table (F0902), complete the processing options on the Balance Forward tab.
- Restate the account balances to reflect the new fiscal date pattern. To do this, run the Repost Account Ledger program. Use the same data selection that you used when you ran the Calculate Fiscal Year and Period program. Doing this updates the F0902 table with amounts that are based on the new period number and fiscal year that were previously assigned to the F0911 records.
- Close the year for 2003, or set the Balance Forward processing option to recalculate balance forward amounts.
- Close the year program for 2004, or set the Balance Forward processing option to recalculate balance forward amounts.

Caution

For the fiscal year 2003, your current fiscal year pattern is July 2003 through June 2004. For the fiscal year 2004, your current fiscal year pattern is July 2004 through December 2004. For the fiscal year 2005, your calendar year is January through December 2005. Be aware that when comparing period 1 amounts for different fiscal years, you are viewing amounts for different months.

Example: The Calendar Date Pattern Changes to a Fiscal Date Pattern

Your company has been operating under a calendar year and now needs to convert to a November through October fiscal year pattern.

The fiscal year is 2004. Your current calendar year is January through December 2004. The new fiscal year pattern is November 2004 through October 2005.

Possible solution:

- Set up a new fiscal date pattern and pattern code for all of the existing years to be restated to the November through October pattern.
- Run the Calculate Fiscal Year and Period program (R099103) in proof mode to print the report only.
- Review the report and compare, on a line-by-line basis, the old and new century (Ct), fiscal quarter (FQ), fiscal year (FY), and period number (PN) columns for accuracy.
- Update the Account Ledger table (F0911) to reflect the new fiscal date pattern. To do this, run the Calculate Fiscal Year and Period program in final mode. If you want to calculate a new balance forward amount in the Account Balances table (F0902), complete the processing options on the Balance Forward tab.
- Restate the account balances to reflect the new fiscal date pattern. To do this, run the Repost Account Ledger program (R099102). Use the same data selection that you used when you ran the Calculate Fiscal Year and Period program. This updates the F902 table with amounts based on the new period number and fiscal year that were previously assigned to the F0911 records.

- If you did not complete the processing options on the Balance Forward tab, run the Annual Close program (R098201) one year at a time for all of the existing fiscal years.

Note

None of the financial reports processed under the old fiscal date pattern match the information on the financial reports for the restated years.

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Printing General Journals* for more information about locating automatic entries
- ❑ *Entering Journal Entries* for more information about creating missing entries
- ❑ *Setting Up Fiscal Date Patterns*
- ❑ *Closing a Fiscal Year*

Running the Repost Account Ledger Program

From the Global Updates menu (G09316), choose Repost Account Ledger.

After you recalculate the fiscal year and period, you must run the Repost Account Ledger program (R099102). This program does the following:

- Updates account balances with the posted amounts from the Account Ledger table (F0911)
- Maintains an audit trail of account ledger transactions that transfer account balances to new periods or fiscal years

If you purge the transaction detail for one or more years, the processing options allow you to specify the beginning balance forward for one fiscal year to be carried forward to the first fiscal year under the new date pattern.

Note

Run the repost during nonbusiness hours when no users are on the system. Reposting fiscal years can take a considerable amount of processing time.

Processing Options for Repost Account Ledger (R099102)

Mode Tab

1. Process Mode

1 = Print Report (the default)

2 = Print Report and Update

F0902

Use this processing option to specify the mode in which you want to run this report. Enter one of the following choices:

1

Run the report in proof mode. The system prints a report that displays the changes to the Account Ledger that will occur if you run the report in final mode. This is the default.

2

Run the report in final mode. The system prints a report that displays the changes to the Account Ledger that have occurred and updates the Account Balances table (F0902) to match the Account Ledger table (F0911).

Data Selection and Sequence for Repost Account Ledger

If you have recalculated the fiscal year and period, you must use the same data selection that you used when you ran the Calculate Fiscal Year and Period program (R099103).

If a period needs to be reposted, do not specify the period. You must specify the entire fiscal year. Otherwise, only information for that period exists in the Account Balances table (F0902) and all other period information is cleared.

The system does not repost ledger type BA because budget amounts do not require transaction support in the Account Ledger table (F0911). If you have defined ledger types that do not have complete transaction support, change the data selection to bypass these ledgers.

The system automatically reposts unit ledgers with the amount information. For example, to repost an actual amounts ledger (AA) with units (AU), enter ledger type equal (EQ) to AA in the data selection. The system reposts both the amount and unit ledgers.

Do not change the data sequence.

Recalculating the Fiscal Year and Period

From the Global Updates menu (G09316), choose Calculate Fiscal Year and Peri.

The Calculate Fiscal Year and Period program (R099103) recalculates the fiscal year and period in the Account Ledger table (F0911) using a revised fiscal pattern that is specified in the Date Fiscal Patterns table (F0008).

After you run the Calculate Fiscal Year and Period program, you must run the Repost Account Ledger program (R099102) to update the Account Balances table (F0902).

Processing Options for Calculate Fiscal Year and Period (R099103)

Mode Tab

1. Process Mode

1 Print Report (the default)

2 Print Report and Update F0911

Use this processing option to specify the mode in which to run the Calculate Fiscal Year and Period program (R099103). Valid values are:

1

Run the Calculate Fiscal Year and Period program in proof mode.

If you run the Calculate Fiscal Year and Period program in proof mode, the system prints a report displaying the updates to the Account Ledger table (F0911) that will occur if you run the report in final mode. It does not update the Account Ledger table.

2

Run the Calculate Fiscal Year and Period program in final mode.

If you run the Calculate Fiscal Year and Period program in final mode, the system updates the Account Ledger table. The system also prints a report displaying the updates made to the Account Ledger so that you have an audit trail.

2. Version Name For R099102

Blank = Do not run this UBE.(the default)

XJDE0001 = Repost

XJDE0002 = Repost and Update F0902

Use this processing option to specify the version of the Repost program (R099102). Valid Values are:

XJDE0001

Run the Repost program in proof mode.

If you run the Repost program in proof mode, the system prints a report displaying the updates to the Account Balances table (F0902) that will occur if you run the report in final mode. It does not update the Account Balances table.

XJDE0002

Run the Repost program in final mode.

If you run the Repost program in final mode, the system updates the Account Balances table. The system also prints a report displaying the updates made to the Account Balances table so that you have an audit trail.

Blank

Do not run the Repost program.

Data Selection and Sequence for Calculate Fiscal Year and Period

Enter a value for Company, Ledger Type, Fiscal Year, or any combination of the three. If you are changing fiscal periods, you do not specify fiscal year.

Do not change the data sequence.

52 Period Accounting

52 period accounting helps businesses track perishable items in weekly accounting intervals. For example, grocery stores typically use 52 period accounting to report their financial status on a weekly basis.

You can establish 52 accounting periods per year, plus two extra periods for adjustments.

You must perform the following setup tasks before using 52 period accounting:

- Setting up fiscal date patterns for 52 period accounting
- Setting up financial reporting dates for 52 period accounting

Prerequisite

- ❑ Set the processing option in the standard post program to submit the post for 52 periods. When you run the post, the system updates the Account Balances (F0902) and Account Balances - 52 Period Accounting (F0902B) tables.

For more information about posting, see *Posting Financial Batches* in the *General Accounting Guide*.

Setting Up Fiscal Date Patterns for 52 Period Accounting

You set up your system for 52 period accounting using fiscal date patterns with weekly period-ending dates. You can use periods 53 and 54 for audit adjustments.

If you have multiple companies that use the same fiscal date pattern, set up the fiscal date pattern one time for all of the companies.

The system stores 52 period dates in the Date Fiscal Patterns - 52 Period Accounting table (F0008B).

You should add a date pattern for the current, prior, and future year. When you set up a future year's date pattern, the system accepts transactions for dates within that pattern and warns you if they are PACO (Post After Cutoff) or WACO (Way After Cutoff).

Each period must have at least one day of its own on which to post. You cannot set up periods with the same ending dates or overlapping dates.

Dates must be in proper format. For example, 09/01/05 is the proper format for September 1, 2005. Each date must correspond to a standard date pattern with the same pattern name.

You must set the date pattern with the following:

- Dates for each period. If you receive an error message when you enter a date, verify the date pattern. The system considers any date that is not set up to be invalid during data entry.
- Periods in sequential order and having the same beginning and ending dates as the standard fiscal year pattern. Otherwise, the system uses the standard fiscal year pattern to determine the correct fiscal year.

- Fiscal years in sequential order. Gaps in the date pattern at the period level or the fiscal year level prevent the system from posting properly.

► **To set up fiscal date patterns for 52 period accounting**

From the 52 Period Accounting menu (G09313), choose Set 52 Period Dates.

1. On Work With 52 Periods, click Add.
2. On Set Up 52 Periods, complete the following fields:
 - Fiscal Date Pattern
 - Date Fiscal Year Begins
 - Period End Date
3. Click OK.
4. On Work With 52 Periods, choose Print 52 Periods from the Reports menu to print a report of the fiscal date patterns that you have set up.

Setting Up Financial Reporting Dates for 52 Period Accounting

The system does not supply the current period as the default. Therefore, you must set up the current 52 period accounting period and year. If the period is incorrect on your financial reports, verify the reporting period and year, and correct them if necessary.

► **To set up financial reporting dates for 52 period accounting**

From the Organization & Account Setup menu (G09411), choose Company Names & Numbers.

1. On Work With Companies, choose a company and click Select. .
2. On Company Setup, click the 52 Period Accounting tab.
3. Complete the following fields:
 - 52 Period Normal Number of Periods
 - 52 Period Financial Reporting Period
 - 52 Period Financial Reporting Year
4. Click OK.

Closing a 52 Period Year

From the 52 Period Accounting menu (G09313), choose Annual Close for 52 Period.

Run the Annual Close for 52 Period program (R09820B) at the end of each fiscal year after you run the Annual Close program (R098201).

The Annual Close for 52 Period program updates the Account Balances - 52 Period Accounting table (F0902B) with balances from the Account Balances table (F0902). This program updates amounts for the following:

- Prior year-end net
- Prior year-end cumulative
- Beginning budget
- Projected over/under
- Percent complete
- Projected final
- Budget requested
- Budget approved
- Week-to-date

Prerequisite

- ❑ Run the Annual Close program (R098201) from the Periodic and Annual Processes menu (G0924) to update the Account Balances table (F0902). See *Closing a Fiscal Year* in the *General Accounting Guide* for more information about how to run the R098201 program.

Data Selection for Annual Close for 52 Period

Set the fiscal year equal to the *next* fiscal year, not the fiscal year that you are closing. For example, if your current fiscal year is 05 (2005) and you want to close fiscal year 04 (2004), set the Fiscal Year data selection to 05.

If the selection criteria for the Annual Close for 52 Period (R09820B) and Repost for 52 Period (R0902B) programs are the same, the results are the same, except that the Repost for 52 Period program also updates the 54 amount categories from the Account Ledger table (F0911).

Changing to 52 Period Accounting

From the 52 Period Accounting menu (G09313), choose Repost for 52 Period.

You can change amounts in 12-to-14 period account balances to 52 period account balances. To do this, you must post transactions to the Account Balances table (F0902), and then run the Repost for 52 Period program (R0902B).

The Repost for 52 Period program reposts the Account Ledger table (F0911) to the Account Balances - 52 Period Accounting table (F0902B). This program uses the Date Fiscal Patterns - 52 Period Accounting table (F0008B) with 54 period-ending dates to determine the period number. After you run this program, you can design a report to verify the balances using the Report Design tool.

If the G/L date or fiscal date does not exist in the Date Fiscal Patterns - 52 Period Accounting table, the system does not update the F0902 table with transactions from the F0911 table.

The system reposts only posted, non-summarized records.

Prerequisite

- ❑ Set up the fiscal date pattern for 52 periods. See *Setting Up Fiscal Date Patterns for 52 Period Accounting* in the *General Accounting Guide*.
- ❑ Set the processing option in the Post General Journal program (R09801) to submit the post for 52 periods. Run the R09801 program. The system updates the Account Balances (F0902) and Account Balances - 52 Period Accounting (F0902B) tables. See *Posting Financial Batches* in the *General Accounting Guide* for more information about running the R09801 program.

Data Selection for Repost for 52 Period

Do not enter a fiscal period. You must enter the fiscal year.

Printing a 52 Period Income Statement

From the 52 Period Accounting menu (G09313), choose 52 Period Income Statement.

Run the 52 Period Income Statement program (R10252) to compare current period and year-to-date amounts with amounts for the same period in the prior year. .

Prerequisites

- ❑ Verify that you have set up automatic accounting instruction (AAI) items FSxx. These items establish the optimal interim totals on the income statement.
- ❑ Verify that your 52-period financial-reporting dates are set correctly. See *Setting Up Financial Reporting Dates for 52 Period Accounting* in the *General Accounting Guide*.

See Also

- ❑ *Printing a Simple Income Statement* in the *General Accounting Guide* for more information about printing an income statement

Processing Options for 52 Period Income Statement (R10252)

Options

Enter the period number and fiscal year the report is to be based upon. If left blank, the 52 period financial reporting period and year will be used. For the 52 period reporting date to be company specific you must sequence by company or business unit.

Period Number

Fiscal Year

Enter the account level of detail to be used when the option for level of detail processing is on.

Account Level Of Detail

Data Selection and Data Sequence for 52 Period Income Statement

Data selection and sequencing for the 52 Period Income Statement program are the same as data selection and sequencing for printing an income statement for 12-to-14 period accounting.

