

Guide
June 1996



General Accounting

Release
A7.3

JDEdwards®



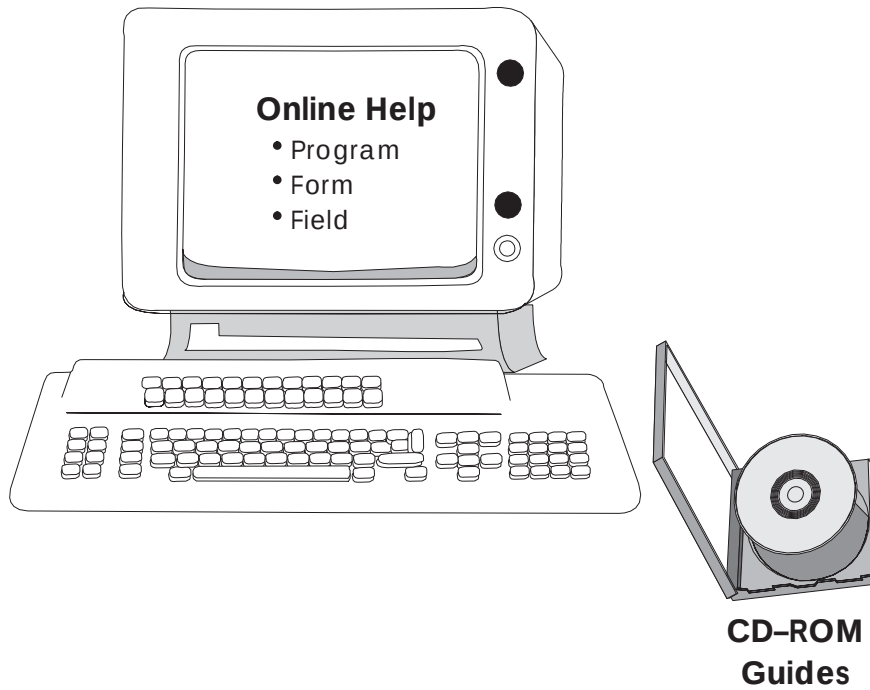
Item # A73CEAGA

J.D. Edwards & Company
8055 E. Tufts Avenue
Denver, CO 80237

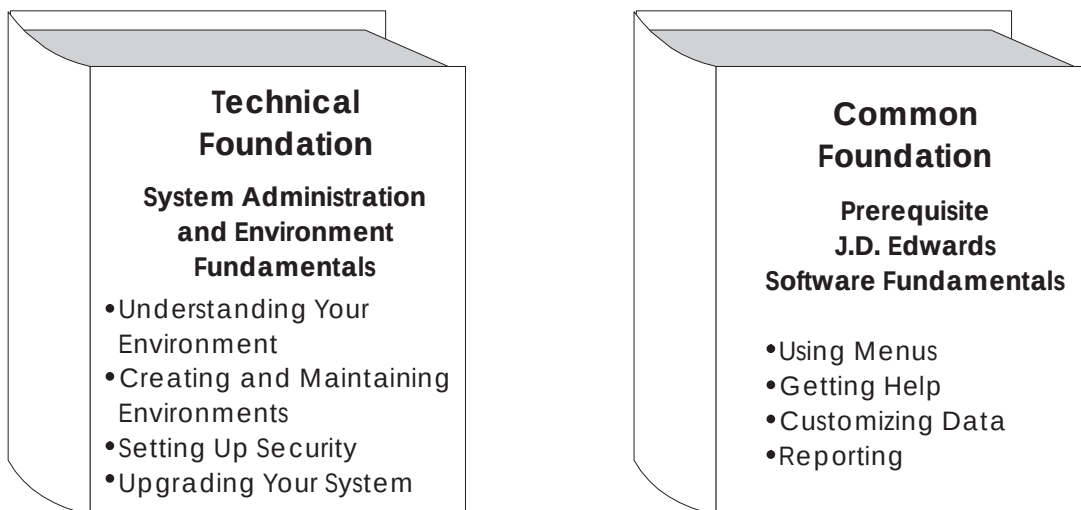
©J.D. Edwards & Company 1989, 1996
All Rights Reserved

The information in this guide is confidential and a proprietary trade secret of J.D. Edwards & Company. It may not be copied, distributed, or disclosed without prior written permission. This guide is subject to change without notice and does not represent a commitment on the part of J.D. Edwards & Company. The software described in this guide is furnished under a license agreement and may be used or copied only in accordance with the terms of the agreement. J.D. Edwards & Company uses an automatic software disabling routine to monitor the license agreement. For more details about this routine, please refer to the *Technical Foundation Guide*.

Where Do I Look?



Guides



Important Note for Students in Training Classes

This guide is a source book for
online helps, training classes, and
user reference. Training classes
may not cover all the topics
contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for release A7.3 of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

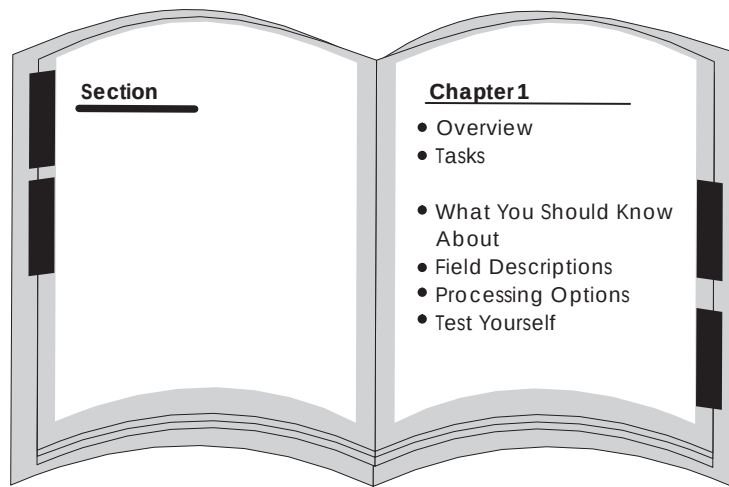
This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.



When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.
- *Table* generally means “file.”

We assume an “implied completion” at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

Table of Contents

General Accounting I Overview

System Integration	1-1
General Accounting Features	1-4
Account Numbering Concepts	1-8
Business Unit - The "Where"	1-9
Object.Subsidiary - The "What"	1-9
General Accounting System Flow	1-10
Tables Used by General Accounting	1-11
Menu Overview	1-13
Training Environment Case Study	1-14

Daily

Journal Entry Processing

About Journal Entry Processing	2-1
Where Are Journal Entries Generated?	2-3
What Are the Types of Journal Entries?	2-3
When Do You Review and Approve Journal Entries?	2-4
What Happens When You Post a Journal Entry?	2-4
How Are Balances Maintained?	2-4
What Are the Types of General Journal Reports?	2-6
Work with Batch Control for Journal Entries	2-7
Working with Batch Control for Journal Entries	2-7
Work with Basic Journal Entries	2-9
Working with Basic Journal Entries	2-9
Entering Basic Journal Entries	2-10
Accepting an Out-of-Balance Journal Entry	2-16
Duplicating Account Number Segments	2-17
Example: Duplicating Account Number Segments	2-17
Locating Journal Entries	2-18
Revising Unposted Journal Entries	2-19
Copying a Journal Entry	2-21
Working with Invalid Account Numbers	2-21
Choosing a Valid Account Number	2-22
Temporarily Accepting Invalid Account Numbers	2-23
Adding Account Numbers	2-24
Adding Text to Journal Entries	2-26
Test Yourself: Working with Basic Journal Entries	2-29
Enter Journal Entries in Special Formats	2-31
Entering Journal Entries in Special Formats	2-31

Entering Journal Entries with Subledgers	2-32
Entering Journal Entries for the Energy Systems	2-35
Entering Journal Entries for Fixed Assets	2-37
Entering Journal Entries with Units	2-38
Entering Journal Entries for Work Orders	2-39
Entering Journal Entries with Debit/Credit Columns	2-40
Work with Other Types of Journal Entries	2-43
Working with Other Types of Journal Entries	2-43
Entering Reversing Journal Entries	2-44
Entering Percent Journal Entries	2-46
Working with Journal Entries with Foreign Currency	2-46
Entering Journal Entries with Foreign Currency	2-48
Locating Journal Entries with Foreign Currency	2-49
Test Yourself: Working with Other Journal Entries	2-51
Work with Model Journal Entries	2-53
Working with Model Journal Entries	2-53
Creating Models for Basic Journal Entries	2-54
Creating Models for Percent Journal Entries	2-55
Entering Journal Entries Based on Models	2-56
Test Yourself: Working with Model Journal Entries	2-59
Processing Options for Journal Entry	2-61
Processing Options for Journal Entry	2-61
Processing Options for Journal Entry Functional Server	2-62
Enter Journal Entries with VAT	2-65
Entering Journal Entries with VAT	2-65
Example: Journal Entry with VAT	2-65
Processing Options for Journal Entry with VAT Tax	2-68
Review and Approve Journal Entries	2-69
Reviewing and Approving Journal Entries	2-69
Reviewing Journal Entries	2-70
Reviewing a List of Journal Entry Batches	2-70
Example: Multi-Currency Batch Totals	2-72
Reviewing and Revising Journal Entry Detail	2-73
Approving Batches of Journal Entries for Posting	2-75
Understand the Post Process for Journal Entries	2-77
About the Post Process for Journal Entries	2-77
Post Journal Entries	2-81
Posting Journal Entries	2-81
Posting a Batch of Journal Entries	2-81
Verifying the Post of Journal Entries	2-82
Reviewing the Posting Edit Report	2-82
Reviewing the Posting Journal	2-84
Reviewing Other Posting Reports	2-84
Processing Options for Post General Ledger	2-85
Test Yourself: Posting Journal Entries	2-88
Revise Posted Journal Entries	2-89
Revising Posted Journal Entries	2-89
Changing Posted Journal Entries	2-91
Voiding Posted Journal Entries	2-92
Voiding Posted Reversing Journal Entries	2-92

Example: Dates for Voiding Posted Reversing Journal Entries . .	2-93
Print General Journals	2-95
Printing General Journals	2-95
Printing Unposted General Journal	2-97
Processing Options for Unposted General Journal	2-97
Printing General Journal by Batch	2-99
Printing General Journal by Account	2-101
Processing Options for General Journal by Account	2-101