Cash Basis Accounting

Cash basis accounting is an accounting method that recognizes revenue when monies are received and expenses when monies are paid out. This accounting method shows only cash that is actually received or disbursed during a particular accounting period. You might be required to use cash basis accounting due to a requirement in an oil well lease, venture capital, or partnership.

The timing of receipts and disbursements might differ from the period of operating activities. Therefore, the period during which cash basis transactions are recorded might differ from the period during which transactions are recorded for accrual accounting.

The system maintains accrual entries in the AA (actual amount) ledger. When you use cash basis accounting, the system generates parallel transactions from the AA ledger and updates the AZ (cash basis) ledger.

Setting Up Cash Basis Accounting

The system creates cash basis entries based on the document type of the accrual entry in the AA ledger. When you set up the system for cash basis accounting, you must exclude those document types for which you do not want the system to create cash basis entries. Additionally, you determine the document type that you want the system to use for the cash basis entry and, if necessary, set up and assign the document type in a UDC table.

When you set up the system for cash basis accounting, you must ensure that cash basis AAIs are set up properly. Cash basis accounting uses AAIs to track rounding differences that might occur in the Accounts Payable and Accounts Receivable systems as a result of using taxes, multiple currencies, or discounts. If you enter unapplied receipts, the system uses an AAI to provide a suspense revenue account for the cash basis entry.

Excluding Document Types for Cash Basis Entries

You must identify the document types in the AA ledger that you want the system to exclude when creating cash basis entries in the AZ ledger. The system creates an entry in the AZ ledger for every entry in the AA ledger with a document type that does not appear in UDC 00/DX (Excluded Document Types).

You should exclude voucher (PV) and invoice (RI) document types because cash basis entries for them should not be created until they are paid. You should also exclude document types that do not represent cash transactions, such as the following:

- Automatic entries (AE)
- Credit memos (PM)
- Debit memos (RM)
- Adjustments (RA)
- Recurring documents (PR and RR)
- Finance charges (RF)

- Accrued property taxes (JT)
- Depreciation entries (DP)

Ensure that any custom document types are analyzed for exclusion of cash basis entries.

Do not exclude document types that represent the void for A/P payments (PO) or A/R receipts (RO).

► To exclude document types for cash basis entries

From the Cash Basis Accounting menu (G09314), choose Document Types to be Excluded.

1. On Work With User Defined Codes, verify that the document types that you want to exclude are in the UDC table.
2. If the document type does not appear, add it to the table.

See Also

- *Adding a User Defined Code in the Foundation Guide*

Setting Up Cash Basis Document Types

You must decide which document types you want the system to use when it creates cash basis entries. We recommend that you do not use the same document type in both the AZ and AA ledgers. Using the same document type could cause confusion when you locate a journal entry because both the AA and AZ ledger records would appear, suggesting that the record had been entered twice. Using the same document type would also increase processing time because the system would need to distinguish between the two records in the Account Ledger table (F0911).

If you do not set up cash basis document types, the system assigns them based on the document type of the originating entry. The system uses the first character of the document type in the AA ledger entry and the letter Z for the second character. For example, if an entry in the AA ledger has a document type of PT and you do not set up a cash basis document type, the system uses the document type PZ for the cash basis entry.

Because all of the Accounts Payable payment-document types begin with the letter P (PK, PN, and PT), all cash basis entries for the Accounts Payable system are assigned a document type of PZ unless you set up a different document type. You might want to set up different document types to differentiate automatic, manual, and electronic cash-basis payment transactions. For example, you might set up the document type PZ for automatic payments, MZ for manual payments, and TZ for electronic payments.

Each document type that you use for cash basis entries must exist in UDC 00/DT (Document Type - All Documents).

► To set up cash basis document types

From the Cash Basis Accounting menu (G09314), choose Valid Document Types.

1. On Work With User Defined Codes, determine the document types that you want to use for cash basis accounting.
2. Verify that the document types exist in the UDC table.
3. If a document type does not exist, add it to the table.

See Also

- *Adding a User Defined Code in the Foundation Guide*

Assigning Cash Basis Document Types

After you set up the document types that you want the system to use for cash basis entries, you must assign them to the AA ledger document type from which the system creates cash basis entries.

► To assign cash basis document types

From the Cash Basis Accounting menu (G09314), choose Valid Document Types.

1. On Work With User Defined Codes, choose the document type in the AA ledger for which you want to assign a corresponding document type in the AZ ledger and click Select.
2. On User Defined Codes, enter the 2-character code for the cash basis document type in the first two positions of the Description 02 field.

You are not required to complete this field if you are using system-assigned document types, such as PZ, RZ, or JZ.

PeopleSoft®

Valid Document Types - User Defined Codes

OK Find Delete Cancel Row Tools

Product Code 00 Foundation Environment

User Defined Codes DT Document Type - All Documents

Records 1 - 2 Customize Grid

	Codes	Description 1	Description 2	Special Handling	Hard Coded
<input checked="" type="radio"/>	PT	Electronic Funds Transfer	Hard Coded use in A/P		N
<input type="radio"/>					

3. Click OK to return to the previous form.

Setting Up AAIs for Cash Basis Accounting

Cash basis accounting uses AAIs for the following types of transactions only:

- Unapplied receipts
- A/P and A/R balancing accounts

You must set up AAIs for these types of transactions to track cash basis entries properly.

See Also

- *Working with AAIs in the General Accounting Guide* for more information about setting up, reviewing, and revising AAIs

Cash Basis Entries for Unapplied Receipts

When the system creates cash basis entries for receipts, it debits the bank account from the receipt and credits the revenue accounts from the invoices that the receipt pays.

When you enter an unapplied receipt, however, you record the receipt without applying it against an invoice. Later, you match the unapplied receipt to the appropriate invoice. When the system creates a cash basis entry for an unapplied receipt, it debits the bank account and credits a suspense revenue account. Later, when you apply the receipt against an invoice, the system creates cash basis entries that debit the suspense revenue account and credit the invoice revenue accounts.

If you enter unapplied receipts, you must set up an AAI to direct the system to the suspense revenue account. The system uses one of the following AAI items based on the hierarchy below to retrieve the suspense revenue account for unapplied receipts:

- **CByyyy**. The system first searches for CByyyy (where yyyy is the G/L offset from the unapplied receipt). You can enter the G/L offset when you enter the receipt or allow the value to be supplied from the customer master record based on a processing option setting.
- **CBUC**. If CByyyy is not set up or if you do not use the G/L offset field, the system then searches for CBUC. The system supplies UC as the default value for the G/L Offset field when you enter unapplied receipts without an offset.
- **RCyyyy**. If the system cannot locate CBUC, the system next searches for RCyyyy (where yyyy is the G/L offset entered on the receipt).
- **RCUC**. If RCyyyy is not set up or if you do not use the G/L Offset field, the system finally searches for RCUC. The system supplies UC as the default value for the G/L Offset field in which you enter unapplied receipts without an offset. If the system cannot locate RCUC, it returns an error.

Note

If you are using the Property Management system (15), the Unapplied Bill Code field (GLC) is the same as the G/L Offset field that is used in the standard, speed, and draft entry programs. The system searches for CByyyy (where yyyy = Unapplied Bill Code).

When you set up the AAI for the suspense revenue account, you must designate a business unit in the AAI.

A/P and A/R Balancing Accounts for Cash Basis

You must set up the following AAIs to identify the A/P and A/R balancing accounts for rounding differences:

CBAP	Cash basis A/P balancing
CBAR	Cash basis A/R balancing

The system uses A/P and A/R balancing accounts when calculations for multiple pay items, discounts, and taxes create slight rounding differences.

See Also

- *AAIs for General Accounting* in the *General Accounting Guide* for general information about AAIs

Creating Cash Basis Entries

You create cash basis entries by running the Create Cash Basis Entries program (R11C850) from the Cash Basis Accounting menu (G09314) or by activating the cash basis processing option in the General Ledger Post program (R09801). You must understand how the system creates cash basis entries for General Accounting, Accounts Payable, and Accounts Receivable to determine the best business practice for running the program. Because the program can create cash basis entries out of balance, you should also know when this occurs and what to do.

Additionally, you should review how the system creates accrual entries for Accounts Payable payments and Accounts Receivable receipts because cash basis entries are based on accrual entries.

Accrual Entries for A/P Payments and A/R Receipts

When you use cash basis accounting, you create transactions in the cash basis ledger (AZ) at the time that you receive and disburse money. Transactions involving the receipt and disbursement of money occur in the Accounts Receivable and Accounts Payable systems.

For accrual entries (AA ledger type), the system creates debits and credits to the bank account in the Account Ledger table (F0911) for the following batch types:

K	Automatic payments
M	Manual payments with match
W	Manual payments without match
RB	Receipts

The system creates the entry as one sided with a document type of PK, PN, or PT for Accounts Payable and RC or RK for Accounts Receivable. The system creates a balancing entry in the Accounts Payable and Accounts Receivable trade accounts with a document type of AE (automatic entry). Because the system creates both documents in the same batch, the batch is in balance and can be posted without error.

Cash Basis Entries for Account Ledger Records

The Create Cash Basis Entries program (R11C850) creates cash basis entries that are based on accrual transactions in the Account Ledger table (F0911), regardless of batch type. The program also has processing options that allow you to create cash basis entries based on payment transactions in Accounts Payable and Accounts Receivable.

When you run the Create Cash Basis Entries program without setting the processing options for Accounts Payable or Accounts Receivable, the system locates transactions in the Account Ledger table that meet the following criteria:

- The document type is not in UDC 00/DX (Excluded Document Types).
- The ledger type is AA.
- The posted code is P.
- The cash basis posting code (GLALT6) is blank (transaction has not been processed for cash basis).

Every time that you run the Create Cash Basis Entries program, the system creates cash basis entries in a single batch in the Account Ledger table that have a ledger type of AZ and a batch type of G. The system uses the G/L date from the originating AA ledger transaction as the G/L date for the cash basis entry.

To prevent the system from creating cash basis entries multiple times for the same transactions, the system updates the cash basis posting code (GLALT6) to P on the F0911 accrual records. Therefore, if you delete cash basis entries before you post them, the system does not create new cash basis entries for the same records; you must manually enter journal entries to the AZ ledger to re-create the cash basis entry.

When the system creates cash basis entries based on journal entries, the system copies the entire transaction to the cash basis ledger and assigns it a cash basis document type. As long as you create the original journal entry in balance, the system creates the cash basis entry in balance.

Caution

If you have Accounts Payable and Accounts Receivable transactions for batch types K, M, W, or RB, and you do not set the processing options to create Accounts Payable and Accounts Receivable cash basis entries, the system creates the cash basis entries one sided (out of balance). The system locates the F0911 payment record for the bank account, but does not retrieve the associated Accounts Payable expense or Accounts Receivable revenue account to balance the entry.

See Also

- ❑ *Entering Journal Entries* in the *General Accounting Guide* for more information about entering basic journal entries to re-create cash basis entries

Cash Basis Entries for Units

If you work with units, the system creates unit entries in the cash basis unit ledger (ZU) unless you designate a different ledger type in the processing option of the post program. Units for accrual transactions are created in the AU ledger. The unit ledgers exist only in the Account Balances table (F0902), not in the Account Ledger table (F0911). The system updates unit ledgers when you post accrual and cash basis entries.

Cash Basis Entries for A/P and A/R

The Create Cash Basis Entries program (R11C850) always creates cash basis entries for Account Ledger transactions first, and then launches additional programs to create balancing entries for Accounts Payable and Accounts Receivable payment batches (K, M, W, and RB).

For Accounts Payable payment and Accounts Receivable receipt transactions, the system first processes the Account Ledger record (F0911) for the bank account. The system excludes Account

Ledger transactions that record the corresponding expense and revenue accounts because those document types (such as PV and RI) are in UDC 00/DX. To balance the cash basis entry, the system runs the Create Cash Basis Entries - A/P (R11C854) and Create Cash Basis Entries - A/R (R11C853) programs to retrieve the expense and revenue accounts. These programs run only when the processing options are properly set.

The system locates paid vouchers from the Accounts Payable Matching Document Detail table (F0414) and paid invoices from the Receipts Detail table (F03B14) that meet the following criteria:

- The posted code is D.
- The cash basis posting code is blank (RNALT6 in the F0414 table and RZALT6 in the F03B14 table).

When the system locates eligible transactions, it does the following:

- Locates Accounts Payable Ledger table (F0411) and Customer Ledger table (F03B11) records to retrieve the expense and revenue accounts
- If RPOBJ (object) has a value, uses RPMCU (business unit), RPOBJ, and RPSUB (subsidiary) from the invoice or voucher record
- If RPOBJ is blank, locates the expense and revenue accounts from the associated Account Ledger table (F0911) distribution record
- Adds the expense and revenue account information to the cash basis entry that was previously generated for the bank account (based on the F0911 payment and receipt record)

Amounts are prorated under the following conditions:

A/P Payments	The payment does not fully pay the voucher.
	The payment is for multiple vouchers.
	The payment is for vouchers with multiple expense accounts.
A/R Receipts	The receipt does not fully pay the invoice.
	The receipt is for multiple invoices.
	The receipt is for invoices with multiple revenue accounts.

To prevent the system from creating cash basis entries multiple times for the same vouchers and invoices, the system updates the cash basis posting code (ALT6) to P on the F0414 and F03B14 records (RNALT6 and RZALT6, respectively). Therefore, if you delete cash basis entries before you post them, the system does not create new cash basis entries for the same records; you must manually enter journal entries to the AZ ledger to re-create the cash basis entry.

Out-of-Balance Conditions

Every time that you run the Create Cash Basis Entries program (R11C850), the system creates transactions in a new batch. The Create Cash Basis Entries program creates one-sided entries under the following conditions:

- Eligible Account Ledger records (F0911) exist for batch types K, M, W, or RB that have not been processed for cash basis.
- You do not set the processing option to create Accounts Payable and Accounts Receivable cash basis entries.

If one-sided entries are created and you run the Create Cash Basis Entries program again with the processing options set for Accounts Payable and Accounts Receivable, the system creates cash basis entries for the expense and revenue accounts in a different batch. Because you did not run the program with the processing options set to create Accounts Payable and Accounts Receivable entries initially, the system creates entries in two batches and neither batch is in balance. To post these cash basis batches, you must post them out of balance.

See Also

- ❑ *Revising Batches to Post Out of Balance* in the *General Accounting Guide* for more information about how to post a batch out-of-balance

Running the Create Cash Basis Entries Program from the Menu

From the Cash Basis Accounting menu (G09314), choose Create Cash Basis Entries.

Multithreaded Job Queues

If your system is set up for multithreaded job queues, do not run the Create Cash Basis Entries program (R11C850) from the menu. Instead, run a version of the program from the General Ledger Post program (R09801). Only the post program can be run using multiple job queues.

The system generates cash basis entries when you run the Create Cash Basis Entries program (R11C850).

We recommend running the Create Cash Basis Entries program from the menu with the processing options set to create accounts payable and accounts receivable entries when you first use cash basis accounting. Because all transactions that were previously entered must be processed for cash basis, the program requires additional processing time and might run more efficiently during off-peak hours.

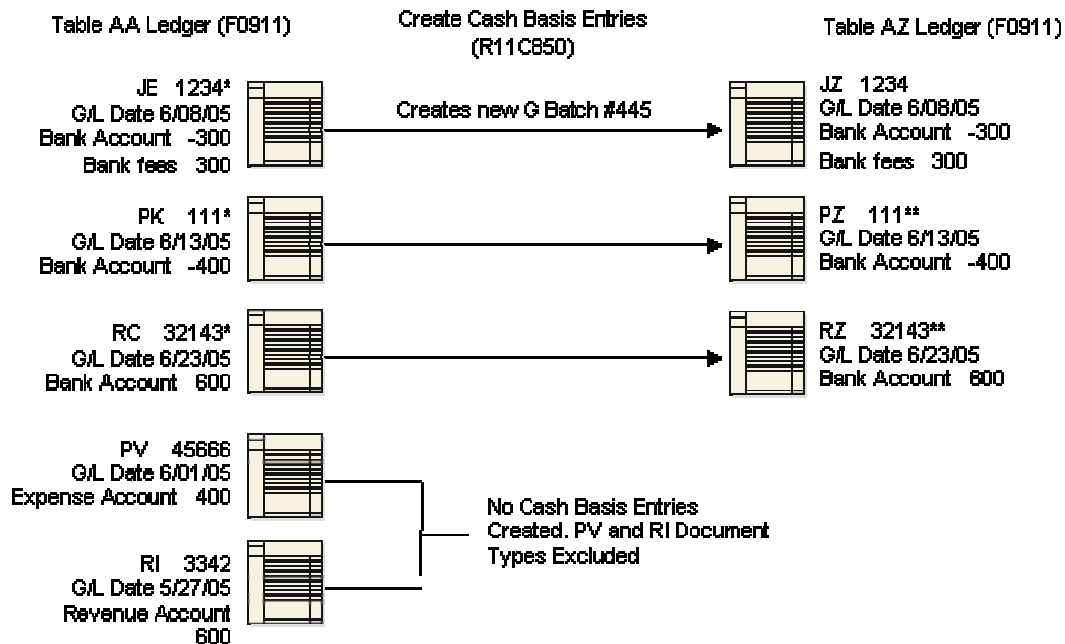
Running the program from the menu also allows you to control when cash basis entries are created, which is ideal if you create cash basis entries periodically, such as weekly, monthly, or quarterly.

Example: How Cash Basis Entries Are Created

The following graphic illustrates how cash basis entries are created for the General Accounting, Accounts Payable, and the Accounts Receivable systems:

Create Cash Basis Entries

Exclude Document Types: AE, DP, JT, PM, PR, PV, RA, RI, RM, RR



* GLALT6 Updated to P when cash basis entries are created

** Entries are out of balance until you run Create Cash Basis Entries for A/P (R11C854) and A/R (R11C853)

Create Cash Basis Entries – A/P (R11C854)	Create Cash Basis Entries – A/R (R11C853)
The system uses the F0414 table to locate all paid vouchers that have not been updated for cash basis. The system uses the check number (DOCM) from the F0413 table as the cash basis document number. The system uses the G/L date from the check record as the G/L date for the cash basis document.	The system uses the F03B14 table to locate all paid invoices that have not been updated for cash basis. The system uses the G/L document number (DOCG) as the cash basis document number. The system uses the G/L date from the receipt record as the G/L date for the cash basis document.
The system uses the voucher number to locate the document in the F0411 table, and then gets values from the OBJ and SUB fields to use for expense account in cash basis.	The system uses the invoice number to locate the document in the F03B11 table, and then gets values from the OBJ and SUB fields to use for revenue account in cash basis.

If the OBJ and SUB fields are blank, the system searches the F0911 record to locate expense accounts.	If the OBJ and SUB fields are blank, the system looks at the F0911 record to locate revenue accounts.
The system updates the F0911 record (PZ 111) in batch #445 with expense account information from the voucher (PV 44566).	The system updates the F0911 record (RZ 32143) in batch #445 with revenue account information from the invoice (RI 3342).
The system updates the RNALT6 field to P in F0414 table.	The system updates the RZALT6 field to P in F03B14 table.

Resulting Cash Basis Entries (after all programs run)

Batch Type G, Batch Number 445

PZ 111 G/L Date 6/13/05 (R11C850) Bank Account -400 (R11C854) Expense Account 400			RZ 32143 G/L Date 6/23/05 (R11C850) Bank Account 600 (R11C853) Revenue Account -600
--	---	---	--

Processing Options for Create Cash Basis Entries (R11C850)

Process Tab

1. G/L Post

Blank = Do not post the Cash Basis entries

1 = Post Cash Basis entries to G/L

Use this processing option to specify whether to post cash basis entries to the Account Ledger table (F0911).

If your system is set up for multithreaded job queues, do not run the Create Cash Basis Entries program (R11C850) from the menu. Instead, run a version of the program from the General Ledger Post Report program (R09801). Only the General Ledger Post Report program can be run using multiple job queues.

Defaults Tab

1. 'AZ' Journal Entry Explanation

Blank = Audit Information

1= 'AA' Journal Entry Explanation

Use this processing option to specify whether to use the journal entry explanation from the AA ledger record for the cash basis (AZ) ledger entries. If you leave this processing option blank, the system uses audit information.

Versions Tab

1. G/L Post (R09801) Version

Blank = ZJDE0001

Use this processing option to specify the version of the General Ledger Post Report program (R09801) in which to process cash basis entries. If you leave this processing option blank, the system uses version ZJDE0001.

Data Selection and Data Sequencing for Create Cash Basis Entries

The Create Cash Basis Entries program (R11C850) ignores data selection. Do not change the data sequencing for this program.

Running Create Cash Basis Entries from the Post Program

After you create cash basis entries, you can ensure that your cash basis ledger has the most up-to-date information on an ongoing basis (as cash is received or disbursed) by activating a processing option in the General Ledger Post program (R09801).

To activate the cash basis processing option, you designate the version of the Create Cash Basis Entries program (R11C850) that you want to run. If that version has processing options activated to create accounts payable and accounts receivable entries, the system creates cash basis entries for these systems even if you are posting entries to a different system, such as General Accounting.

You should activate the cash basis processing option in versions of the General Ledger Post program for the following types of batches only:

G	General Ledger
K	Automatic Payments
M	Manual Payments with Match
W	Manual Payments without Match
RB	Receipts

Processing Options for General Ledger Post (R09801)

Print Tab

These processing options specify which account format prints on the report and whether the report includes error messages.

1. Account Format

Blank = Default Account Format

1 = Structured Account

2 = Short Account ID

3 = Unstructured Account

Use this processing option to specify the account format that you want to print on the General Ledger Post report.

2. Print Error Messages

Blank = No error message will print

1 = Error message will print

Use this processing option to specify whether to print error messages on the General Ledger Post report. If you leave this processing option blank, an error message still prints in the work center when an error message is detected. Valid values are:

Blank

Do not print error messages.

1

Print error messages.

Versions Tab

These processing options specify versions of the corresponding programs to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Detail Currency Restatement Version

Blank = No Detail Currency Restatement entries created

Use this processing option to specify the version of the Detailed Currency Restatement program (R11411) that you want to run to create entries. If you leave this field blank, the program does not run and does not create detailed currency restatement entries.

2. Fixed Asset Post Version

Blank = No Fixed Asset entries created

Use this processing option to specify the version of the Fixed Asset Post program (R12800) that you want the system to run to create fixed asset entries. If you leave this field blank, the Fixed Asset Post program (R12800) does not run and does not create fixed asset entries.

3. 52 Period Post Version

Blank = No 52 Period Post entries created

Use this processing option to specify the version of the 52 Period Accounting Post program (R098011) to use to update the Account Balances table (F0902) and the Account Balances - 52 Period Accounting table (F0902B). If you leave this processing option blank, the 52 Period Accounting Post program does not run and does not update the tables.

Edits Tab

This processing option specifies whether the system updates the specific fields on the transaction.

1. Update Transaction

Blank = No editing

1 = Update transaction

Use this processing option to update Account ID, Company, Fiscal Year, Period Number, Century, and Fiscal Quarter on unposted records in the Account Ledger table (F0911). You might need to update these fields if you have records in the Account Ledger table that were created by a custom program and may not contain the correct values in these fields.

The system uses the value in the G/L Account Number field of the unposted record in the Account Ledger table to update the Account ID and Company fields.

The system calculates the correct values for the Fiscal Year, Period Number, and Century fields using the value in the G/L date field of the unposted record in the Account Ledger table.

The system will update the Fiscal Quarter field on the unposted record in the Account Ledger table to blank.

Taxes Tab

These processing options specify how the system updates tax information.

1. Update Tax File

Blank = No update to Tax File

1 = VAT or Use Tax only

2 = For all Tax Amount

3 = For all Tax Explanation Codes

Use this processing option to specify whether and how to update the Taxes table (F0018) when you post transactions with tax information to the general ledger. Valid values are:

Blank

The system does not update the Taxes table.

1

The system updates the Taxes table for the following tax explanation codes only: V, VT, V+, U, and UT.

2

The system updates the Taxes table for all tax amounts. The system does not update the Taxes table for transactions with tax explanation code E (exempt).

3

The system updates the Taxes table for all tax explanation codes including E (exempt).

2. Update VAT Discounts

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax amount fields, and which fields to adjust, when discounts are taken. The system adjusts the tax amount fields only for transactions with tax explanation code V.

Note: The following options in the tax rules must be turned on to use this processing option:

- o Tax on Gross Including Discount
- o Discount on Gross Including Tax

Valid values are:

Blank

The system does not adjust tax amounts for discounts taken.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for discounts taken:

- o Adjustment to the gross amount (extended price) = discount taken

-
- o Adjustment to the taxable amount = (taxable amount / gross amount) x discount taken
 - o Adjustment to the tax amount = (tax amount / gross amount) x discount taken

For example:

Tax Rate = 25%

Discount Taken = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- o Adjustment to the Gross Amount = 12.50
- o Adjustment to the Taxable Amount = 10.00
- o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- o Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$
- o Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$
- o Adjusted Tax Amount: $250.00 - 2.50 = 247.50$

3. Update VAT Receipts and W/O

Blank = No Adjustment

1 = Update VAT only

2 = Update VAT, Ext Price and Taxable

Use this processing option to specify whether to adjust the tax fields, and which fields to adjust, when the receipt has a write-off. The system adjusts the tax amount fields only for transactions with tax explanation code V. Valid values are:

Blank

The system does not adjust tax amounts for write-offs.

1

The system updates only the tax amount field (STAM).

2

The system updates the tax (STAM), taxable (ATXA), and extended price (AEXP) amount fields.

The system uses the following algorithms to calculate the adjustment amounts to the tax, taxable, and gross (extended price) amount fields for write-off amounts:

- o Adjustment to the gross amount (extended price) = write-off amount
- o Adjustment to the taxable amount = (taxable amount / gross amount) x write-off amount
- o Adjustment to the tax amount = (tax amount / gross amount) x write-off amount

For example:

Tax Rate = 25%

Write-off Amount = 12.50 USD

Gross Amount (Extended Price) = 1,250.00 USD

Taxable Amount = 1,000.00 USD

Tax Amount = 250.00 USD

Based on the example, using the adjustment algorithms, the system calculates the following adjustment amounts:

- o Adjustment to the Gross Amount = 12.50
- o Adjustment to the Taxable Amount = 10.00
- o Adjustment to the Tax Amount = 2.50

To calculate the adjustments, the system subtracts the adjusted amount from the original amount:

- o Adjusted Gross Amount: $1,250.00 - 12.50 = 1,237.50$
- o Adjusted Taxable Amount: $1,000.00 - 10.00 = 990.00$
- o Adjusted Tax Amount: $250.00 - 2.50 = 247.50$

Process Tab

This processing option specifies whether the system explodes the parent item.

1. Explode parent item time

Blank = No exploding

1 = Explode parent item time

Use this processing option to specify whether the system explodes the time entries for a parent asset down to the children of the parent asset. If you enter a 1 for this processing option, the General Ledger Post Report program (R09801) creates time entries for the parent asset's children. The system uses the unit of time from the parent asset entries and the rates from the child asset to calculate the appropriate entries. This processing option applies only to batch type T entries. Valid Values are:

Blank

Do not explode the time entries for a parent asset down to the children of the parent asset.