Reports and Inquiries

About Reports and Inquiries	3-1
Where Do Reports Get Their Information?	3-1
Where Do Inquiries Get Information?	3-3
Are Balances as of a Specific Date Available?	3-4
What AAls Determine Reporting Breaks?	3-4
Do Reports and Inquiries Show Multi-Currency?	3-4
Can You Vary Report Detail for Management?	3-5
Does the System Provide Statutory Reports?	3-6
Print Trial Balance Reports	3-7
Printing Trial Balance Reports	3-7
Which Report Should You Choose?	3-7
Printing Trial Balance by Business Unit	3-9
Processing Options for Trial Balance by Business Unit	3-10
Printing Trial Balance by Object Account	3-11
Processing Options for Trial Balance by Object Account	3-13
Printing Debit/Credit Trial Balance by Business Unit	3-13
Processing Options for DR/CR Trial Balance by Business Unit . .	3-15
Printing Debit/Credit Trial Balance by Category Code	3-16
Processing Options for DR/CR Trial Balance by Category Code .	3-18
Print General Ledger Reports	3-19
Printing General Ledger Reports	3-19
Which Report Should You Choose?	3-20
Printing General Ledger by Business Unit	3-21
Processing Options for General Ledger by Business Unit	3-22
Printing General Ledger by Object Account	3-24
Processing Options for General Ledger by Object Account	3-24
Printing General Ledger with Subledger Totals	3-26
Processing Options for General Ledger with Subledger Totals . .	3-26
Printing General Ledger by Category Code	3-28
Processing Options for General Ledger by Category Code	3-29
Print the Transaction Journal	3-31
Printing the Transaction Journal	3-31
Processing Options for Transaction Journal	3-33
Review Trial Balances Online	3-35
Reviewing Trial Balances Online	3-35
Which Online Inquiry Should You Choose?	3-36
Reviewing Trial Balances by Business Unit	3-37
Processing Options for T/B by Business Unit	3-39
Reviewing Trial Balances by Object Account	3-39

Processing Options for T/B by Object Account	3-41
Reviewing Trial Balances by Company	3-43
Processing Options for T/B by Company	3-44
Reviewing Trial Balances by Subledger	3-44
Processing Options for T/B by Subledger	3-45
Reviewing Trial Balances Using Wildcard Characters	3-45
Example: Masked Trial Balance Entry	3-45
Processing Options for Masked Trial Balance	3-47
Review Account Ledgers and Balances	3-49
Reviewing Account Ledgers and Balances	3-49
Which Online Inquiry Should You Choose?	3-50
Reviewing Account Ledgers	3-50
Processing Options for Account Ledger Inquiry	3-57
Reviewing Account Balances by G/L Period	3-58
Reviewing Account Balances by Subledger	3-60
Reviewing Statutory Accounts	3-61
Processing Options for Statutory Account Inquiry	3-66
Reviewing Account Balance Comparisons	3-67
Processing Options for Account Balance Comparison	3-69
Reviewing Daily or Weekly Comparisons	3-71
Processing Options for Daily or Weekly Comparisons	3-72

Periodic

Financial Reports

About Financial Reports	4-1
What Are the Features of Financial Reports?	4-2
Where Do Financial Reports Get Their Information?	4-3
Print Simple Financial Reports	4-5
Printing Simple Financial Reports	4-5
Printing a Simple Income Statement	4-5
Processing Options for Simple Income Statement	4-7
Data Selection and Data Sequence for Simple Income Statement	4-8
Printing a Simple Balance Sheet	4-9
How Is Operating Income Calculated?	4-10
Example: Operating Income Calculation	4-10
Data Selection and Data Sequence for Simple Balance Sheet ...	4-11
Define and Print Consolidated Financial Reports	4-13
Defining and Printing Consolidated Financial Reports	4-13
Defining Columns for the Report	4-14
Printing Consolidated Income Statements	4-17
Processing Options for Consolidated Income Statement –	
12 Column	4-18
Data Selection and Sequence for Consolidated Income Statement	4-19
Printing Consolidated Balance Sheets	4-20
Data Selection and Data Sequence for Consolidated	
Balance Sheet	4-22

Print Monthly Spreadsheets	4-23
Printing Monthly Spreadsheets	4-23
Print Analysis Reports	4-27
Printing Analysis Reports	4-27
Printing Variance Analysis Reports	4-27
Printing Financial Ratios Reports	4-30
How Do AAIs Affect Financial Ratios?	4-30
Data Sequence for Financial Ratios	4-33
Forecast G/L Cash Flow	4-35
Forecasting G/L Cash Flow	4-35
What Happens When You Run G/L Cash Forecasting?	4-35
Processing Options for G/L Cash Forecasting	4-37
Data Selection and Data Sequence for G/L Cash Forecasting ...	4-37

Account Reconciliation

About Account Reconciliation	5-1
Which Method Should You Choose?	5-1
What Should You Consider Before Using Account	
Reconciliation?	5-4
Reconcile Voided Payments	5-5
Reconciling Voided Payments	5-5
Data Sequence for Automatic Reconcile of Void Payments	5-5
Create the Reconciliations Worktable	5-7
Creating the Reconciliations Worktable	5-7
Processing Options for Refresh Reconciliation File	5-8
Data Selection for Refresh Reconciliations File	5-9
Work with Manual Reconciliations	5-11
Working with Manual Reconciliations	5-11
Manually Marking Transactions as Reconciled	5-12
Processing Options for Bank Account Reconciliation	5-15
Processing Options for Debit/Credit Match	5-16
Manually Changing Transactions from Reconciled to Unreconciled .	5-17
Work with Bank Tape Reconciliations	5-19
Working with Bank Tape Reconciliations	5-19
Customizing the Reformat Program	5-20
Processing Options for Custom Reformat Program	5-21
Matching the Bank Tape to the Reconciliations Worktable	5-21
Processing Options for Match Bank Tape File	
to Reconciliations File	5-21
Verifying the Bank Tape Reconciliation	5-22
Bank Tape Reconciliation Reports	5-22

Allocations

About Allocations	6-1
Why Use Allocations?	6-1
What Are the Types of Allocations?	6-2
Are There Other Ways to Set Up Allocations?	6-2

How Can You Use Indexed Allocations?	6-2
How Can You Use Cost Allocations?	6-3
How Can You Use Variable Numerator Allocations?	6-4
What Are the Similarities Among the Different Types?	6-5
Work with Indexed Allocations	6-9
Working with Indexed Allocations	6-9
Setting Up Indexed Allocation Calculations	6-9
Example: Indexed Allocations	6-10
Reviewing Indexed Allocations	6-20
Processing Options for Allocations Review	6-21
Calculating Indexed Allocation Amounts	6-22
Processing Options for Compute Indexed Allocations	6-24
Data Selection for Compute Indexed Allocations	6-24
Data Sequence for Compute Indexed Allocations	6-25
Review and Post Allocations	6-27
Reviewing and Posting Allocations	6-27
Reviewing Allocations	6-27
Posting Allocations	6-28

Budgeting

About Budgeting	7-1
What Methods of Budgeting Can You Use?	7-2
Are There Other Ways to Create Budgets?	7-2
What Can You Do with Annual Budgets?	7-2
Can You Enter Budget Amounts for Each Period?	7-3
What Type of Budget Provides a Formal Audit Trail?	7-4
Can You Use Budgets You Created in Another System?	7-4
How Can You Review Budgets?	7-4
Work with Budget Patterns	7-5
Working with Budget Patterns	7-5
Examples: Budget Patterns	7-5
Creating Budget Pattern Codes	7-7
Assigning Budget Pattern Codes	7-10
Assigning Budget Codes before Budget Entry	7-10
Assigning Budget Codes during Budget Entry	7-11
Assigning Budget Codes to Groups of Accounts or Business Units	7-13
Work with Annual Budgets	7-15
Working with Annual Budgets	7-15
Entering Annual Budget Amounts	7-16
Example: Using Annual Budget Cycles	7-17
Processing Options for Annual Budget by Business Unit/Account	7-20
Reviewing Budget Worksheets	7-21
Processing Options for Budget Worksheet Report	7-23
Data Selection and Sequence for Budget Worksheet Report	7-24
Spreading Annual Amounts to Periods	7-25
Processing Options for Spread Annual to Periods	7-26
Data Sequence for Spread Annual to Periods	7-27

Review Budget Comparisons Online	7-29
Reviewing Budget Comparisons Online	7-29
Enter Detailed Budget Amounts	7-33
Entering Detailed Budget Amounts	7-33
Processing Options for Detailed Budget by Account	7-35
Manage Budget Overages	7-37
Managing Budget Overages	7-37
Example: G/L Budget Checking Calculation	7-38
Processing Options for G/L Budget Checking	7-40
Work with Journalized Budgets	7-41
Working with Journalized Budgets	7-41
Entering Journalized Budgets	7-42
Reviewing and Approving Journalized Budgets	7-44
Posting Journalized Budgets	7-45
Locating Journalized Budgets	7-45
Upload Budgets from a PC to the AS/400	7-47
Uploading Budgets from a PC to the AS/400	7-47
Uploading Budgets to a Temporary File	7-48
Printing the Temporary File	7-49
Processing Options for Print PC Budget Source File	7-50
Defining the Fields for Account Balances	7-51
Example: File Layouts and Field Definitions	7-52
Processing Options for Budget Upload Field Definition	7-53
Uploading the Fields to Account Balances	7-54
Processing Options for PC Budget Upload/Conversion	7-55

Periodic and Annual Processes

About Periodic and Annual Processes	8-1
What Happens When You Close an Accounting Period?	8-2
What Happens When You Close a Fiscal Year?	8-2
Print Integrity Reports	8-7
Printing Integrity Reports	8-7
Batch Header Integrity Reports	8-8
Unposted Batches	8-8
Transaction to Batch Headers	8-8
Batch to Detail and Out-of-Balance	8-9
Company by Batch Out-of-Balance	8-9
General Ledger Integrity Reports	8-10
Companies in Balance	8-10
Intercompany Accounts in Balance	8-10
Accounts without Business Units	8-11
Account Balance without Account Master	8-11
Transactions without Account Masters	8-12
Account Balance to Transactions	8-12
Close an Accounting Period	8-13
Closing an Accounting Period	8-13
Checklist for Closing an Accounting Period	8-14
Closing an Accounting Period for One Company	8-15
Closing an Accounting Period for Multiple Companies	8-17