1

Explode the time entries for a parent asset down to the children of the parent asset.

Cash Basis Tab

These processing options specify the units ledger type to assign to cash basis entries, and the version of the Create Cash Basis Entries program (R11C850) to run. If a version is not specified, the system does not run the program. If a version is specified, the system runs the program after the post program finishes.

1. Units Ledger Type

Blank = ZU

Use this processing option to specify the units ledger type for the system to use for cash basis entries. You must enter a valid ledger type from the Ledger Type Master Setup program (P0025). If you leave this processing option blank, the system uses a default ledger type of ZU.

2. Create Cash Basis Entries Version

Blank = No Cash Basis entries created

Use this processing option to specify which version of the Create Cash Basis Entries program (R11C850) to run. If you leave this processing option, the system does not create cash basis entries.

Reviewing Exception Reports

When the system creates cash basis entries, it can generate up to three exception reports for General Accounting, Accounts Payable, and Accounts Receivable. If an exception report does not contain detail information below the heading, no errors occurred when cash basis entries were created. Examples of errors are listed below:

G/L, A/P, and A/R	A cash basis document type is not defined. A message appears on the report, but it does not prevent the system from creating the cash basis entry.
A/P only	The following errors prevent the system from creating cash basis entries for Accounts Payable: <ul style="list-style-type: none">• The original voucher record is not found.• The voucher distribution record is not found.
A/R only	The following errors prevent the system from creating cash basis entries for Accounts Receivable: <ul style="list-style-type: none">• The original invoice record is not found.• The invoice distribution record is not found.

If an Accounts Payable or Accounts Receivable error occurs, the system does not update the cash basis posting code (ALT6). The message *No records written* appears on the report. These errors continue to appear on future exception reports until you correct them.

In most cases, errors that prevent the system from creating cash basis entries for the revenue or expense accounts do not prevent the system from creating the entry for the bank account. When the system creates the entry for the bank account but not the revenue or expense account, the transaction and batch are out of balance. When you correct errors and create cash basis entries again, the next batch for the expense and revenue accounts will be out of balance by the same amount, with the opposite sign. The net effect is that the two batches combined are in balance; however, you must post each of them out of balance.

See Also

- ❑ *Revising Batches to Post Out of Balance* in the *General Accounting Guide* for more information about how to post a batch out-of-balance

Reviewing and Posting Cash Basis Entries

After you create cash basis entries, you must post them to the Account Balances table (F0902). You can do this automatically by activating a processing option in the Create Cash Basis Entries program (R11C850), or you can run the post program from the menu.

If you do not post cash basis entries automatically, you can review, revise, and approve cash basis batches before you post them.

Reviewing Cash Basis Entries

You can review cash basis batches using the Cash Basis Batch Review program (P0011) on the Cash Basis Accounting menu (G09314). Using this program, you can review cash basis batches in the same way that you review other transaction batches. To review cash basis batches only, run the Unposted Cash Basis Report program (R09301) and include data selection for Ledger Type equal to AZ.

After you review cash basis batches, you must post them.

See Also

See the following topics in the *General Accounting Guide*:

- ❑ *Reviewing Transaction Batches*
- ❑ *Approving Transaction Batches*

Posting Cash Basis Entries

After you create and, optionally, review cash basis entries, you must post them to the Account Balances table (F0902). Two methods are available to post cash basis entries:

- As a separate process, by *not* setting the processing option in the version of the Create Cash Basis Entries program (R11C850). If you choose to review cash basis batches prior to posting them, you must run the General Ledger Post Report program (R09801) to post cash basis

batches as a final step. You post cash basis batches exactly as you would post general ledger batches.

- As an automatic process, by setting the processing option in the version of the Create Cash Basis Entries program (R11C850). Regardless of whether you run the Create Cash Basis Entries program from the menu or by setting the cash basis processing option in the post program, the processing option to post cash basis entries must be set in the Create Cash Basis Entries program for the system to launch the Post General Journal program (R09801) automatically after it creates cash basis entries. You can specify the version of the post program for the system to use.

Note

Any cash basis entries that are created out of balance (one sided) must be posted out of balance. See *Revising Batches to Post Out of Balance* in the *General Accounting Guide*

See Also

- ❑ *Posting Financial Batches* in the *General Accounting Guide* for more information about how to post a batch
- ❑ *Processing Options for Create Cash Basis Entries (R11C850)* in the *General Accounting Guide* for more information about how to specify the version of the post that you want to use

Printing Cash Basis Reports

Cash basis reports provide detailed information about cash basis transactions. Use these reports to review transactions, research problems, or verify information.

Unposted Cash Basis Report	Use this report to review transactions before posting or to research out-of-balance conditions.
Cash Basis Integrity Test	Use this report to identify cash accounts that have different balances in the AA (actual amount) and the AZ (cash basis) ledger after posting. This report can be run in summary or detail mode.
Cash Basis Audit	Use this report to review cash basis transactions from the Account Ledger table (F0911). The report shows the transactions that are in a batch, the posting status of each transaction, and whether the transaction is in balance.

Prerequisite

- ❑ Post your cash basis entries. See *Posting Financial Batches* in the *General Accounting Guide*.

Printing the Unposted Cash Basis Report

From the Cash Basis Accounting menu (G09314), choose Unposted Cash Basis Report (R09301).

Run the DEMO version General Journal: Cash Basis Entries. This version has the data selection set for Ledger Type equal to AZ and G/L Posted Code equal to Blank.

The processing time for the Unposted Cash Basis Report depends on the number of unposted batches in the system. Alternatively, you can review cash basis transactions online. Reviewing transactions online provides a quicker, more flexible review. However, if you require an audit trail for proofing or if a balancing problem exists, the report is more useful for detailed analysis.

The Unposted Cash Basis Report shows transactions from the Account Ledger table (F0911).

This report is the same as the Unposted General Journal report (R09301).

See Also

- *Printing the Unposted General Journal in the General Accounting Guide*

Processing Options for the Unposted Cash Basis Report (R09301)

Account Mode

1 = Account Number

2 = Short Account ID

3 = Unstructured Account

4 = Number entered

Units

Enter '1' to print units.

Data Selection and Data Sequencing for the Unposted Cash Basis Report

You can enter additional data selection, but you should not change the data sequencing. The report calculates totals, and changing the data sequencing produces unpredictable totaling results.

Printing the Cash Basis Integrity Test Report

From the Cash Basis Accounting menu (G09314), choose Cash Basis Integrity Test.

The Cash Basis Integrity Test program (R11C750) reviews all of the cash basis entries for a specified time period and produces an exception report that shows the accounts that are out of balance. Only cash accounts can be expected to balance between the two ledgers (AA and AZ).

The report prints summary or detail information. The integrity test with transaction detail can be long. You might want to run the report without detail first to see how many accounts within the selected range are out of balance.

If you specify the detail format in the processing option, all of the posted detail records in the AA and AZ ledgers appear above the ledger balances for each period that is out of balance. If you do not specify the detail format, the two ledger balances appear side by side for each period that is out of balance.

Information on the report appears in reverse chronological order, beginning with the “as of” date that you specify in the processing option and going back through all years that you specify in data selection.

The Cash Basis Integrity Test report shows transactions from the Account Ledger (F0911) and Account Balances (F0902) tables.

Processing Options for the Cash Basis Integrity Test (R11C750)

Select

1. As Of Date

Blank = Use Current Date

Process

1. Transaction Detail

Blank = Summarized Information

1 = Transaction Details

Data Selection and Sequence for the Cash Basis Integrity Report

Enter the prior fiscal years that you want to view. You must specify ledger type AA. The integrity test and report run more efficiently when you sequence by company.

Printing the Cash Basis Audit Report

From the Cash Basis Accounting menu (G09314), choose Cash Basis Audit Report.

The Cash Basis Audit Report (R11C760) provides you with information about the cash basis entries at the transaction level. This report is a powerful research tool that allows you to quickly determine which documents are balanced, as well as which documents are posted. Cash basis entries that do not balance are identified by the message *Document Not Balanced*.

PeopleSoft provides three DEMO versions of this report:

- Cash Basis Audit Report – G/L Entries
- Cash Basis Audit Report – A/R Entries
- Cash Basis Audit Report – A/P Entries

The Cash Basis Audit Report contains information from the Account Ledger table (F0911).

Processing Options for Cash Basis Audit Report (R11C760)

Display

1. Account Number

Blank = Number entered during input

1 = Long account number

2 = Short account number

3 = Unstructured account number

Data Selection and Data Sequencing for the Cash Basis Audit Report

Do not change the data selection for Ledger Type equal to AZ (cash basis). You can enter additional data selection to select posted records, a specific batch, or G/L dates. Do not change the data sequencing. The report calculates totals, and changing the data sequencing produces unpredictable totaling results.

Data Removal for General Accounting

To increase disk space, you can create a single record to replace numerous detail records, and purge or delete information from your system.

The Difference Between Delete and Purge

In terms of data removal, delete and purge are different processes:

- **Delete**
Removes information from the system.
- **Purge**
Depending on which program you run, purge does one of the following:
 - Copies records to a purge table. The system marks the original records as purged and then deletes them from the system.
 - Removes information from the system.

Information That You Can Delete or Purge

You can delete the following kinds of records:

- Account master records
- Business unit and company records

You can purge the following:

- Prior year journal entries
- Prior year account balances
- Bank statement header records
- Bank statement detail records

Summarizing Account Ledger Records

From the Summarize & Purge Data menu (G09317), choose Summarize Transactions.

You can use the Summarize Transactions program (R09811) to create a single record. This record summarizes your transactions and replaces numerous detailed transaction records.

The Summarize Transactions program does the following:

- Creates a summarized record for each accounting period, ledger type, subledger, or subledger type. This record has the following:
 - A document type of BF
 - A document number that is the system Julian date when you summarize transactions

- A G/L date for the period-ending dates
- Marks the summarized detail records. The summarized code in the Account Ledger table is marked with one of the following values:
 - Y (Summarized)
 - Blank (Not summarized)

Three AAI items control the account ranges that are to be summarized or bypassed:

GLSMxx	Defines the range of accounts not to be summarized.
GLRCxx	Defines a range of accounts that must be reconciled before they are summarized. The Reconciled field must have a value from UDC 09/RC to allow summarization.
GLPRxx	Defines a range of accounts that are not purged.

You can also summarize transactions on a period-by-period basis.

After you summarize transactions, you can restate prior fiscal years, if necessary.

After the system creates a summarized record, you can delete or purge records for that year from the Account Ledger table (F0911). Summarization adds records. You must purge and reorganize to actually make more disk space available.

You should summarize transactions after business hours to ensure adequate processing time.

Before you can purge the current year's account ledger records, you must summarize transactions. Summarized records are required to support the Account Balances table (F0902). Unsummarized records for the current year are bypassed when the system purges prior-year journal entries. For prior-year records, summarization is optional.

We recommend that you summarize transactions before you purge account ledger records for the prior year. Account balances can be set to zero by the Repost Account Ledger program (R099102) if any purged prior-year records are left unsummarized.

You do not have to summarize transactions for summarized reporting. You can summarize general ledger reports by setting the processing option to include a specific object account range.

The Summarize Transactions program does not include data selection. To specify which transactions the system summarizes, you use processing options in conjunction with AAI items GLSMxx, GLRCxx, and GLPRxx.

Prerequisites

- ☐ Back up the Account Ledger table (F0911).
- ☐ Determine the fiscal year, companies, and ledger types that you want to summarize.
- ☐ For each ledger type that you want to summarize, verify that the Summarize Ledger Types option is turned on the Job Cost Ledger Type Rules form. To access this form, choose Ledger Type Master Setup from the General Accounting System Setup menu (G0941). Then on the Work with Ledger Types form, choose the ledger type and choose Job Cost Rules from the Row menu.
- ☐ Reconcile accounts, if necessary. See *Account Reconciliation* in the *General Accounting Guide* for more information about how to reconcile accounts

Processing Options for Summarize Transactions (R09811)

Select Tab

1. Number of Periods to Retain

Use this processing option to specify the number of periods that you want the system to retain in detail.

If you enter 01, the system retains only the current period.

Note: The system uses the 14 period net posting amounts from the Account Balances table (F0902) when calculating which periods to retain. If you have a 12-period fiscal year, you might want to add two to the number of periods to retain, which allows you to retain information from a prior fiscal year. For example, assume that you are in the third period of your fiscal year, and you want to retain information from the last two periods of the prior fiscal year. Enter 07 in this processing option as the number of periods to retain.

If you want to retain information only for the current fiscal year, you do not need to increase the number of periods by two. For example, assume you are in the fourth period of your fiscal year and you want to retain information from periods 2, 3, and 4 of the current fiscal year. Enter 03 in the processing option as the number of periods to retain.

2. Company

Use this processing option to specify the company number of the records that you want the system to summarize. Enter a valid company number from the Company Names & Numbers program (P0010).

3. Business Unit

Use this processing option to specify the business unit of the records that you want the system to summarize. Enter a valid business unit from the Business Unit Master table (F0006).

4. Starting Account ID Range

Use this processing option to specify a starting account ID for the range of accounts that you want the system to summarize. Enter a valid account ID from the Account Master table (F0901).

5. Ending Account ID Range

Use this processing option to specify the ending account ID for the range of accounts that you want the system to summarize. Enter a valid account ID from the Account Master table (F0901).

6. Subledger

Use this processing option to specify the subledger of the records that you want the system to summarize.

7. Subledger Type

Use this processing option to specify the subledger type of the records that you want the system to summarize. Enter a valid subledger type from UDC 00/ST.

8. Ledger Type

Use this processing option to specify the ledger type of the records that you want the system to summarize. Enter a valid ledger type from the Ledger Type Master Setup program (P0025).

Purging Prior-Year Journal Entries

From the Summarize & Purge Data menu (G09317), choose Purge Prior Year JE's.

If you create a summarized record or you want to increase disk space, you can purge journal entries. When you run the Purge Prior Year JE's program (R09911), the system does the following:

- Copies prior year journal entries in the Account Ledger table (F0911) to a purge table F0911P
- Marks the copied records in the Account Ledger table as purged
- Deletes purged records from the Account Ledger table when certain conditions are met
- Prints a report that lists the number of records purged by company

Note

The Purge Prior Year JE's program purges only records from the Account Ledger table (F0911). This program does not purge corresponding records in other systems, such as Accounts Payable or Accounts Receivable. To avoid integrity issues between General Accounting and other systems, contact your system administrator to develop a plan to purge these corresponding records.

A record must be one of the following before you can purge it:

- A prior-year transaction
- A summarized transaction for the current year

When the system identifies and marks the record as a purge record, the record must then meet all of the following conditions before the system deletes it:

- The account number cannot be within the bypass purge ranges in the Automatic Accounting Instruction (AAI) item GLPRxx.
- The record must not have * in the Payment Number field. The * denotes a partial payment retainage or discount for 1099 reporting.
- For accounts within the reconcilable ranges in AAI item GLRCxx to be purged, the reconciled code must be a value other than blank.
- For Energy clients, if the account is billable, the bill code of the transaction must be X (direct charge allocated or billed) or Y (manually allocated and billed).

Do not purge the summary records (document type BF) unless you no longer need them to support the Account Balances table (F0902).

Prior-year journal entries can be:

- Purged and deleted
- Purged but not deleted
- Deleted
- Completely bypassed

You can purge summarized prior-year journal entries only one year at a time.

Three AAI items control the account ranges to be purged or bypassed:

GLSMxx	Defines the range of accounts not to be summarized. Current-year transactions must contain a Summarized Code of Y to be deleted from the Account Ledger table. Prior-year transactions in these ranges can be deleted, regardless of summarization.
GLRCxx	Defines a range of accounts that must be reconciled before they are deleted. The Reconciled field must contain a user defined code (09/RC) to be deleted.
GLPRxx	Defines a range of accounts that are not to be deleted. These accounts are written to the purge table. Their purge codes are set to Y.

After the purge process is complete, you should copy the F0911P table to another medium. If you keep this table on your system and you purge again, the system adds newly purged records to the F0911P table.

You also might want to defragment the Account Ledger table (F0911) and rebuild the table indices. Contact your database administrator for more information about this process.

Prerequisites

- ❑ Back up the Account Ledger table (F0911).
- ❑ Set up purge parameters in the AAIs. See *AAIs for General Accounting* in the *General Accounting Guide* for more information about how to set up AAIs to specify the accounts that should not be purged
- ❑ Summarize transactions. See *Summarizing Account Ledger Records* in the *General Accounting Guide*.

Processing Options for Purge Prior Year JE's (R09911)

Delete Options

1. Enter a '1' to purge and delete questionable 1099 transactions that are more than three fiscal years old (current and previous two fiscal years). Leave blank (default) to purge but not delete any questionable 1099 transactions.
2. Enter a '1' to delete and purge billable transactions that have any valid 'Bill Code' attached to them. If left blank (the default) any Bill code other than an 'X' or a 'Y' will be purged but not deleted, however, all 'X' and 'Y' Billable transactions are going to be purged and deleted.

Note: This option is intended for those clients who are using Service Billing and are NOT using JD Edwards' Energy software.

Data Selection for Purge Prior Year JE's

Enter the fiscal year of the records that you want to purge.

Purging Prior-Year Account Balances

From the Summarize & Purge Data menu (G09317), choose Purge Prior Year Account Balances

To increase disk space, you can purge account balance records. When you purge prior-year account balances, the system does the following:

- Copies records with a date that is prior to the current fiscal year from the Account Balances table (F0902) to the Purge - Account Balances table (F0902P)
- Deletes records that have a date that is prior to the current fiscal year
- Prints a report that lists the number of records that were purged by company, including the name, date, and time that the purge table was created

You can purge records only one year at a time.

After this purge process is complete, you should copy the F0902P table to another medium. If you keep this table on your system and you purge again, the system adds newly purged records to the existing F0902P table.

You also might want to defragment the Account Balances table (F0902) and rebuild the table indices. Contact your database administrator for more information about this process.

Prerequisite

- ☐ Back up the Account Balances table (F0902).

Deleting Account Master Records

From the Summarize & Purge Data menu (G09317), choose Delete Account Master Records.

To increase disk space, you can delete accounts that do not contain transactions.

When you run the Delete Account Master Records program (R09814), the system searches appropriate tables for transactions for an account. If none are found, the system does not copy accounts to a purge table. Rather, it deletes the account from the Account Master table (F0901).

The system searches the following tables:

F03B11	Customer Ledger
F0411	Accounts Payable Ledger
F0618	Employee Transaction History
F06106	Employee Pay Instructions
F0724	Burden Distribution File
F0901D	Account Master - Alternate Description (for translated accounts)
F0901T	Account Master Tag File
F0902	Account Balances
F0911	Account Ledger
F0912	Cost Allocations/Flex Budgeting
F1202	Asset Account Balances File
F4311	Purchase Order Detail File
F51911	Draw Reporting Master

You can run this batch program in proof or final mode. If you choose proof mode, the system prints a report showing all of the accounts to be deleted, but it does not delete them. To delete them, you must run the program in final mode. In final mode, the system deletes the accounts and prints a report listing all of the accounts that were deleted.

Prerequisite

- ☐ Back up the Account Master table (F0901).

See Also

See the following topics in the *General Accounting Guide*:

- ☐ *Reviewing Your Chart of Accounts* for more information about how to run a report containing all nonposting accounts

- ❑ *Revising Accounts* for more information about how to delete an account
- ❑ *Creating Your Chart of Accounts* for more information about how to re-enter nonposting accounts

Processing Options for Delete Account Master Records (R09814)

Delete Account

Enter "1" to print a final Deletion Report. Accounts will be deleted in Final Mode. A value of blank will print a proof Deletion Report.

Mode

Deleting Business Units and Companies

From the Summarize & Purge Data menu (G09317), choose Delete Business Unit/Company.

Your organization might have business units or companies that are obsolete because the structure of the organization has changed. You also might have business units or companies from a test data environment that you want to delete if you no longer need them.

You run the Delete Business Unit/Company program (R09925) to delete records for the business unit or company that is obsolete. You can delete records for a single business unit or for all of the business units within a single company.

When you delete a business unit or company, the system *does not* copy information to a purge table. It also does not search for open balances. Rather, the system deletes records for the business unit or company regardless of whether open balances exist.

The Delete Business Unit/Company program deletes records from the following tables:

- Account Master (F0901)
- Business Unit Master (F0006)
- Account Balances (F0902)
- Account Ledger (F0911)

The system does not print a report.

After the process is complete, you must do the following:

- Delete the company on the Work With Companies form.
- Delete the business unit or company on the Work With Addresses form.

Caution

If you are signed on to two environments, such as a test and an active environment, the system deletes the records from both environments.

Prerequisites

- ❑ Back up the Account Master (F0901), Business Unit Master (F0006), Account Balances (F0902), and Account Ledger (F0911) tables.
- ❑ Verify that no transactions are in the business unit or company.

See Also

- ❑ *Setting Up Companies* in the *General Accounting Guide* for more information about how to use the Company Names & Numbers program (P0010) to delete a company from the Company Constants table (F0010)

Processing Options for Delete Business Unit/Company (R09925)

Delete Records

CAUTION: This program does NOT check for open balances.

1. Enter the Company whose business units are to be deleted

OR enter a Business Unit to be deleted.

** Business Unit will take precedence over Company.

This procedure will delete records from the Business Unit Master, Account Master, Account Balances, Account Ledger, and Alternate Description files. A backup should be run prior to running this program.

What You Should Know About Processing Options

Specifying the business unit or company to delete	If you specify a company, the system deletes records for all of the business units in the company. If you specify a business unit, the system deletes records for the business unit. If you specify both a business unit and a company, the system deletes records for the business unit only.
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Quick Reference

This appendix provides you with the following reference tables: menus in the General Accounting system, ledger types, and document types.

Menus

G09	General Accounting
G0910	Daily Processing
G0911	Journal Entry, Reports, & Inquiries
G0912	Accounting Reports & Inquiries
G0920	Periodic Processing
G0921	Account Reconciliation
G0922	Integrity Reports and Updates
G0923	Allocations
G0924	Periodic and Annual Processes
G09211	Bank Statement Processing
G0931	G/L Advanced & Technical Operations
G09311	Batch Journal Entry Processing
G09312	Business Unit Supplemental Data
G09313	52 Period Accounting
G09316	Global Updates
G09317	Summarize & Purge Data
G0941	General Accounting System Setup
G09411	Organization & Account Setup
G09412	Business Unit Category Codes
G09413	Chart of Accounts Category Codes

G09414	Date-Effective Organizational Structures
G094111	Advanced Organization Setup
G10	Financial Reports
G1011	Consolidations
G1021	Multisite Consolidation
G1022	Integrity Reports
G1041	Financial Reporting Setup
G1042	Multisite Consolidation Setup
G11	Multicurrency Processing
G1121	Monthly Valuation
G1122	Financial Restatement
G1131	Multicurrency Advanced Operations
G1141	Multicurrency Setup
G14	Account Budgeting
G1421	Other Budgeting Methods
G0021	Tax Processing and Reporting

Ledger Types

AA	Actual Amounts
AU	Actual Units
BA	Budget Amounts
BU	Budget Units
CA	Foreign Currency
CU	Foreign Currency Units
XA	Alternate Ledger

YA	Domestic Origin
ZA	Foreign Origin

Document Types

%	Percent Journal Entry
##	Prior Year Transactions
AE	Automatic Entries
AF	Adjusting Entries
JA	Budget or Cost Allocation
JE	Journal Entries

Interoperability

To fulfill the information requirements of an enterprise, companies sometimes use products from different software and hardware providers. Interoperability among products is very important for successfully implementing an enterprise solution. Full interoperability among different systems results in a flow of data among the different products that is seamless to the user. PeopleSoft provides interoperability functions to facilitate the exchange of data with systems that are external to EnterpriseOne.

Outbound Transactions

In an outbound transaction, you send data from EnterpriseOne to an external system. Interoperability for outbound transactions requires that you set a processing option that specifies the transaction type. Using the master business function for the type of transaction, the system creates a copy of the transaction and places it in the interface table where external systems can access it.

If a program modifies a transaction without going through the master business function, the system still sends a copy of the transaction to the interface table where external systems can access it.

In the General Accounting system, the following programs call the Journal Entry MBF Processing Options (P0900049) to write information to the Account Ledger table (F0911). All of these programs can create outbound interoperability transactions:

- Journal Entries (P0911)
- Journal Entries with VAT (P09106)
- Journal Entry Batch Processor (R09110Z)
- Store and Forward JE Batch Processor (R09110ZS)
- Recurring Journal Entry Compute & Print (R09302)
- Indexed Computations Compute And Print Report (R093021)
- Variable Numerator Compute and Print (R093022)

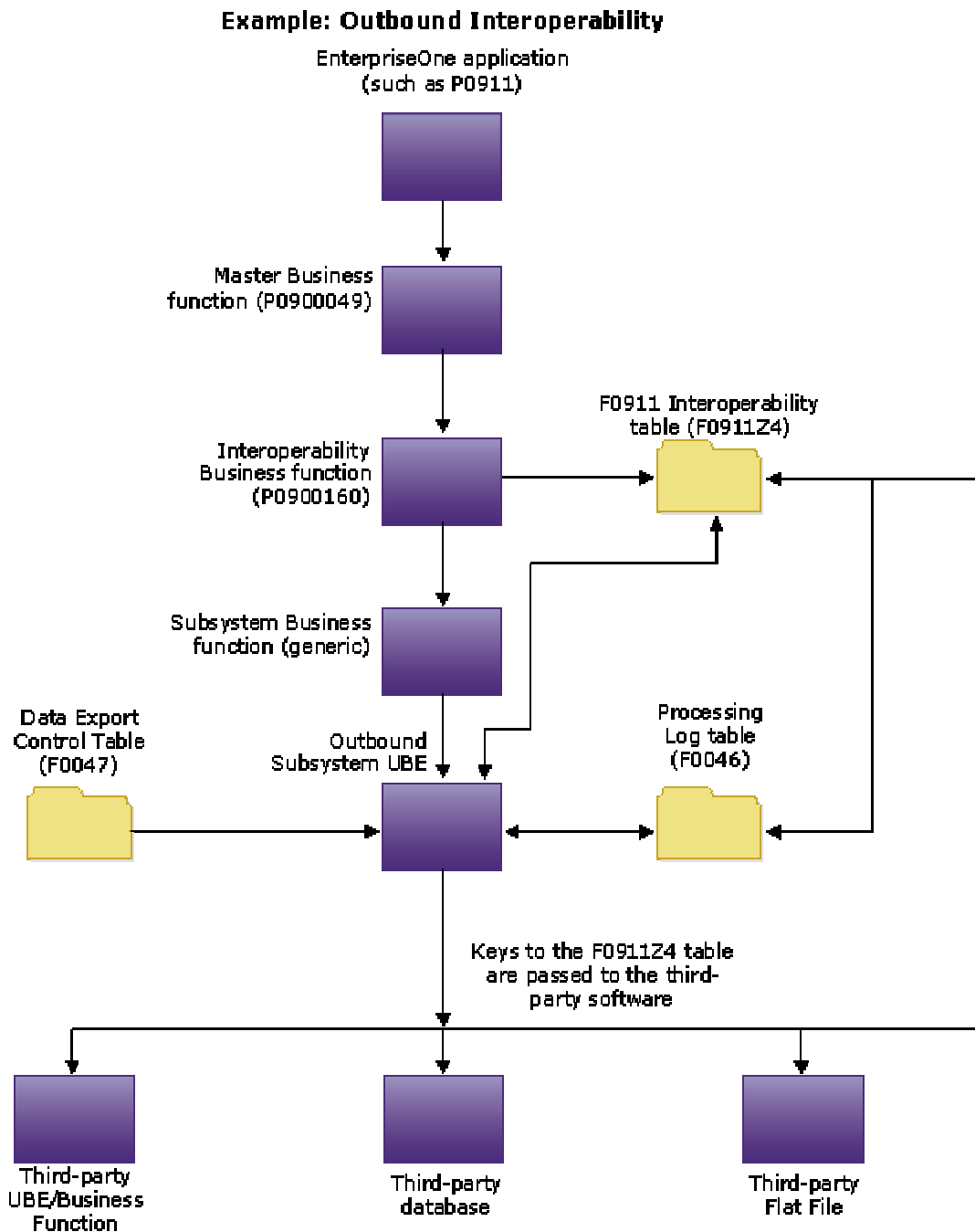
The following General Accounting programs can also create outbound interoperability transactions, although they do not call the Journal Entry Master Business Function to write information to the Account Ledger table. Instead, they use version ZJDE0001 of the F0911 Interoperability Processing Options program (P0900160):

- General Ledger Post Report (R09801)
- Detailed Currency Restatement (R11411)

The system stores outbound interoperability transactions that are created by General Accounting programs in the F0911 Interoperability Table (F0911Z4).