Change a Financial Reporting Date	8-19
Changing a Financial Reporting Date	8-19
Understand the Fiscal Year Close	8-23
About the Fiscal Year Close	8-23
Example: Fiscal Year Close for Income Statement Accounts	8-23
Example: Fiscal Year Close for Balance Sheet Accounts	8-25
Example: Fiscal Year Close for Retained Earnings Account	8-27
Close a Fiscal Year	8-29
Closing a Fiscal Year	8-29
Checklist for Closing a Fiscal Year	8-32
Processing Options for G/L Annual Close	8-32
Data Selection and Data Sequence for G/L Annual Close	8-33

Monthly Valuation and Financial Restatement

About Monthly Valuation and Financial Restatement	9-1
What Are the Types of Monthly Valuations?	9-2
What Are the Types of Financial Restatement?	9-3
Which Ledgers Are Used for Financial Restatement?	9-3
What Are the SFAS 52 Requirements?	9-7
Understand Monetary Account Valuation	9-9
About Monetary Account Valuation	9-9
How Are Unrealized Gains and Losses Calculated?	9-9
How Are Unrealized Gains and Losses Recorded?	9-9
Calculate Unrealized Gains and Losses	9-11
Calculating Unrealized Gains and Losses on Monetary Accounts ...	9-11
Example: Journal Entry for Unrealized Gain or Loss	9-12
Processing Options for Monetary Account Valuation	9-13
Data Selection for Monetary Account Valuation	9-14
Understand Balance Currency Restatement	9-15
About Balance Currency Restatement	9-15
What Information Does the System Need for Calculations?	9-17
Example: Net Period Calculation - Method 0	9-19
Example: Cumulative Balance Calculation - Method 1	9-19
How Are Restated Balances Calculated?	9-20
Define Restatement Rates	9-23
Defining Restatement Rates	9-23
Processing Options for Financial Restatement Rates	9-27
Work with Calculations for Balance Restatement	9-29
Working with Calculations for Balance Restatement	9-29
Defining Calculations	9-30
Reviewing Calculations	9-36
Calculate Restated Balances	9-39
Calculating Restated Balances	9-39
Processing Options for Compute Restated Balances	9-43
Understand Detailed Currency Restatement	9-45
About Detailed Currency Restatement	9-45
Which Ledgers Are Used to Calculate Gains and Losses?	9-46
Example: Gain/Loss for a Domestic Voucher	9-47
How Are Gains and Losses Calculated on a Foreign Transaction?	9-48

What Happens If You Use Alternate Ledgers?	9-49
What Steps Are Required for Detailed Currency Restatement? ..	9-50
What Transactions Are Processed?	9-51
What Happens with Reviewing and Posting?	9-51
Set Up Detailed Currency Restatement	9-53
Setting Up Detailed Currency Restatement	9-53
Setting Up Constants for Detailed Currency Restatement	9-54
Setting Up General Accounting Constants	9-54
Setting Up Accounts Receivable and Accounts Payable Constants	9-56
Setting Up Companies for Detailed Currency Restatement	9-57
Setting Up Currency Codes for Detailed Currency Restatement	9-59
Setting Up Ledger Types for Detailed Currency Restatement	9-60
Setting Up AAls for Detailed Currency Restatement	9-62
Working with Exchange Rates for Detailed Currency Restatement ..	9-65
Defining Exchange Rates for Detailed Currency Restatement ...	9-65
Overriding the Exchange Rate for a Journal Entry	9-67
Calculate Detailed Currency Restatement	9-69
Calculating Detailed Currency Restatement	9-69
Common Error Messages and Their Causes	9-70
Processing Options for Detailed Currency Restatement	9-71
Review/Approve Detailed Currency Transactions	9-73
Reviewing and Approving Detailed Currency Transactions	9-73
Reviewing Detailed Currency Transactions	9-74
Reviewing a List of Detailed Currency Batches	9-74
Reviewing Detailed Information	9-76
Approving Detailed Currency Batches for Posting	9-78
Post the Detailed Currency Journal	9-79
Posting the Detailed Currency Journal	9-79
Posting a Batch of Detailed Currency Transactions	9-80
Verifying the Post of Detailed Currency Transactions	9-80
Posting Edit Report	9-80
Posting Journal	9-81
Work with "As If" Currency Reposting	9-83
Working with "As If" Currency Reposting	9-83
Defining the Exchange Rate for Reposting	9-84
Calculating and Posting "As If" Currency Restatement	9-85
Processing Options for Compute "As IF" Balances	9-86
Data Selection for Compute "As IF" Balances	9-87

Setup

Organization Setup

About Organization Setup	10-1
What Are Fiscal Patterns?	10-1
What Is a Company?	10-3
What Are Business Units?	10-4
How Are Companies and Business Units Related?	10-4

How Are Business Units and Category Codes Related?	10-5
Set Up Fiscal Date Patterns	10-7
Setting Up Fiscal Date Patterns	10-7
Set Up Companies	10-13
Setting Up Companies	10-13
Work with Business Units	10-19
Working with Business Units	10-19
Setting Up Business Units	10-20
Assigning Category Codes to Business Units	10-23
Revising Business Units	10-24
Translating Business Units	10-27

Account Setup

About Account Setup	11-1
How Are Objects and Subsidiaries Related?	11-2
How Should You Design Your Chart of Accounts?	11-2
How Are Accounts Grouped and Totaled for Reports?	11-3
Example: Rollup Totals for Reports	11-5
What Determines Whether an Account Posts?	11-5
Differences Between Subledger and Subsidiary Accounting	11-6
Example: Subledger Accounting	11-7
Example: Subsidiary Accounting	11-7
Create Your Chart of Accounts	11-9
Creating Your Chart of Accounts	11-9
Defining Account Segments	11-10
Creating a Model Chart of Accounts	11-13
Example: Model Business Unit	11-14
Copying Accounts to Business Units	11-17
Creating Accounts Dynamically	11-20
Work with Accounts	11-22
Working with Accounts	11-22
Changing Accounts	11-22
Deleting Accounts	11-25
Revising a Single Account	11-27
Translating Accounts	11-29
Generate Account Description Search	11-33
Generating Account Description Search	11-33
Processing Options for Build Word Search File	11-34
Review Your Chart of Accounts	11-35
Reviewing Your Chart of Accounts	11-35
Work with Subledgers	11-37
Working with Subledgers	11-37
Defining Additional Subledger Types	11-38
Defining Accounts That Require Subledgers	11-40
Example: Posting Edit Codes	11-42
Inactivating Subledgers	11-42

System Setup

About System Setup	12-1
What Are the System Setup Features?	12-2
Set Up Constants	12-5
Setting Up Constants	12-5
Setting Up Batch Control	12-6
Setting Up Batch Approval	12-7
Setting Up Posting to Prior Periods	12-8
Setting Up Control of Invalid Account Numbers	12-8
Setting Up Account Symbols	12-9
Setting Up Control of Intercompany Settlements	12-11
Setting Up Currency Conversion	12-12
Understand Automatic Accounting Instructions	12-15
About AAIs for General Accounting	12-15
What Are the AAIs You Need for General Accounting?	12-15
Example: AAI Form	12-17
Work with Automatic Accounting Instructions	12-19
Working with AAIs	12-19
Reviewing AAIs	12-20
Revising AAIs	12-21
Setting Up AAIs for General Accounting	12-25
Setting Up AAIs for General Purpose Accounts	12-25
GLG4: Special Considerations for Retained Earnings	12-27
Setting Up AAIs for Financial Statement Totals	12-28
Example: Income Statement Totals	12-28
Setting Up AAIs for Financial Ratio Accounts	12-31
Setting Up AAIs for Speed Codes	12-32
Example: AAIs for Speed Codes	12-32
Setting Up AAIs for Account Summarization	12-33
Setting Up AAIs for Reconcilable Ranges	12-34
Setting Up AAIs for Prior Year Account Purges	12-35
Translating AAIs	12-36
Test Yourself: Working with AAIs	12-38
Understand User Defined Codes	12-39
About User Defined Codes for General Accounting	12-39
What User Defined Codes Are Available?	12-39
Ledger Type Codes (09/LT)	12-40
Example: Ledger Types	12-40
Business Unit Category Codes (00/01-30)	12-41
Account Category Codes (09/01-23)	12-42
Document Type Codes (00/DT)	12-42
Business Unit Type Codes (00/MC)	12-43
Subledger Type Codes (00/ST)	12-43
Annual Close Ledger Type Codes (00/LT)	12-43
Reconciliation Codes (09/RC)	12-44
Ledger Comparison Column Headings (09/CH)	12-44
Consolidation Review Column Headings (14/CH)	12-44
Work with User Defined Codes	12-45
Working with User Defined Codes for General Accounting	12-45

Example: User Defined Codes Form	12-45
Setting Up User Defined Codes for General Accounting	12-46
Translating User Defined Codes	12-47
Work with Next Numbers	12-49
Working with Next Numbers	12-49
Reviewing Standard Next Numbers	12-51
Assigning Next Numbers by Company and Fiscal Year	12-52
Understand Intercompany Settlements	12-57
About Intercompany Settlements	12-57
What Intercompany Settlement Methods Are Available?	12-57
Do Intercompany Settlements Require AAIs?	12-58
When Should You Reconcile Intercompany Settlements?	12-58
Example: Hub Method	12-59
Examples: Detail Method	12-60
Which Method Should You Use?	12-62
About Intercompany Settlements for Multi-Currency	12-63
What General Accounting Constants Do You Need to Set Up? ..	12-63
How Are Journal Entries Processed?	12-64
Example: Intercompany Settlements for Multi-Currency	12-65
Example: T Accounts	12-67
Set Up Intercompany Settlements	12-69
Setting Up Intercompany Settlements	12-69
Setting Up the Intercompany Settlement Constant	12-70
Setting Up Companies for Intercompany Settlements	12-70
Setting Up Hub Method Y	12-71
Example: Intercompany Accounts for Method Y	12-71
Example: AAIs for Method Y	12-73
Setting Up Hub Method 1	12-73
Example: Intercompany Accounts for Method 1	12-74
Example: AAIs for Method 1	12-75
Setting Up Detail Method D	12-76
Example: Intercompany Accounts for Method D	12-77
Example: AAIs for Method D	12-77
Setting Up Detail Method 2	12-78
Example: Intercompany Accounts for Method 2	12-78
Example: AAIs for Method 2	12-79
Test Yourself: Setting Up Intercompany Settlements	12-80
Understand Multi-Currency	12-83
About Multi-Currency	12-83
What Are the Features of Multi-Currency?	12-83
What Is the Multi-Currency Process?	12-85
Where Is Information Stored?	12-85
Before You Set Up Multi-Currency	12-86
Set Up Multi-Currency	12-89
Setting Up Multi-Currency	12-89
Activating Multi-Currency	12-90
Defining Currency Codes	12-91
Assigning a Domestic Currency to a Company	12-94
Assigning Currency Codes to Monetary Accounts	12-96
Assigning Currency Codes to Customers and Suppliers	12-97
Setting Up AAIs for Multi-Currency	12-99