Example: Outbound Interoperability

The following diagram is an example of the outbound interoperability process. In this example, transactions are created in the General Accounting Journal Entry program (P0911) in EnterpriseOne and sent through the outbound interoperability process to a third-party software package.



See Also

- ❑ *Interoperability Models and Capabilities* in the *Interoperability Guide* for a comparison of interoperability functionality
- ❑ *EDI Document Processing* in the *Data Interface for Electronic Data Interchange Guide* for more information about electronic commerce

Setting Up Outbound Interoperability

In an outbound transaction, you send data from EnterpriseOne to an external system. Before you can initiate outbound interoperability, you must set up basic identifying information and controls.

Reviewing Record Types

When you set up flat file cross-reference information, you must specify the record types. Record types indicate the type of information that is exchanged between EnterpriseOne and external systems, such as addresses, header or detail transactions, text, or additional information.

You can review hard-coded record types in UDC 00/RD. The system uses these codes to identify the forms with which the system stores information for inbound and outbound documents.

Record types are hard-coded by PeopleSoft and cannot be changed.

► To review record types

From the Financials Interoperability Processing menu (G00313), choose Record Type.

On Work with User Defined Codes, review the following fields:

- Codes
- Description 01

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Valid Document Types - Work With User Defined Codes

Select Find Add Delete Close Row Form Report Tools

Product Code 00 Foundation Environment

User Defined Codes RD Record Type

Records 1 - 10

<input type="checkbox"/>	<input type="checkbox"/>	Codes	Description 01	Special Handling
<input type="checkbox"/>		1	Header	Y
<input type="checkbox"/>		2	Detail	Y
<input type="checkbox"/>		3	Additional Header	Y
<input type="checkbox"/>		4	Additional Detail	Y
<input type="checkbox"/>		5	SDQ	Y
<input type="checkbox"/>		6	Address	Y
<input type="checkbox"/>		7	Header Text	Y
<input type="checkbox"/>		8	Detail Text	Y
<input type="checkbox"/>		9	Packaging	Y
<input type="checkbox"/>		A	Expanded Header	Y

Processing Options for User Defined Codes (P0004A)

Defaults Tab

For information about a processing option, right-click the processing option field and choose What's This from the menu. Or click the processing option field and press F1.

1. Enter the desired System Code:

Use this processing option to enter a user defined code (98/SY) that identifies a PeopleSoft EnterpriseOne system.

2. Enter the desired Record Type:

Use this processing option to specify a default user defined code (UDC). You should enter only appropriate UDCs that belong to the product code that you entered in the Enter the Desired System Code processing option.

Setting Up Transaction Types

To identify the transactions that the system uses, you can add transaction type codes to UDC 00/TT. For each transaction type, you must also set up data export controls to identify the external system to which you are sending the transactions. You must set up transaction types before you set up data export controls.

Note

EnterpriseOne provides transaction type JDEJE for journal entries.

► To set up transaction types

From the Financials Interoperability Processing menu (G00313), choose Transaction Type.

1. On Work With User Defined Codes, click Add.

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Transaction Type - Work With User Defined Codes

Select Find Add Delete Close Row Form Report Tools

Product Code 00 Foundation Environment

User Defined Codes TT Transaction Type

Records 1 - 10 Customize Grid

	Codes	Description 01	Special Handling	Hard Coded
<input type="checkbox"/>		.		N
<input type="checkbox"/>	809	Fixed Assets	1	Y
<input type="checkbox"/>	810	810/Invoice		N
<input type="checkbox"/>	820	Payment Order		Y
<input type="checkbox"/>	823	Lockbox		Y
<input type="checkbox"/>	824	Application Advice		Y
<input type="checkbox"/>	830	Planning Schedule		Y
<input type="checkbox"/>	832	Price Sales Catalog		Y
<input type="checkbox"/>	840	Request for Quote		Y
<input type="checkbox"/>	843	Response to RFQ		Y

2. On User Defined Codes, scroll to the last empty row of the detail area and complete the following fields:

- Codes
- Description 01

Caution

You must add each new transaction type on the *last* detail row, so that you do not inadvertently overwrite a blank code, which might appear in the first detail row. A blank code might have only a period in the Description 01 field.

See Also

- *Customizing User Defined Codes in the Foundation Guide*

Setting Up Data Export Controls

You define export information for outbound transactions only. To set up data export controls for each transaction type, you must indicate the document type, batch application or function, and version from which the external system retrieves information from the interface tables.

You can define data export controls based on either of the following:

UBE or batch processor	You can specify a vendor-specific outbound batch processor that accesses the EnterpriseOne interface tables.
Function name and library	You can specify a vendor-specific function name and library to identify the external custom program that accesses the EnterpriseOne interface tables.

► To set up data export controls

From the Financials Interoperability Processing menu (G00313), choose Data Export Controls.

1. On Work With Data Export Controls, click Add.

The screenshot displays the PeopleSoft interface for 'Data Export Controls - Data Export Control Revisions'. At the top, there's a PeopleSoft logo and a title bar with 'OK', 'Delete', 'Cancel', and 'Tools' buttons. Below the title bar, there's a form with two input fields: 'Transaction' (containing 'JDEJE') and 'Order Type' (empty). To the right of the 'Transaction' field, the text 'Journal Entry' is displayed. Below the form, there's a table with the following columns: 'Seq', 'UBE Name', 'Version', and 'Function Name'. The table shows one record with 'Seq' value '1.00'. The table is titled 'Records 1 - 1'.

2. On Data Export Control Revisions, complete the following field with the appropriate transaction type, such as JDEJE (journal entry):

- Transaction
3. Complete the following field:
 - Order Type
 4. To specify a vendor-specific batch process, complete the following fields:
 - UBE Name
 - Version
 5. To specify a vendor-specific function, complete the following fields:
 - Function Name
 - Function Library
 6. Complete the following fields:
 - Execute For Add
 - Execute For Upd
 - Execute For Del
 - Execute For Inq
 - Flat File Exp Mode
 - Ext DB Exp Mode
 - Ext API Exp Mode
 - Launch Immediately
 7. Click OK.

See Also

- *Vendor-Specific Outbound Functions* in the *Interoperability Guide* for information about passing key fields from the interoperability tables to your system and for information about processing records in a batch mode

Setting Up the Flat File Cross-Reference

For outbound transactions, if you cannot write data from EnterpriseOne to the interface tables in the format required by the external system, you can write the data to a specific flat file for each transaction type and record type.

► To set up the flat file cross-reference

From the Financials Interoperability Processing menu (G00313), choose Flat File Cross Reference.

1. On Work With Flat File Cross-Reference, click Add.

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Flat File Cross Reference - Flat File Cross-Reference

OK Delete Cancel Tools

Transaction Journal Entry

Direction Indicator Inbound

Flat File Name

Records 1 - 3			
	Record Type	Record Type Description	File Name
<input checked="" type="radio"/>	1	Header	F0911Z1
<input type="radio"/>	2	Detail	F0911Z1T
<input type="radio"/>			

2. On Flat File Cross Reference, complete the following field with JDEJE to indicate journal entries:
 - Transaction
3. Complete the following field with 2 to indicate that this transaction type is outbound:
 - Direction Indicator
4. Complete the following field with 1 to indicate header records:
 - Record Type
5. Complete the following field with F0911Z1 to indicate the source of the information:
 - File Name
6. Click OK.

See Also

- ❑ *Converting Data from Flat Files into EDI Interface Tables* in the *Data Interface for Electronic Data Interchange Guide* for information about this process, which works the same for interoperability functions

Setting Up AAIs for Interoperability

To reduce the number of transactions that the system writes to the F0911 Interoperability table (F0911Z4), you use AAI items GLOBxx to define ranges of accounts. The system verifies that an account number is within the ranges that you define before it writes a transaction to the F0911 Interoperability table.

You can define up to 49 account ranges using AAI items GLOBxx. You must define complete ranges, consisting of a beginning and an ending AAI item. The first range must begin with GLOB01. We recommend that you end the first range with GLOB02, the next consecutive number. Define the next range, if needed, to start with GLOB03 and end with GLOB04, and so on.

See Also

- ❑ *AAIs for General Accounting* in the *General Accounting Guide* for more information about defining account ranges using AAIs

Sending Transactions from EnterpriseOne

You might want to send transactions such as journal entries from the General Accounting system to an external system. To enable outbound processing, you specify the transaction type in the corresponding processing option in the F0911 Interoperability Processing Options program (P0900160).

If you create additional versions of the F0911 Interoperability Processing Options program for other transaction types, you must specify the version in the processing option of the Journal Entry MBF Processing Options (P0900049).

The default outbound transaction is a copy of a transaction after you create or change it (an *after image*). With interoperability, you can also send a copy of each transaction as it was before you changed it (a *before image*). To control the type of image, you set the corresponding processing option in the F0911 Interoperability Processing Options program.

Note

Creating and sending before images requires additional processing time.

The system places a copy of each transaction in the interface table that corresponds to the type of transaction that you specify in the processing option. For example, for an outbound journal entry, the system places a copy of the transaction in the F0911 Interoperability Table (F0911Z4). The data is then available for an external system to use.

Prerequisites

- ❑ Define the data export controls for the type of outbound transaction. The system uses data export controls to identify the batch programs or business processes that third parties provide for use in processing transactions. See *Setting Up Outbound Interoperability* in the *General Accounting Guide*.
- ❑ Set the interoperability processing option in the Journal Entry MBF Processing Options (P0900049) to the version of the F0911 Interoperability Processing Options program (P0900160) that you want to run. If you leave this processing option blank, the system uses the default version (ZJDE0001).

► To send transactions from EnterpriseOne

To enable outbound processing, you use processing options to specify the transaction type and the type of image to send.

From the System Administration Tools menu (GH9011), choose Interactive Versions.

1. On Work With Interactive Versions, type P0900160 in the Interactive Application field, and click Find.
2. Select the version that you specified in the Journal Entry Master Business Function.

3. From the Row menu, choose Processing Options.

The system places a copy of each transaction in the interface table that corresponds to the type of transaction that you specify in the processing option. For example, for an outbound journal entry, the system places a copy of the transaction in the F0911 Interoperability table (F0911Z4). The data is then available for an external system to use.

Processing Options for F0911 Interoperability (P0900160)

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, the outbound interoperability will not be performed.

Transaction Type

2. Enter a '1' to write the before image for a change transaction. If left blank, only the after image will be written.

Before Image

Reviewing the Processing Log

From the Financials Interoperability Processing menu (G00313), choose Processing Log.

You use the processing log to review whether the system has processed specific outbound transactions successfully. The system creates a record in the processing log for every outbound transaction that is processed. The processing log contains key fields from the Data Export Control table (F0047), such as transaction type, sequence number, batch process or function, and corresponding version.

The information in the processing log is for review only and cannot be changed in the processing log or in EnterpriseOne programs.

See Also

- ❑ *Z Events* in the *Interoperability Guide* for more information about sending transactions from EnterpriseOne

Purging Interoperability Transactions

From the Financials Interoperability Processing menu (G00313), choose Purge F0911 Interoperability Table.

When data becomes obsolete or you need more disk space, you can use the Purge F0911 Interoperability Table program to remove data from the interoperability tables. This program identifies processed transactions in the F0911 Interoperability table (F0911Z4) and the corresponding records in the Processing Log table (F0046). If the corresponding records in the Processing Log table

are all marked as processed, the program purges the processed transactions in the F0911 Interoperability table and the corresponding records in the Processing Log table. If the corresponding records in the Processing Log table are not all marked as processed, the program does not purge any records.

See Also

- ❑ *Purge Interface Table Information* in the *Interoperability Guide* for more information about purging interoperability information from the interface tables

Business Unit Supplemental Data

You might need to review, track, and report on information about a business unit that is not included in the standard master tables. PeopleSoft refers to this type of information as supplemental data. Supplemental data can include information that is unique to your business. For example, a construction company might use supplemental data to track the progress of each job (business unit). The supplemental data could include the legal description of the job site, the ground conditions, daily job logs, and so on.

After you set up the supplemental database, which includes setting up supplemental data types and specifying formats, you can enter the data that you will use and customize it for your specific business requirements.

Prerequisite

- ❑ Set up the business units for which you want to track supplemental data. See *Setting Up Business Units* in the *General Accounting Guide*.

Supplemental Data Type Codes and Formats

Depending on your requirements, you can set up supplemental data type codes using any of the following formats:

Format	Description
Narrative format	<p>The narrative format enables you to enter information in free-form text. For example, you can use the narrative format to enter the following types of information:</p> <ul style="list-style-type: none">• General remarks• Notes• Memos• Descriptions• Employee performance appraisals• Applicant interview notes• Job descriptions• Legal descriptions
Message format	<p>The message format is similar to the narrative format. It allows you to exit directly to a form and enter narrative information about the data type.</p>

Format	Description
Code format	<p>The code format allows you to customize the form on which you enter supplemental data. For each data type that uses the code format, you can customize column headings that appear on the data entry form. For example, you can use the code format to customize column headings for the following:</p> <ul style="list-style-type: none"> • Language skills • Training completed • Employee appraisal details • Description of incident • Cost of damage <p>You can attach a UDC table to each supplemental data type that uses the code format. You can use existing UDC tables or create new ones. When you create new tables, you must use system codes ranging from 55 to 59, inclusive, to protect the table from being overwritten during the reinstall process.</p> <p>To enter text, you can add an attachment to data types that use the code format.</p>
Program format	<p>The program format allows you to access a specific program and version number from the Supplemental Data program (P00092). Instead of customizing menus, set up supplemental data types that use program formats to access the forms that you use most often. You can then access the forms from a single menu selection, which saves time and streamlines data entry tasks.</p>

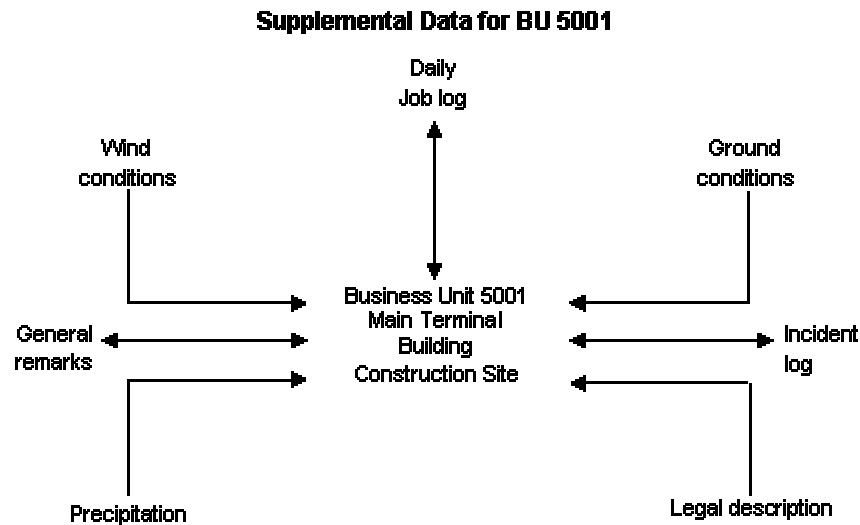
The system stores supplemental data type codes in the Supplemental Data table (F00092). The system stores supplemental narrative text as generic text attachments.

Example: Supplemental Data for a Construction Company

Your construction company uses supplemental data to track the progress of each job. Each job is a business unit. The construction company tracks the following information for each job:

- Legal description
- General remarks
- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

The following graphic shows the supplemental data related to business unit 5001:



You use narrative data types and data type codes to track information that is not available in the EnterpriseOne master tables.

Narrative Data Types for Supplemental Data

A narrative data type contains text that is related to the job. In the example, your construction company uses the following narrative data types:

- Legal description. This data type contains a legal description of the job site.
- General remarks. This data type describes the delays related to the ground conditions.

Data Type Codes for Supplemental Data

A data type code identifies specific types of information that relate to the job. In the example, your construction company uses the following data type codes:

- Ground conditions
- Precipitation
- Wind conditions
- Daily job logs
- Incident log

For each data type code, you define the information that you want to track, such as categories, dates, and amounts. To track ground conditions for a job, you might set up categories such as the following:

- Dry
- Mud
- Frost greater than 20 inches

Setting Up Supplemental Data Types

To use the supplemental database, you must set up data type code tables before you set up data types so that the system can validate code information. You use the Supplemental Data Setup program (P00091) to set up data types as follows:

- Set up the address book database. Set up the data types and specify the format for each data type. Formats can be narrative, code, or program. You can set up six data types in code format, two in narrative format, and one in program format.
- Specify key fields and customize column headings for your data types.
- Set up additional supplemental databases for the Address Book system. If you do not organize your data by data types, you can set up additional supplemental databases.

For each supplemental database, you can create one or more data types to organize your information. After you set up your database and data types, you can use the Supplemental Data program (P00092) to enter supplemental information.

Prerequisite

- ❑ Set up data type code tables to be used for supplemental data purposes only. PeopleSoft recommends that you set up data type code tables for systems 55 through 59, inclusive. Systems 55 through 59 are reserved for clients. Data type code tables for these systems are protected from being overwritten when you install an update to your EnterpriseOne software. See *Customizing UDCs and UDC Types* in the *Foundation Guide* for information about setting up the data type code tables.

► To set up a supplemental database code

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Add.

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Supplemental Data Setup - Supplemental Database Setup

OK Cancel Tools

Supplemental Database Code

Select Key Fields	DD Alias	Row Description
<input type="checkbox"/> Business Unit		<input type="text"/>
<input type="checkbox"/> Company		<input type="text"/>
<input type="checkbox"/> Generic Alphanumeric Key 1	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Generic Alphanumeric Key 2	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Generic Numeric Key 1	<input type="text" value="AN8"/>	<input type="text" value="Address Book"/>
<input type="checkbox"/> Generic Numeric Key 2	<input type="text"/>	<input type="text"/>

☐ Execute Data Selection Function Name

2. On Supplemental Database Setup, complete the following fields:

- Supplemental Database Code
- Description

3. To specify a key field, turn on one or more of the following options:

- Business Unit
- Company
- Generic Alphanumeric Key 1
- Generic Alphanumeric Key 2
- Generic Numeric Key 1
- Generic Numeric Key 2

Key fields limit the data that you can search on when you enter supplemental data using the Supplemental Data program (P00092).

4. Complete the following fields for each key field you turn on:

- DD Alias
- Row Description

To override the data dictionary name for a DD alias, enter a value in the Row Description field that corresponds with the key field. The name that you enter in this field appears in the Supplemental Data program as a key field.

- Click OK.

The system updates the UDC table (00/SD) with the new database code.

► **To set up a supplemental data type code using the narrative format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

- On Work With Supplemental Database Setup, click Find to display existing database codes.
- Choose the database code for which you want to define a narrative data type, and then choose Work With Data Typ (Work with Data Types) from the Row menu.
- On Work With Data Types, click Add.

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Supplemental Data Setup - Data Type Revisions

OK Cancel Form Tools

SDB Code: AB Display Mode: N Display Sequence:
 Type Data: BC Data Class: Search Type: V
 Description: Billing Contact

UDC Headings/Validation

UDC:
 Product Code: Record Type:

Remark Headings/Validation

Remark 1:
 System Code: Record Type:
 Remark 2:
 System Code: Record Type:
 Remark 3:

Column Headings

Amount 1:
 Amount 2:
 Quantity:
 Effective From:
 Effective Thru:
 User Date:
 User Days:
 User Address:
 User Document:
 User Time:

- On Data Type Revisions, type N (narrative) in the following field:
 - Display Mode
- Complete the following fields:

- Type Data
 - Description
6. Complete the following optional fields:
- Data Class
 - Display Sequence
 - Search Type

Leave the remaining fields blank for narrative supplemental data types.

7. Click OK.

► **To set up a supplemental data type code using the code format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a code data type, and then choose Work With Data Typ from the Row menu.
3. On Work With Data Types, click Add.

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Supplemental Data Setup - Data Type Revisions

OK Cancel Form Tools

SDB Code AB Display Mode C Display Sequence
 Type Data AP Data Class Search Type C
 Description Acquired Products

UDC Headings/Validation

UDC
 Product Code Record Type

Remark Headings/Validation

Remark 1
 System Code Record Type
 Remark 2
 System Code Record Type
 Remark 3

Column Headings

Amount 1
 Amount 2
 Quantity
 Effective From
 Effective Thru
 User Date
 User Days
 User Address
 User Document
 User Time

4. On Data Type Revisions, type C (code) in the following field:
 - Display Mode
5. Complete the following fields:
 - Type Data
 - Description
6. Complete the following optional fields:
 - Display Sequence
 - Data Class
 - Search Type
7. To customize the column heading for user defined codes that appears on the General Description Entry form, complete the following field in the UDC Headings/Validation group box:
 - UDC
8. To attach a user defined code table to the UDC field, complete the following fields:
 - Product Code
 - Record Type

9. To customize the column headings for remarks that appear on the General Description Entry form, complete the following fields in the Remark Headings/Validation group box:

- Remark 1
- Remark 2

The Remark 3 field is used by the Demand Scheduling system only.

10. To attach the Remark fields to a record type, complete the following corresponding fields:

- System Code
- Record Type

11. To customize the column headings that appear on the General Description Entry form, complete the following fields in the Column Headings group box:

- Amount 1
- Amount 2
- Quantity
- Effective From
- Effective Thru
- User Date
- User Days
- User Address
- User Document

The User Time field is used by the Demand Scheduling system only.

12. Click OK.

► **To set up a supplemental data type code using the program format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, click Find to display existing database codes.
2. Choose the database code for which you want to define a program data type, and then choose Work With Data Typ (Work With Data Types) from the Row menu.
3. On Work With Data Types, click Add.
4. On Data Type Revisions, enter P (program) in the following field:

- Display Mode
5. Complete the following field:

- Type Data

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Supplemental Data Setup - Data Type Revisions

OK Cancel Form Tools

SDB Code AB Display Mode P Display Sequence

Type Data M Data Class Search Type

Description Address Book Master Records

Display Mode "P" Only

Application Name P01012

Form Name W01012A

Version ZJDE0001

6. Complete the following optional fields:
- Data Class
 - Display Sequence
 - Search Type
 - Description
7. Click OK to display the fields described in the next step.
8. To specify the program that you want this data type to access, complete the following fields in the Display Mode “P” Only group box:
- Application Name
 - Form Name
 - Version
9. Click OK.

► To set up a language override

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data Setup.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data Setup.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data Setup.

From the Supplemental Data Setup menu (G05BSD4), choose Supplemental Database & Data Type Setup.

From the Supplemental Data Setup menu (G1344), choose Supplemental Data Setup.

1. On Work With Supplemental Database Setup, choose Work With Language Preferences from the Form menu.
2. On Work With Language Overrides, click Add.

The screenshot shows the PeopleSoft interface for the 'Supplemental Database & Data Type Setup - Supplemental Database Language Overrides' window. The window has a title bar with 'PeopleSoft' and a standard toolbar with 'OK', 'Cancel', and 'Tools' buttons. Below the toolbar, there are two main sections. The first section contains two fields: 'Supplemental Database Code' with the value 'AB' and 'Language' with the value 'S' and the text 'Spanish' next to it. The second section contains six rows of labels and text boxes: 'Business Unit Row Description', 'Company Row Description', 'Alpha Key 1 Row Description', 'Alpha Key 2 Row Description', 'Numeric Key 1 Row Description' (with the value 'Libro de direcciones'), and 'Numeric Key 2 Row Description'.

3. On Supplemental Database Language Overrides, complete the following fields:
 - Supplemental Database Code
 - Language
4. Complete any of the following optional fields:
 - Business Unit Row Description
 - Company Row Description
 - Alpha Key 1 Row Description
 - Alpha Key 2 Row Description
 - Numeric Key 1 Row Description
 - Numeric Key 2 Row Description
5. Click OK.

Entering Supplemental Data

After you set up the supplemental database and data types for your system, you can enter supplemental data. Supplemental data is used to track information that is not included in the EnterpriseOne standard master tables. It can include detailed information about job sites (business units), such as legal descriptions, ground conditions, and so on.

- Products purchased
- Annual sales
- Billing contracts
- Delivery methods
- Requests for proposal
- Internal rating
- Emergency contacts
- Employees
- Job skills
- Work history

When you set up your system, you set up the types of supplemental data that you want to track. For each data type, you specify the narrative, code, or program format in which you want to track information. You enter supplemental data based on the format, as described below:

- **Narrative.** When you enter supplemental information for data types that you have specified as narrative format, you enter text. You typically use this format for general information such as notes, comments, plans, or other information that you want to track about a job site, customer, supplier, employee, and so on. For example, if your company works with suppliers, you might use the narrative format to write notes about the quality of the supplier products.
- **Code.** When you enter supplemental information for data types that you have specified as code format, you type the appropriate supplemental information in specific fields. You typically use this format to track categories, amounts, and dates. For example, if your company works with suppliers, you might use the code format to track product type, cost, effective sales date, and so on.
- **Program.** When you enter supplemental information for data types that you have specified as program format, you can organize programs in a manner that is convenient for you. For example, you can set up a program format that allows you to access the Supplier Master Information program (P04012) when you enter supplemental data for suppliers.