Work with Currency Codes and Decimals	12-101
Working with Currency Codes and Decimals	12-101
Updating Domestic Currency Codes	12-101
Changing Currency Decimals	12-103
Example: Currency Decimals for Data Item AA	12-103
Processing Options for Change Display Decimals	12-104
Work with Exchange Rates	12-105
Working with Exchange Rates	12-105
Defining a Single Currency Exchange Rate	12-105
Processing Options for Set Daily Transaction Rates	12-109
Defining Multiple Currency Exchange Rates	12-109
Defining Currency Relationships	12-111
Creating Currency Cross-Rate Relationships	12-111
Reviewing Currency Cross-Rate Relationships	12-113
Calculating Currency Cross-Rate Relationships	12-114
Processing Options for Calculate Currency Cross Rates	12-114

Appendices

Appendix A — Data Model	A-1
General System Files	A-1
General Ledger Files	A-2
Other General Ledger Files	A-2
Appendix B — Test Yourself Answers	B-1
Working with Basic Journal Entries	B-1
Working with Other Journal Entries	B-1
Working with Model Journal Entries	B-1
Posting Journal Entries	B-2
Working with AAIs	B-2
Setting Up Intercompany Settlements	B-2
Appendix C — Quick Reference	C-1
Menus	C-1
Ledger Types	C-2
Document Types	C-2
Appendix D — Currency Codes and Decimals	D-1
Multi-Currency Option “Off”	D-1
Multi-Currency Option “On”	D-1
“Units” Ledgers	D-1
“Amounts” Ledgers	D-1
Totals on Reports	D-2
Monetary (Currency-Specific) Accounts	D-2
Technical Considerations	D-3
Detailed Posting by Currency	D-4
Summary Posting by Currency	D-4
Appendix E — Case Study	E-1
Company Structure	E-1
What We Will Learn Doing Our Case Study	E-3
Case Study	E-5

Appendix F — PC Budget Upload	F-1
Build the Spreadsheet	F-1
Upload to the AS400	F-2
Example: Upload from the PC	F-2
Appendix G — Net Changes for Release A7.3	G-1
Appendix H — Functional Servers	H-1
Example: Voucher Processing Functional Server	H-2

Glossary

Index

Exercises



General Accounting I Overview

The J.D. Edwards General Accounting system helps you manage the general ledger and reporting functions for your organization.

With the General Accounting system, you can streamline the day-to-day functions of your entire 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 from multiple sites around the world, provides streamlined transaction processing for timely analysis and ease of reporting.

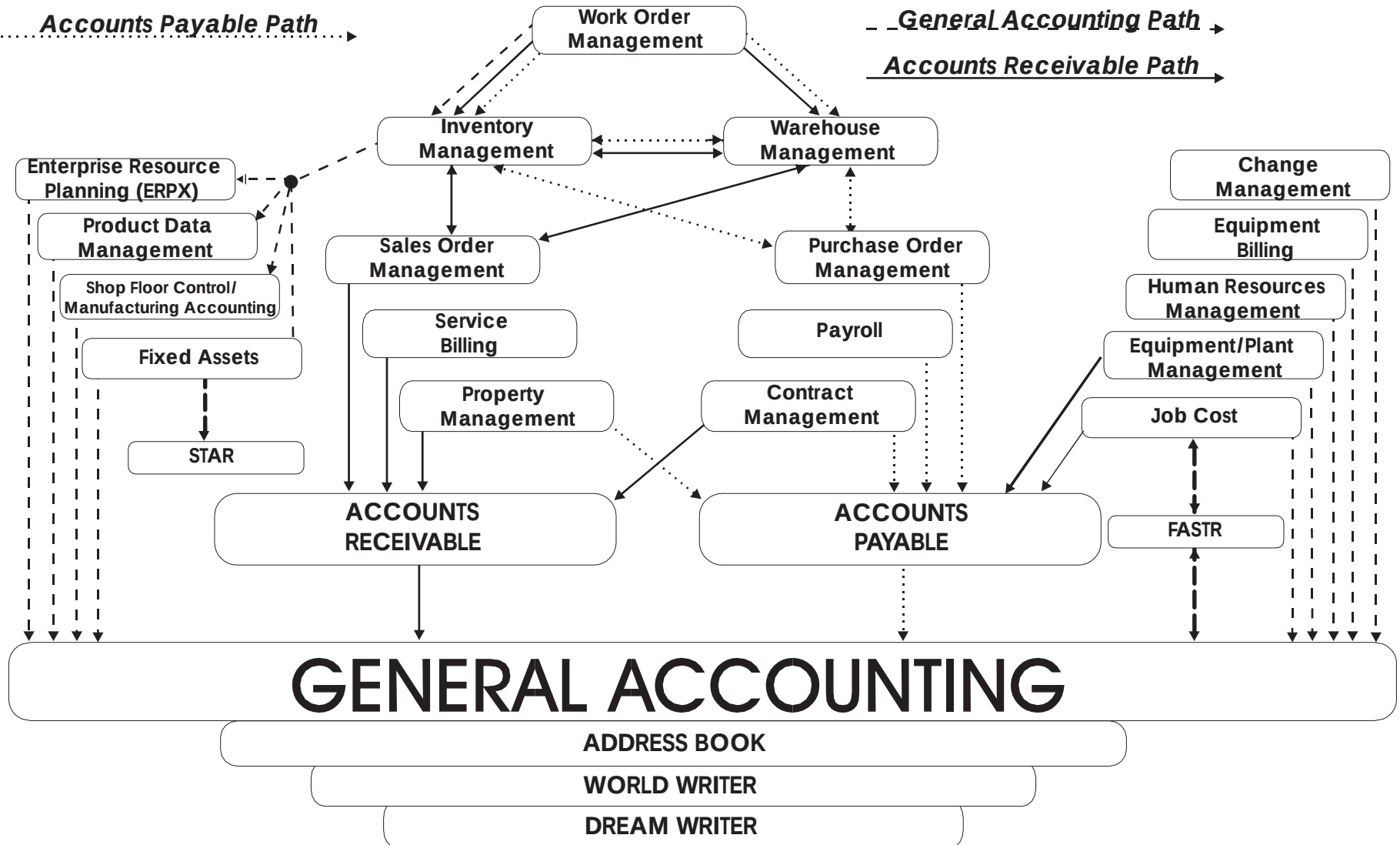
For organizations that have offices around the world, J.D. Edwards software provides the flexibility needed to operate in multiple countries, each with unique currency, language, and statutory reporting requirements.

System Integration

The General Accounting system works with other J.D. Edwards' systems to ensure that all information is fully integrated into the general ledger. In turn, the general ledger provides flexible and accurate financial reporting.

The following graphic shows the other J.D. Edwards systems that generate transactions that must be posted to the general ledger.





The following systems integrate with the General Accounting system, as described.

Manufacturing and Distribution

Sales Order Management

General ledger transactions — detail or summary — are created during the sales order update. These transactions are revenues that are associated with the accounts receivable invoice.

Purchase Order Management

General ledger transactions are created during the purchase order receipt and voucher match processes. These transactions represent the purchase receipts and vouchers, respectively. Additionally, receipt and voucher information is created at one time by the Receiver and Voucher program.

Manufacturing Accounting

General ledger transactions are created within the manufacturing accounting process. These transactions represent material issues, completions, labor hours, and variances.

General Business

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. Journals for labor distribution, flat burden, equipment distribution, and labor billing distribution can be created outside the payroll cycle, if desired.

Fixed Assets and Equipment Management

The same detail transaction records are used by the Fixed Assets, Equipment Management, and General Accounting systems. A post program for fixed assets updates the information in the fixed assets balances.

Architecture, Engineering, and Construction (AEC)

Job Cost

Job cost integrates directly with the general ledger by means of the same, shared account structure.

Contract Management	Progress payments that are posted, in turn, update the general ledger.
Change Management	Transactions are created for each account on the job and are updated to the general ledger via ledger types.

General Accounting Features

Typically, you generate transactions, such as invoices, vouchers, receipts, and payments, using other J.D. Edwards systems. However, you can also enter transactions directly using the General Accounting system.

The features of the General Accounting system include:

- Multiple ledger flexibility
- Multi-national functionality
- Reporting
- Account balance consolidations
- Budgeting
- Allocations
- Reorganization flexibility

Multiple Ledger Flexibility

Multiple ledgers provide flexibility without requiring you to enter unnecessary and redundant data. They allow you to:

- Define any number of unit or monetary ledger types, such as actual, budgeted, or non-domestic currency.
- 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 the domestic and reporting currency ledgers, or the budget to actual ledgers, with the variance calculated online.

Multi-National Functionality

Multi-national functionality allows you work with unlimited currencies that can be consolidated, restated, compared, stabilized, and processed in many ways. The multi-national features of the General Accounting system include:

Consolidation and currency restatement

With consolidation and currency restatement, you can:

- Automatically calculate translation adjustments when restating your foreign subsidiaries into your parent company's currency
- Choose the average period, period end, period beginning, historical, or budgeted exchange rates, which gives you maximum flexibility for your currency restatement
- Simplify compliance with directives such as SFAS 52 and IAS 20 by maintaining entries based on both local accounting practices and the parent company's accepted accounting practices

Highly inflationary economies

You can maintain dual sets of books in highly inflationary economies — one in the local currency and one in a stable currency. You can also create foreign currency transactions.

Flexible reporting capabilities

Reports and inquiries show information that helps you analyze your balances for many different currencies. For example, you can analyze currency exposure and detailed bank account activity by the originating currency.

Statutory chart of accounts

You can maintain a chart of accounts according to the requirements of both a parent company and its subsidiaries. When you post entries, they are reflected in both of the charts of accounts, which satisfies statutory reporting requirements.

Account balances by currency

You can control which account balances you want to store by currency. You specify the accounts by either company or ranges of account numbers.