Supplemental data is stored in the Supplemental Data table (F00092).

► To enter supplemental data in the narrative format

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

- Supplemental Database Code

The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

The system displays the available types of supplemental data. The value N in the Data Mode column indicates that the data type is in narrative format. The system displays a paper clip icon to the left of each row that contains narrative text.

2. Depending on the supplemental database code that you are using, complete one of the following fields and click Find:
 - Address Number
 - Item Number
 - Branch/Plant
 - Business Unit
3. Choose a record in the detail area that contains N (narrative) in the Data Mode column and click Select.
4. On Media Objects, choose New and then Text from the File menu.
5. Enter the text.
6. From the File menu, choose Save & Exit.

► **To enter supplemental data in the code format**

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

- Supplemental Database Code

The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

The system displays the available types of supplemental data. C in the Data Mode column indicates that the data type is in code format. A check mark in the row header of a data type indicates that a code format exists for that data type.

- Depending on the supplemental database code that you are using, complete one of the following fields and click Find:

- Address Number
- Item Number
- Branch/Plant
- Business Unit

PeopleSoft®

Employee Supplemental Data Entry - Work With Supplemental Data

Select Find Copy Close Form Row Tools

Supplemental Database Code E Employee

Employee Address Book Number 1 Financial/Distribution Company

Records 1 - 9 Customize Grid

	Display Sequence	Data Class	Data Type	Description	Data Mode	SDB Code	Search Type
<input checked="" type="radio"/>			A	Emergency Contacts	N	E	
<input type="radio"/>			B	Skills	C	E	
<input type="radio"/>			C	Professional Licenses/Cert.	C	E	
<input type="radio"/>			D	Employer Property	C	E	
<input type="radio"/>			E	Education	C	E	
<input type="radio"/>			EN	Establishment Number	C	E	
<input type="radio"/>			G	Appraisal Overview	N	E	
<input type="radio"/>			L	Personnel Records	N	E	
<input type="radio"/>			R	Employment Equity - Canada	C	E	

- Choose a record in the detail area that contains C (code) in the Data Mode column and click Select.

The column headings and fields in the detail area vary, based on the setup for each data type.

PeopleSoft®

Employee Supplemental Data Entry - General Description Entry

OK Find Delete Cancel Row Tools

Supplemental Database Code E Type Data B Skills

Employee Address Book Number 1 Financial/Distribution Company

UDC Table Skills Code Size 6

Records 1 - 1 Customize Grid

	Skill	Description	Updated	No. of Yrs	Proficiency Level	Education or Usage experience	Remarks Line 3
<input type="checkbox"/>							

4. On General Description Entry, complete the following fields if your data type is associated with a user defined code table:

- User Def Code
- Effective Date

5. Complete the fields that apply to the data type, which might include the following:

- User Defined Amount
- Remark
- Remarks Line 2
- User Defined Amount #2
- Addl Date
- Ending Date
- User Def Days

If you leave the Ending Date field blank and you specified in a processing option for the Supplemental Data program that the system assign an ending date when you leave this field blank, the system uses the ending effective date from the Address by Date table (F0116).

6. Click OK.

Note

PeopleSoft recommends that you use the Supplemental Data Setup program (P00091) to add or change information that is associated with the fields in the UDC Headings/Validation and Remark Headings/Validation areas of the Data Type Revisions form. If you change information using the Supplemental Data program (P00092) instead, the next time that you view the record, the system will issue an error because it is using another UDC table to validate the data.

► To access supplemental data in the program format

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Supplemental Data menu (G1318), choose Data Entry.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:
 - Supplemental Database Code

The system populates this field and displays key fields based on the database code specified in the processing option for the Supplemental Data program (P00092).

The system displays the available types of supplemental data. P in the Data Mode column indicates that the data type is in program format.

2. Choose a row in the detail area that contains P (program) in the Data Mode column and click Select.

The system displays the program and form that you identified when you set up the program format for the data type.

Processing Options for Supplemental Data (P00092)

Processing

1. Select the Supplemental Database Code for the system you would like to create a central information index for.
 2. Enter a '1' if the system should not assign an ending effective date when the field is left blank.
-

Copying Supplemental Data Types

To save time and reduce data entry errors, you can copy supplemental data to other records. For example, to enter supplemental data for an address book number that is similar to an existing address book number, you can copy information from one record to another record. After you copy the data, you can revise it as necessary.

When you copy supplemental data, follow these guidelines:

- Copy supplemental data that is in code format only. You cannot copy narrative text.
- Copy information from one data type to another data type in code format. For example, if you have a data type in code format for skills and another data type in code format for professional licenses, you can copy one employee's skills information into another employee's professional licenses data type.
- Copy supplemental data only within the same supplemental database code. For example, suppose that you have two address book supplemental database codes, AB and SU. Within database code AB, you can copy information from one data type to another data type. However, if you have information in database AB that you also want in database SU, you must manually enter the information in both databases.

► To copy a supplemental data type

Use one of the following navigations:

From the CIF Supplemental Data menu (G01312), choose Supplemental Data.

From the Employee Supplemental Data menu (G05BSDE1), choose Employee Supplemental Data Entry.

From the Business Unit Supplemental Data menu (G09312), choose Supplemental Data.

From the Item Supplemental Data/CIF menu (G4124), choose Supplemental Data by Item or Supplemental Data by Item/Branch.

1. On Work With Supplemental Data, review the following field to verify that you are using the correct code:

- Supplemental Database Code

The system updates this field and displays key fields based on the database code that you specified in the processing option for the Supplemental Data program (P00092).

2. Complete one or more of the following applicable fields and click Find:

- Item Number
- Branch/Plant
- Business Unit
- Address Number

3. In the detail area, choose the record that contains the supplemental data type that you want to copy and click Copy.

4. On General Description Entry, complete one of the following applicable fields and click OK:

- Item Number
- Branch/Plant
- Business Unit
- Address Number

Reviewing Supplemental Data

You can review supplemental data in various formats. For example, you can review supplemental data by data type to review a specific type of supplemental data for multiple business units such as job sites in the Western region of the United States. You can also review supplemental data by item to review the master information about an item and the supplemental information with which it is associated, such as the information for a work order.

Two tabs appear on the Work With Supplemental Data Profiles (Key1) and Work With Supplemental Data Profiles (MCU/Key1) forms. Each of the following tabs represents a different order in which the system sorts and displays the columns in the detail area of the form:

Data Type Sort first by data type, and then by short item number.

Item Number Sort by short item number, and then by data type.

You can rearrange the order in which the system displays the columns in the detail area. You can also save your changes as a new format. As you add formats to the form, the system adds tabs with the names that you assign the formats.

► **To review supplemental data**

Use one of the following navigations:

From the Business Unit Supplemental Data menu (G09312), choose Inquiry by Business Unit.

From the Item Supplemental Data/CIF menu (G4124), choose Profile Inquiry by Item or Profile Inquiry by Item/Branch.

From the Work Order Supplemental Data menu (G4813), choose Inquiry by Order.

1. On Work With Supplemental Data, Work With Supplemental Data Profiles (Key 1), or Work With Supplemental Data Profiles (MCU/Key1), complete one of the following fields:
 - Item Number
 - Type Data
2. To further limit your search, complete any of the fields in the QBE row.
3. Click Find.

Processing Options for Inquiry by Business Unit (P00620)

SDB Code

Enter a Supplemental Database Code. Only data types with this database code will be displayed. If left blank, the Business Unit data types (Database Code "BU") will display.

Supplemental Database Code

Supplemental Data Reports

From the Business Unit Supplemental Data menu (G09312), choose Data by Business Unit or Data by Data Type.

You can run the following reports to review a summary of your supplemental data:

- Supplemental Data by Data Type (R00640)
- Supplemental Data by Business Unit (R00650)

These reports are based on data that is stored in the Supplemental Database Data Types (F00091) and Supplemental Data (F00092) tables.

For business units, you can print two versions of each report. One version sorts business units alphabetically, and the other version sorts them numerically.

You can include or exclude the narrative text for each version. The system stores supplemental narrative text as generic text attachments.

Report Heading and Column Titles

The heading on each supplemental data report is the text that you entered in the Description field when you set up the data type on the Data Type Revisions or General Description Entry form.

Column titles are the text that you entered in the UDC, Amount 1, Remark 1, Remark 2, Effective From, and Effective Thru fields when you set up the data type.

Processing Options for Data by Data Type (R00640)

Generic Text

Enter '1' to bypass printing text information on the report. Default of blank will print the text.

Generic Text Option

SDB Code

Enter the Supplemental DataBase Code you wish to print records for. Default of blank will print records for the Business Unit SDB Code 'BU'.

Supplemental Database Code

Processing Options for Supplemental Data by Business Unit (R00650)

Generic Text

Enter '1' to bypass printing text information on the report. Default of blank will print the text.

Generic Text Option

SDB Code

Enter the Supplemental DataBase Code you wish to print records for. Default of blank will print records for the Business Unit SDB Code 'BU'.

Supplemental Database Code

Working with Externally Reconciled Transactions

If you use outbound interoperability to send bank account information to a third-party software package for bank statement reconciliation, you can import the reconciliation information back into EnterpriseOne to complete the reconciliation process.

Populating the Journal Entry Transactions - Batch File Table

You must populate the following fields in the Journal Entry Transactions - Batch File table (F0911Z1) for each transaction that you want to update in EnterpriseOne:

Field Name	Required
VNEDUS (EDI - User ID)	Y
VNEDBT (EDI - Batch Number)	Y
VNEDTN (EDI - Transaction Number)	Y
VNEDLN (EDI - Line Number)	Y
VNEDSP (EDI - Processed Flag)	Y. This value must be 2.
VNDOC (Document Number)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNDCT (Document Type)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNKCO (Document Company)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNDGJ (G/L Date)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNJELN (Journal Entry Line Number)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNEXTL (Line Extension Code)	Y. The values in these fields must match the records that you want to update in the Account Ledger table (F0911).
VNRCND (Reconciled Code)	Y. The system writes the values in these fields to the Account Ledger table (F0911).

VNDKC (Check Cleared Date)	Y. The system writes the values in these fields to the Account Ledger table (F0911).
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After you populate the Journal Entry Transactions - Batch File table, you run the Update Externally Reconciled Transaction program to update the transactions in EnterpriseOne from the Journal Entry Transactions - Batch File table.

Updating Reconciled Transactions in EnterpriseOne

From the Batch Journal Entry Processing menu (G09311), choose Update Externally Reconciled Transaction.

You run the Update Externally Reconciled Transaction program to update the reconciliation information in EnterpriseOne from the Journal Entry Transactions - Batch File table (F0911Z1). The program also updates the Processed Flag field (VNEDSP) to 1 (successfully processed) in the Journal Entry Transactions - Batch File table for each transaction to prevent the transaction from being processed again by the Update Externally Reconciled Transaction program or by the Journal Entry Batch Processor program (R09110Z).

Vertex Sales Tax Q Series

If your company wants to apply sales taxes automatically, you can use the Vertex Sales Tax Q Series system with the following EnterpriseOne systems:

- General Accounting
- Accounts Receivable
- Accounts Payable
- Sales Order Management
- Procurement
- Customer Service Management System (CSMS)
- Contract Billing
- Service Billing

Caution

If you are using the Payroll system, you are required to use the Quantum for Payroll Tax System. See *Setting Up Tax Information* in the *Payroll Guide*.

See Also

- ❑ *Interface to Vertex Sales Tax Q Series Guide* for information about using the Vertex Sales Tax Q Series product

EnterpriseOne PeopleBooks Glossary

“as of” processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.
aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60

	days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
audit trail	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.

base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or “basket” of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs

	authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.

cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.

ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDI) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry

	process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders

	usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'échange de biens.

debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'échange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.
delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups

	<p>Scheduled delivery date</p> <p>Scheduled delivery time</p> <p>Preferred delivery date</p> <p>Preferred delivery time</p> <p>Average delivery time for that geographical location</p> <p>Available resources</p> <p>Special equipment requirements at the product's source or destination.</p>
displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.

edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll.

	R2 with interpretive and application controls/form.
environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change

	when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to

	identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e serviços substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Istituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.

inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre servicos.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root

	directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	<p>PeopleSoft proprietary database middleware package that provides two primary benefits:</p> <ol style="list-style-type: none"> 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.
Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port.</p>

	Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.
libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.

logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.

media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might

	prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as

	anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.
object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
outturn	The quantity of oil that is actually received into a buyer's storage tanks when a

	<p>vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually “turned out” by the vessel into storage.</p> <p>When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.</p>
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time “snapshot” of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	<p>A type of form that presents parent/child relationships in an application on one form:</p> <p>The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.</p> <p>The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.</p> <p>The parent/child form supports drag and drop functionality.</p>
parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent

	<p>and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.</p> <p>2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.</p> <p>Sometimes referred to as parent/child relationship.</p>
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ($100 / 80 = 1.25$).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.

preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated

	publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne's data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.
regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
relevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repassé	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.

replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See relevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.
row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server

	configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.
silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.

SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.
specification merge	<p>The Specification merge is comprised of three merges:</p> <p>Object Librarian merge (via the Object Management Workbench).</p> <p>Versions List merge.</p> <p>Central Objects merge.</p> <p>The merges blend customer modifications with data that accompanies a new release.</p>
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory

	and account for labor amounts at strategic points throughout the manufacturing process.
supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.

termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The

	data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
visual assist	Forms that can be invoked from a control to assist the user in determining what

	data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for

	an external system to access.
zusammenfassende meldung	In Germany, the term for the EU Sales Listing.

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