“As if” reposting

“As if” reposting eliminates rate fluctuations for budgetary analysis by restating foreign transactions as if they had all been entered using the exchange rate from the same date.

Currency processing

You can use any currency in the world, from the Australian dollar to the Belgian franc. All transaction entries can be generated in a domestic currency, or in a foreign currency with automatic conversion, when necessary. You can designate a different currency preference for each of your companies, suppliers, customers, accounts, and employees.

Chart of accounts in multiple languages

You can maintain multiple language descriptions for your business units and chart of accounts.

Reporting

The General Accounting system provides standard reports. These reports supplement the online management summary information for detailed analysis. You can customize the presentation of information, as needed.

Account Balance Consolidations

At any time in the accounting period — not just period end — you have access to account balances and consolidated information. Whether you review your financial information online or use printed reports, you can see this information at the level of detail most meaningful to you.

While reviewing account balances online, you can easily access the detail of the originating transactions. This provides for timely resolution when questions about a transaction arise.

You can review your consolidated financial reports online, anytime, and across multiple currencies and languages.

Budgeting

Whether your organization makes long-range plans that require high-level budget projections or short-term forecasts that need detail-level budgets, the tools you use for budgeting need to be flexible to meet your needs.

You determine the amount of detail in your budgets. For example, you can create budgets at the product 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 for a formal audit trail and is used by construction companies and government agencies that need to record supplemental appropriations for an original budget.

To create budgets using a simple method, work with allocations or seasonal pattern spreads. Or, have managers create their department budgets using a PC spreadsheet and upload the figures into the final budget.

You can compare your budget-to-actual figures online using year-to-date, period-to-date, or any other time frame. This 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.

Multi-national organizations can convert budgets into their functional currency for review at a department, subsidiary, country, continent, or global level.

Allocations

With 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 create annual or period budgets. With one simple allocation, you can create budgets that reflect an increase or decrease over last year's budget or actual amounts.

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. In more complicated environments, you can create allocations based on other allocations and process them together.

This guide describes only indexed allocations.

See Also

- *General Accounting II Guide* for more information about the variable numerator and cost allocation methods

Reorganization Flexibility

Whether you are reorganizing to meet changing market demands, adding locations to take advantage of favorable business environments, or beginning a new project, you might need to change your organizational structure.

Traditionally, when organizations have changed their reporting structure, it 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 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.

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 J.D. Edwards 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.

Account Numbering Concepts

This guide uses the Business Unit.Object.Subsidiary standard notation for account numbers.

Where

Balance Sheet for
Company 100

100
Business unit

Required
Maximum 12 characters
Alphanumeric

What

Cash in Bank

1110
Object

Required
Maximum 6 characters
Alphanumeric

Bear Creek
National Bank

BEAR
Subsidiary

Optional
Maximum 8 characters
Alphanumeric

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.

See Also

- *Creating a Flexible Format (P0907)* in the *General Accounting II Guide* for information about how to set up the different account numbering methods

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 applies:

- A business unit can belong to only one company.
- A company can have several business units.
- Each company has at least one business unit for the balance sheet.

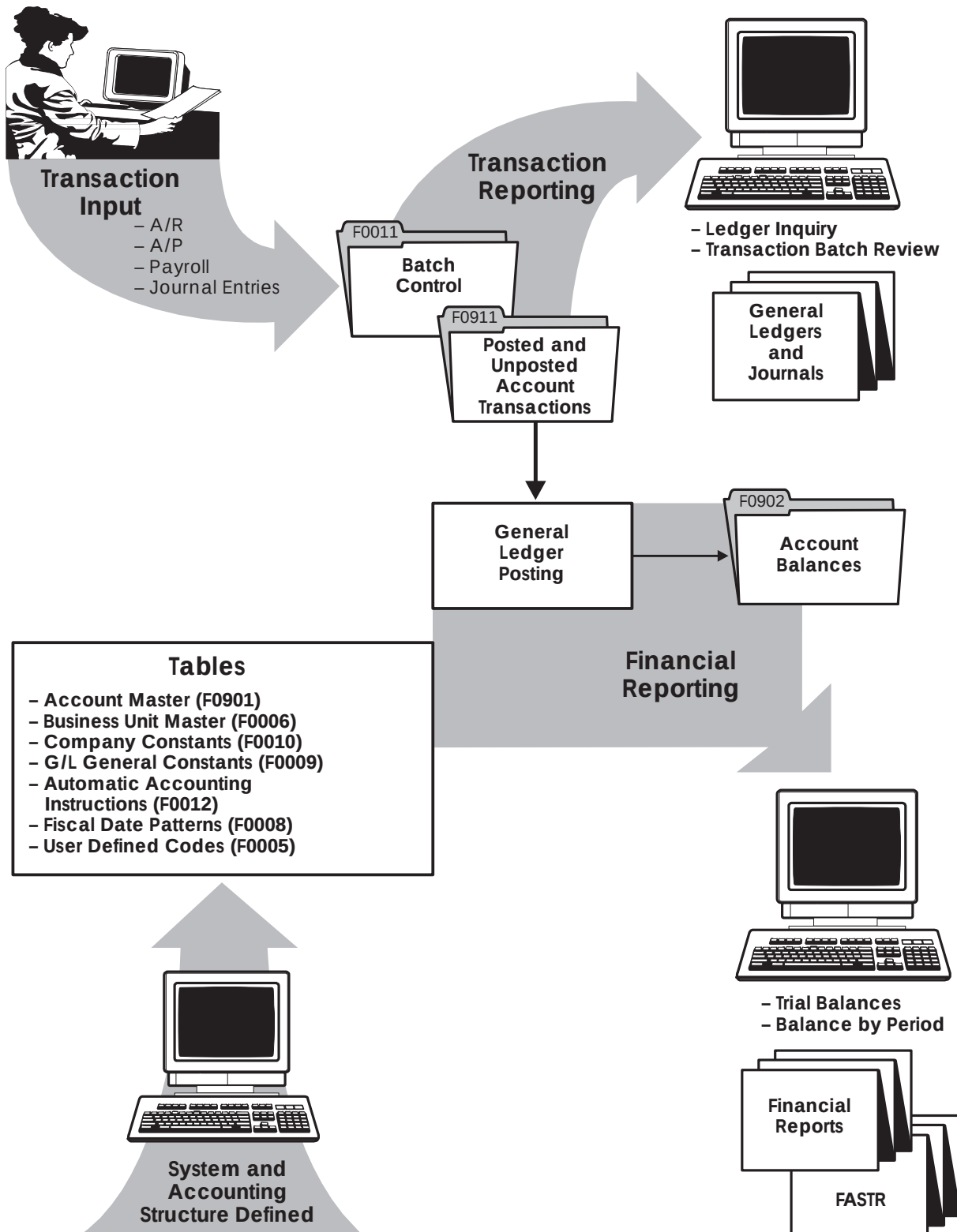
Object.Subsidiary - The “What”

The Object.Subsidiary represents what kind of transaction is being created. An object is a description of the transaction, for example, Cash in Bank. A subsidiary is an expanded description of the object account, for example, Cash in Bank.FNB (First National Bank).

There are two parts of the “what”:

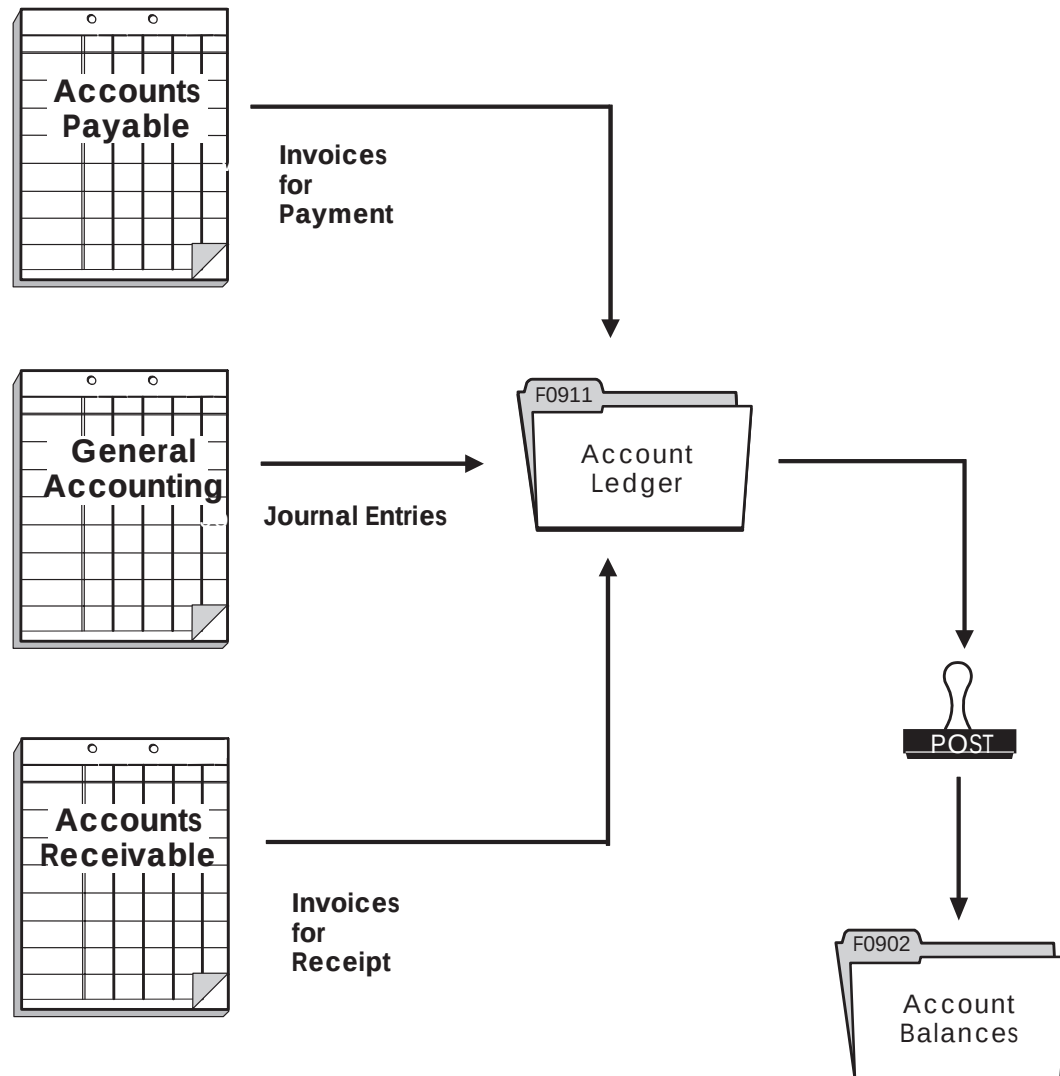
- Object (four, five, or six characters, depending on your organization’s setup)
- Subsidiary (one to eight characters)

General Accounting System Flow



Tables Used by General Accounting

Tables and Information Flow



Tables and Descriptions

The General Accounting system uses the following primary tables:

Account Master (F0901)	Stores account definitions, including account numbers and descriptions. There is one record per account.
Account Balances (F0902)	Stores account balances, for example, net postings for each period and prior year balances (net and cumulative). There is one record per account/ledger type/subledger/fiscal year/transaction currency (if you post by currency).
Account Ledger (F0911)	Stores detail transactions in the general ledger. There is one record per transaction.

The General Accounting system also uses the following tables:

Next Numbers (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.
Fiscal Date Patterns (F0008)	Stores each company's fiscal date pattern.
General Constants (F0009)	Stores the rules that control system-wide issues, such as account coding, batch control, batch approval, date validation, intercompany settlements, currency conversion, 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 (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.

**Sales/Use/VAT Tax
(F0018)**

Stores the tax cullender which contains transaction detail for each item that is subject to tax.

Menu Overview

The General Accounting menus are listed below. This list does not show navigation among the menus.

General Accounting
G09

Daily Operations

Journal Entry, Reports, &
Inquiries
G0911

Accounting
Reports & Inquiries
G0912

Periodic Operations

Account Reconciliation
G0921

Bank Statement Processing
G09211

Integrity Reports & Updates
G0922

Financial Reports
G10

Account Budgeting
G14

Other Budgeting Methods
G1421

Allocations
G0923

Consolidations
G1011

Multi-Currency Processing
G11

Multi-Currency Monthly
Valuation
G1121

Multi-Currency
Financial Restatement
G1122

Periodic and Annual
Processes
G0924

Setup Operations

General Accounting
System Setup
G0941

Organization & Account
Setup
G09411

Advanced Organization
Setup
G094111

Financial Reporting
Setup
F1041

Multi-Currency Setup
G1141

Tax Processing & Reporting
G0021

Training Environment Case Study

Company Structure

A Model Financial/Distribution Company (company 00100) has its corporate headquarters in Denver, Colorado. Three branch offices report to the Denver headquarters:

- Denver
- Houston
- San Francisco

Each branch office performs sales, marketing, and support functions for its regions. Administrative and accounting functions are done at corporate headquarters. Expenses and revenues are tracked by branch office.

The following illustration shows the business unit structure for company 00100. Notice that the balance sheet business unit (100) has the same identifier as company 00100. Refer to this organization when you do the training exercises.

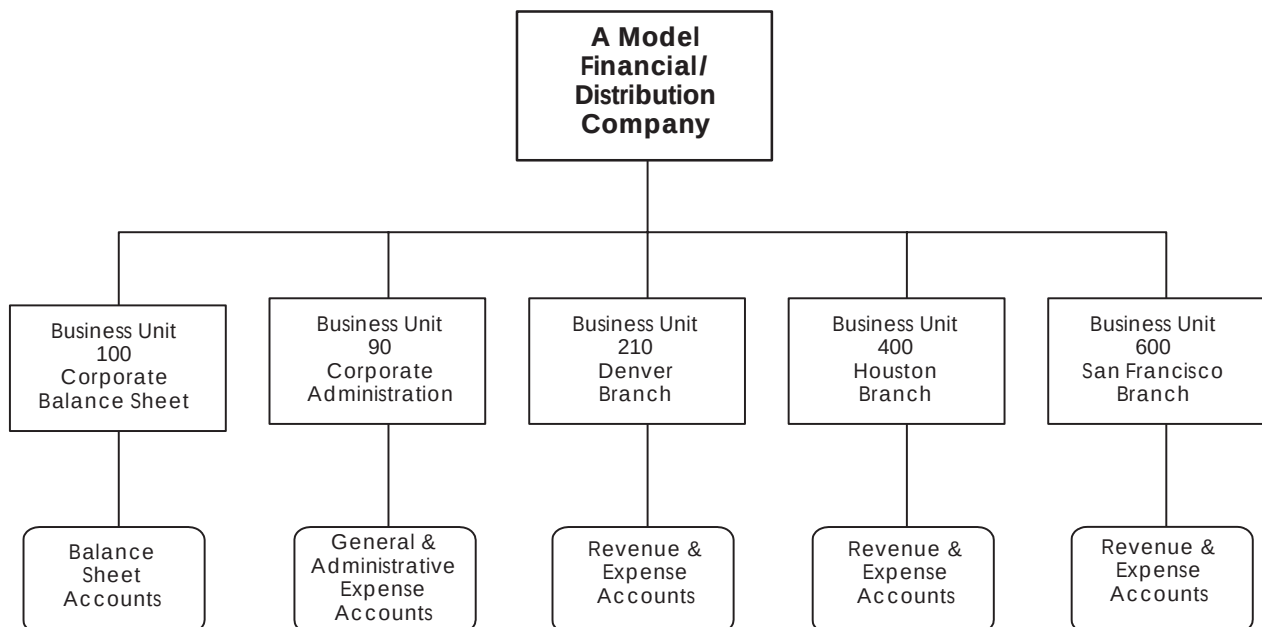


Chart of Accounts Structure

The chart of accounts identifies the accounts assigned to the business units within your company's reporting structure. It controls:

- How amounts are posted (Posting Edit Code)
- The level of detail (LOD) for account balances
- Accounts assigned to different business units (indicated by X)

The following is a partial chart of accounts. Refer to it when you do the training exercises.

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
1000	Assets	N	3	X				
1001	Current Assets	N	4	X				
1100	Cash	N	5	X				
1105	Petty Cash		6	X				
1110	Cash in Banks		6	X				
1110.BEAR	Cash in Banks/Bear Creek		7	X				
1110.FIB	Cash in Banks/First Interstate		7	X				
1130	Short-Term Investments	N	6	X				
1131	Certificates of Deposit		7	X				
1133	Treasury Bills		7	X				
1137	Savings Accounts		7	X				
1200	Accounts Receivable	N	5	X				
1210	Trade Accounts Receivable	M	6	X				
1215	Allow for Doubtful Accts	M	6	X				
1218	Finance Charges Receivable		6	X				
1220	Notes Receivable		6	X				
1222	Drafts Receivable	M	6	X				
1224	Remittance Receivable	M	6	X				
1230	Employee Receivables	M	6	X				
1240	VAT Recoverable	M	6	X				
1290	Other Accounts Receivable		6	X				
1291	Intercompany Accounts	M	6	X				
1299	Credit Note Reimbursement		6	X				
1300	Work in Progress	N	5	X				
1310	Capital Projects		6	X				
1400	Inventory		5	X				
1800	Prepaid Expenses	N	5	X				
1810	Prepaid Insurance		6	X				
1890	Other Prepaid Expenses		6	X				

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU-BU400	SFO BU600
2000	Fixed Assets	N	4	X				
2001	Property and Equipment	N	5	X				
2020	Buildings		6	X				
2060	Furniture & Office Equipment		6	X				
2070	Computer		6	X				
2100	Accumulated Depreciation	N	5	X				
2120	Accum Depr - Buildings		6	X				
2160	Accum Depr - Office Furn/Equip		6	X				
2170	Accum Depr - Computer		6	X				
3900	Other Assets		5	X				
4000	Liabilities and Equity	N	3	X				
4010	Current Liabilities	N	4	X				
4100	Accounts Payable	N	5	X				
4110	Accounts Payable - Trade	M	6	X				
4112	A/P Voucher Logging Distrib.		7	X				
4120	Drafts Payable		6	X				
4130	Notes Payable	M	6	X				
4190	Accounts Payable - Other		6	X				
4200	Accrued Payroll Liabilities	N	5	X				
4400	Other Accrued Liabilities	N	5	X				
4430	Accrued Taxes	N	5	X				
4431	VAT Payable		6	X				
4433	Sales & Use Tax Payable		6	X				
4450	Withholding Taxes Payable		6	X				
4510	Income Taxes Payable		5	X				
4600	Long Term Liabilities	N	4	X				
4610	Notes Payable		5	X				
4690	Long Term Debt		5	X				
4900	Stockholders' Equity	N	4	X				
4910	Common Stock		5	X				
4920	Paid In Capital		5	X				
4930	Translation Gain/Loss		5	X				
4980	Retained Earnings	M	5	X				
4999	YTD Income (Loss)	N	5	X				
5000	Revenues	N	4			X	X	X
5005	Sales - Product A	N	5			X	X	X
5010	Store Sales		6			X	X	X
5030	Contract Sales		6			X	X	X
5060	Less Returns & Allowances		6			X	X	X
5070	Less Sales Discounts		6			X	X	X
5100	Sales - Product B	N	5			X	X	X
5110	Service Sales		6			X	X	X
5200	Sales - Other	N	5			X	X	X
5206	Finance Charge Income Credit		6			X	X	X

General Accounting I

Account	Description	Post Edit	LOD	B/S BU100	ADM BU90	DEN BU210	HOU- BU400	SFO BU600
6000	Direct Costs	N	4			X	X	X
6010	Cost Of Sales - Product A	N	5			X	X	X
6020	Prime Cost of Goods		6			X	X	X
6030	Scrap		6			X	X	X
6040	Freight		6			X	X	X
6100	Cost Of Sales -Product B	N	5			X	X	X
6120	Prime Cost of Goods		6			X	X	X
6130	Scrap		6			X	X	X
6120	Shop Supplies Expense		6			X	X	X
6140	Freight		6			X	X	X
6200	Damage Credit/Writeoff		6			X	X	X
6210	Disputed Tax/Freight Writeoff		6			X	X	X
6250	Minor Amount Writeoff		6			X	X	X
6300	Cost of Sales - Other		5			X	X	X
7000	Other Direct Expenses	N	5			X	X	X
7900	Allocated Overhead	N	5			X	X	X
7930	Distributed Building Expense		6			X	X	X
7950	Distributed Computer Costs		6			X	X	X
7970	Distributed General Expenses		6			X	X	X
8000	General And Administrative	N	4		X	X	X	X
8100	Administrative Salaries	N	5		X	X	X	X
8110	Salaries and Wages		6		X	X	X	X
8300	Building Expense	N	5		X	X	X	X
8315	Dpr-Building & Improvements		6		X	X	X	X
8320	Dpr-Office Furn/Equipment		6		X	X	X	X
8350	Rent Expense		6		X	X	X	X
8355	Maintenance & Repair		6		X	X	X	X
8360	Telephone Expense		6		X	X	X	X
8370	Utilities Expense		6		X	X	X	X
8600	Supplies, Services & Other	N	5		X	X	X	X
8605	Advertising		6		X	X	X	X
8620	Bad Debt Expense		6		X	X	X	X
8665	Entertainment		6		X	X	X	X
8670	Dues & Subscriptions		6		X	X	X	X
8685	Legal, Accounting & Other		6		X	X	X	X
8720	Office Supplies Expense		6		X	X	X	X
8730	Postage and Freight		6		X	X	X	X
8740	Travel, Meals & Lodging		6		X	X	X	X
9000	Other Income and Expenses	N	4		X	X	X	X
9100	Other Income	N	5		X	X	X	X
9120	Interest Income		6		X	X	X	X
9150	Discounts Taken	N	6		X	X	X	X
9153	Discounts Available		7		X	X	X	X
9156	Discounts Lost		7		X	X	X	X
9200	Other Expense		5		X	X	X	X
9700	Income Taxes		5		X	X	X	X
9901	Branch Office Head Count	U	7					

Daily

Journal Entry Processing

Objectives

- To understand the different types of journal entries
- To create and revise a journal entry
- To create journal entries using special formats
- To create and use model journal entries
- To review and post journal entries
- To revise and void a posted journal entry

About Journal Entry Processing

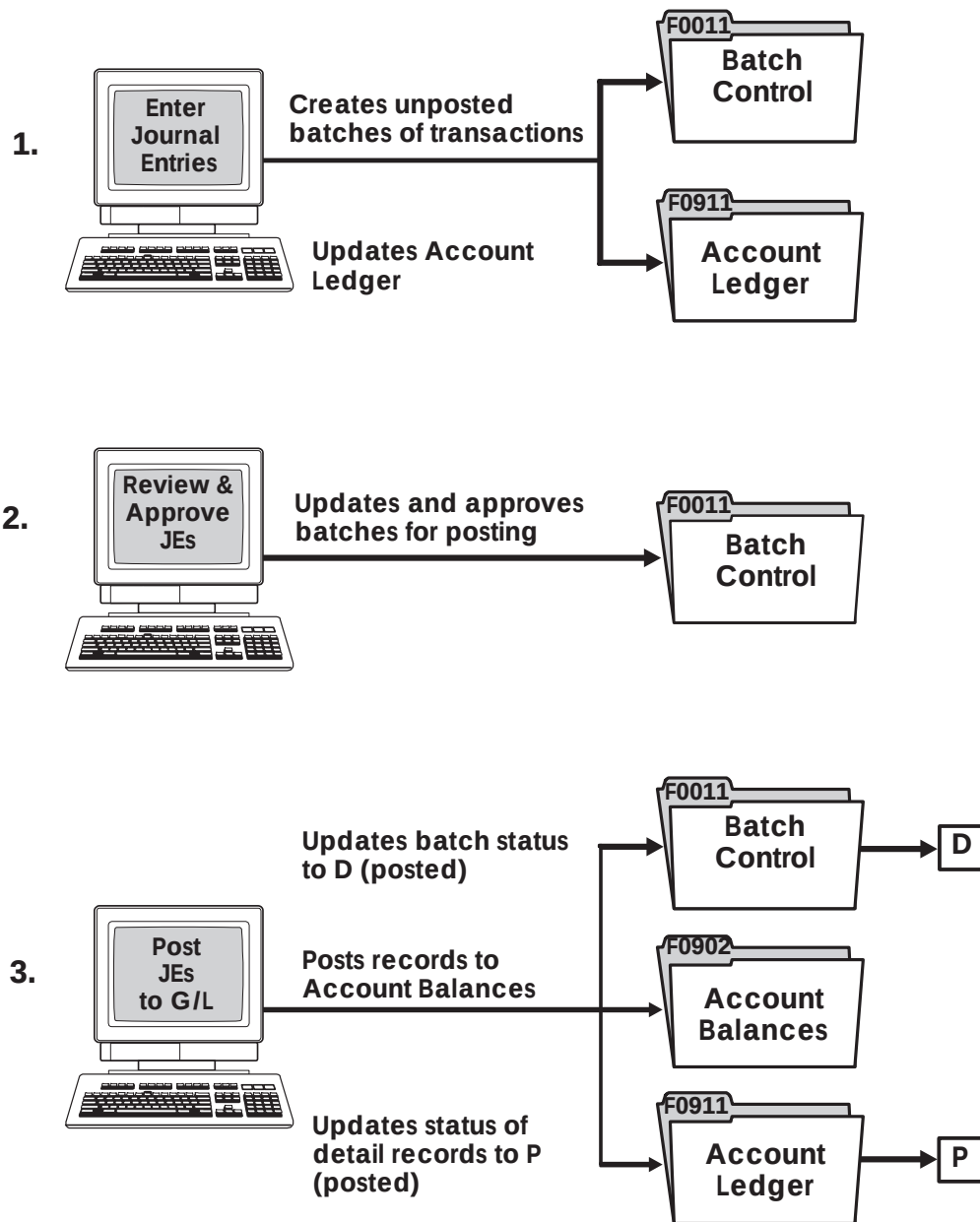
Use journal entries to adjust or add transactions to accounts in your general ledger. Effective journal entry processing is fundamental to the accuracy of your general ledger.

Journal entry processing consists of:

- ☐ Working with batch control
- ☐ Working with basic journal entries
- ☐ Entering journal entries in special formats
- ☐ Working with other types of journal entries
- ☐ Working with model journal entries
- ☐ Entering journal entries with value-added tax (VAT)
- ☐ Reviewing and approving journal entries
- ☐ Understanding the post process
- ☐ Posting journal entries
- ☐ Revising posted journal entries
- ☐ Printing general journals



All J.D. Edwards 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 you perform, as illustrated in the following graphic.



JE = Journal Entry
G/L = General Ledger

Where Are Journal Entries Generated?

Journal entries are generated in two places:

- You enter transactions manually through the General Accounting system, such as:
 - Accruals
 - Adjustments
 - Reclassification of transactions
- The system generates journal entries based on transactions from another system, such as:
 - Accounts Payable
 - Accounts Receivable
 - Payroll

What Are the Types of Journal Entries?

You can adapt the journal entry process to meet your needs by using the following types of entries:

Journal entries for multiple ledgers	You can enter journal entries for the various ledgers you have set up for budgets, statistical information, units, and so on.
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 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.
Recurring journal entries	For transactions that recur on a regular basis, you can manage journal entries that are created using the Cost Allocations process. See <i>Working with Cost Allocations</i> in the <i>General Accounting II Guide</i> .

When Do You 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:

- Review and approve a batch for posting
- Place a batch in pending status so it cannot be posted until further analysis is completed
- Review and change journal entries

What Happens When You Post a Journal Entry?

After you review and approve journal entries, you post them to the general ledger. The post program:

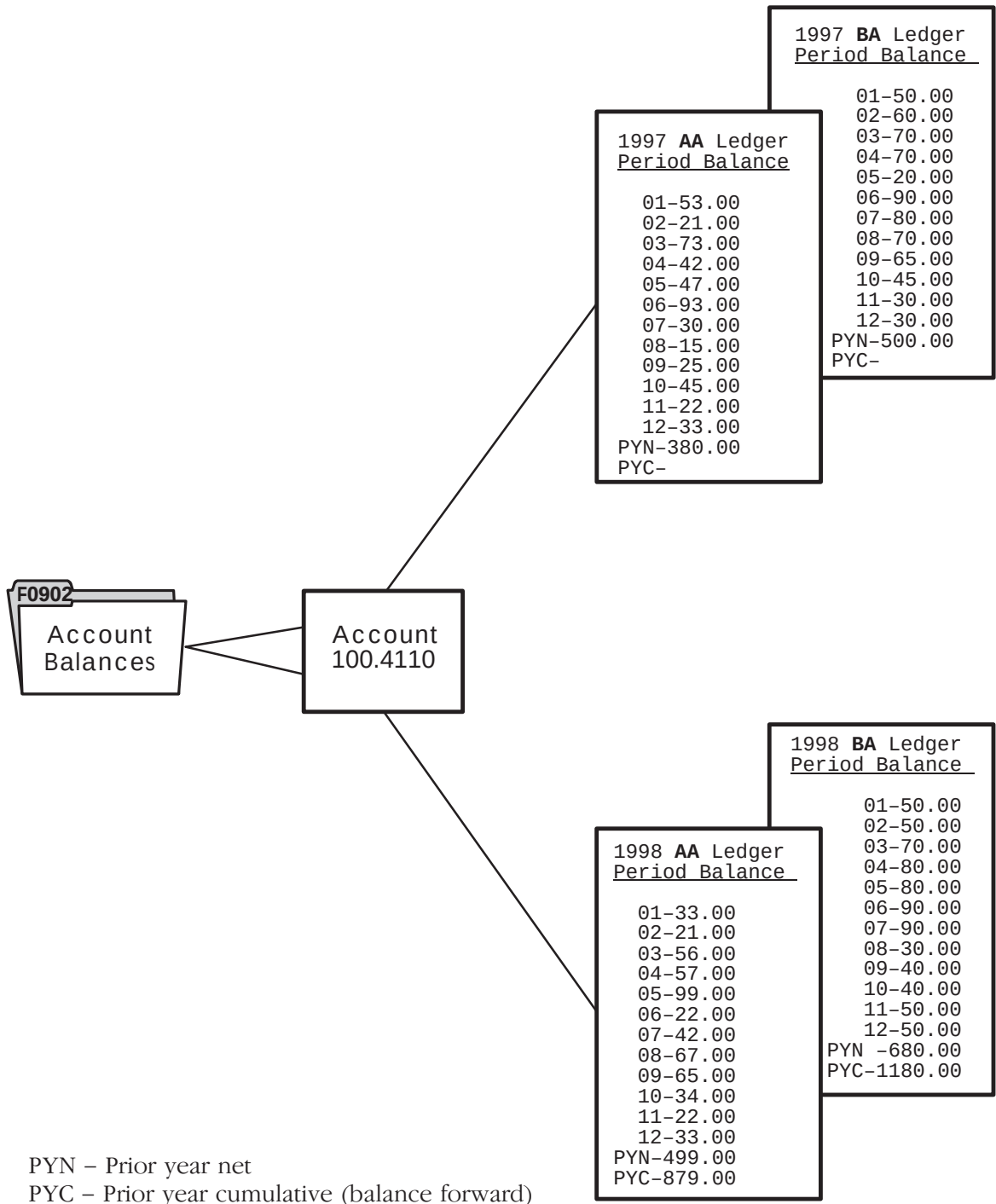
- Selects unposted, approved batches of journal entries and edits each transaction
- Posts accepted transactions to the Account Balances table (F0902)
- Changes the status of the journal entry batch to indicate that it is posted
- Marks the detail lines of the journal entry as posted in the Account Ledger table (F0911)
- Produces a posting edit report, which lists any errors, and a posting journal report, which lists successfully posted batch details

How Are Balances Maintained?

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 shows some examples of ledger type codes and their corresponding ledgers:

AA	Actual amounts
BA	Budget amounts
AU	Actual units
BU	Budget units
CA	Foreign currency amounts

The following graphic illustrates how the system maintains various account balances.



What Are the Types of General Journal Reports?

You can print a general journal report to examine journal entry transactions before you post them to the general ledger. Printed reports provide an alternative to reviewing the general journal online. They are especially helpful when you are researching out-of-balance conditions. You can select from three types of reports:

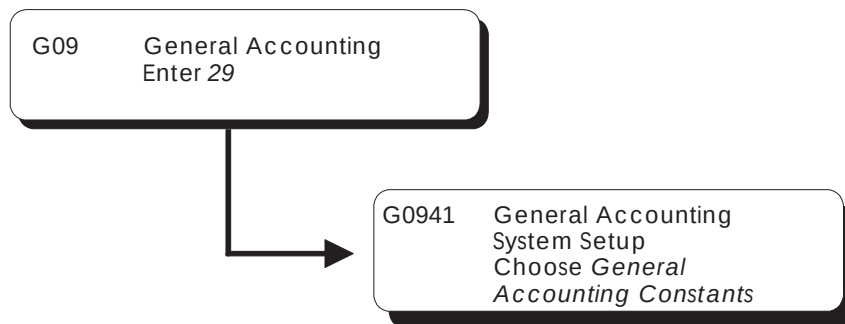
- Unposted journal entries only
- Posted and unposted journal entries in batch number sequence
- Posted and unposted journal entries in account number sequence

What You Should Know About

Data integrity

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.

Work with Batch Control for Journal Entries



Working with Batch Control for Journal Entries

Before entering journal entries, you can activate the batch control feature to help manage your journal entry process.

Use batch control to verify that the batch of journal entries you enter into the system balances to a manual record of the batch. Batch control information is stored in the Batch Control table (F0011).

The screenshot shows a window titled '[000909] - General Accounting Constants'. It has a menu bar with 'Functions', 'Tools', and 'Help'. The main area contains a list of settings, each with a checkbox or input field on the right:

Batch Control Required (Y/N)	☒
Management Approval of Input (Y/N)	☐
Allow PBCO Postings (Y/N)	☒
Allow Invalid Accounts (Y/N)	☒
Symbol to Identify Short Number	X
Symbol to Identify BU.Object.Sub	
Symbol to Identify 3rd G/L Account #	/
Account Separator Character	.
Intercompany Settlements (Y/D/1/2/*N)	D
Multi-Currency Conversion (Y/N/Z)	☒
Allow Multi-Currency Intercompany JE	☒

At the bottom, there are icons for a checkmark, an 'X', and a series of numbered icons (1, 2, 4, 8) with a plus sign. Below these icons is the text 'F24=More Keys'.

If you are using batch control, you enter information about your batch before you actually enter the journal entries. After you enter journal entries, the system compares the control totals with the actual totals you entered for the batch. If the totals do not match, the system displays the difference on Batch Entry and Status. This display is for your information only.

[00100] - Batch Entry and Status		
Functions Tools Help		
Number of Documents Expected	2	
Input Total	3,000	
Batch Date	04/01/96 (Default=Today's Date)	
Batch Number	129165 (Automatic Numbering)	
	Documents	Input Totals
Total Expected	2	3,000
Total Entered	1	100,000
Total Remaining	1	97,000-

F4=Document Entry (Press Enter prior to F4 to create new batch) F24=More

What You Should Know About

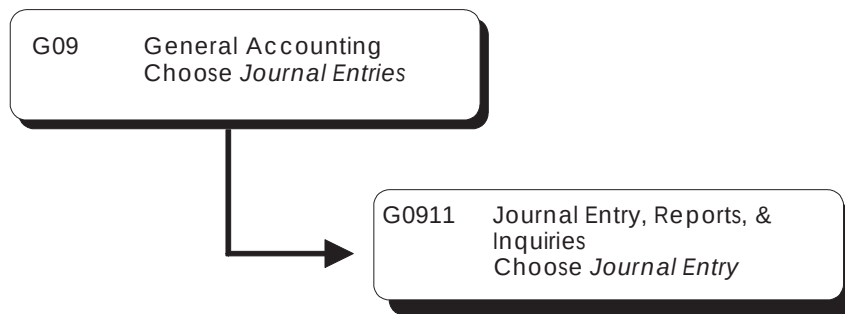
Posting a batch when the total entered does not match the total expected

If there is a difference between the total entered and the total expected, the system does not prevent you from posting the batch.

Multi-Currency batch totals

If you enter transactions of different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. Instead, you get a hash total.

Work with Basic Journal Entries



Working with Basic Journal Entries

You can enter journal entries using different ledger types and unlimited detail lines that distribute amounts to various accounts. The basic journal entry process serves as the basis for working with other types of journal entries.

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 Account Ledger table.

Working with basic journal entries consists of:

- ☐ Entering basic journal entries
- ☐ Accepting an out-of-balance journal entry
- ☐ Duplicating account number segments
- ☐ Locating journal entries
- ☐ Revising unposted journal entries
- ☐ Copying a journal entry
- ☐ Working with invalid account numbers
- ☐ Adding text to journal entries

Before You Begin

- ☐ Set up your organization's chart of accounts
- ☐ Set up the general accounting constants that apply to journal entries
- ☐ Set up your fiscal date patterns in the company constants
- ☐ Review the user defined code list (09/DT) for document types to ensure that JE is the document type for journal entries

[09101] - Journal Entry

Functions Tools Help

Document Type JE

Document Number/Co 10418

G/L Date

Remaining

Skip to Line

Mode (F) D

Base Co. Currency USD

Model (Y)

Reverse or Void (R/V)

Explanation Bank Service Charge

Batch Number 83257

Currency Code USD

Exchange Rate

Account No.	Amount	Explanation 2	P
100.1110.BERR	1,500.00-		
100.1110.FIB	1,500.00		

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys MW

Entering Basic Journal Entries

You can enter many types of transactions using basic journal entries. When you enter a journal entry, the debit and credit amounts must balance.

Entering a basic journal entry consists of:

- Identifying the journal entry
- Entering the G/L distribution
- Correcting an out-of-balance condition

What You Should Know About

Reference numbers

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.

See Locating Journal Entries.

To identify the journal entry

For each journal entry, you must enter information to identify it in the system, such as the date that the journal entry will affect the general ledger.

On Journal Entry

1. Complete the following fields:
 - Document Type
 - Explanation
 - G/L Date
2. Complete the following fields, or let the system assign the values:
 - Document Number
 - Document Company
 - Currency Code

After you complete these steps, follow the steps to enter the G/L distribution.

Field	Explanation
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and time sheets. The reserved document type prefixes for codes are: - P Accounts payable documents - R Accounts receivable documents - T Payroll documents - I Inventory documents - O Order processing documents - J General ledger/joint interest billing documents The system creates offsetting entries as appropriate for these document types when you post batches. <i>Form-specific information</i> The document type for journal entries is JE. The document type of a model percent journal entry is %. It changes to JE when you create an actual journal entry from the model.
G/L Date	A date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. <i>Form-specific information</i> If you do not specify a G/L date when you are locating journal entries, the system displays journal entries for all G/L dates associated with the document, as specified by document number, document type, and document company. To keep the periods in balance when you void reversing journal entries, use the same date in the voiding entry as shown for the corresponding journal entry you are voiding.
Document Number	A number that identifies the original document, such as a voucher, an invoice, unapplied cash, or a journal entry. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.

Field	Explanation
Document Company	A number that, along with document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you are using the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form. NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> If you leave this field blank, the system supplies the company currency code associated with the account number of the first detail line for the journal entry.

► To enter the G/L distribution

After you enter the information that identifies the journal entry, enter the detail lines that distribute the journal entry amount to the G/L accounts.

On Journal Entry

- Complete the following fields for each G/L account that amounts will be distributed to:
 - Account Number
 - Amount
 - Explanation 2 (optional)
- Review the following field:
 - Batch Number
- Access the detail area.

[09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ Model (Y) ☐
Base Co. Currency USD Reverse or Void (R/V) ☐

Document Type JE
Document Number/Co 10418 00100 Explanation Bank Service Charge
G/L Date Batch Number 83257
Remaining Currency Code USD
Exchange Rate
Skip to Line

Account No.	Amount	Explanation 2	P
100.1110.BEAR	1,500.00-		
Units UM Subledger	Type G/L Date 03/31/98		
Reference 2 Asset ID P.O.			
Srvc 03/31/98 LT AR Desc Bear Creek National Ban Ln 1.0 Batch 83257			
100.1110.FIB	1,500.00		
Units UM Subledger	Type G/L Date 03/31/98		
Reference 2 Asset ID P.O.			
Srvc 03/31/98 LT AR Desc First Interstate Bank Ln 2.0 Batch 83257			
Units UM Subledger	Type G/L Date		
Reference 2 Asset ID P.O.			
Srvc LT Desc Ln Batch			

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys MW

4. Verify the following field:
 - Ledger Type
5. To add the record, do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

If the remaining amount has a balance, you must correct or accept the out-of-balance condition.

Field	Explanation
Account Number	Identifies an account in the general ledger. You can use one of the following formats for account numbers: 1 Structured account (business unit.object.subsidiary) 2 25-digit unstructured number 3 8-digit short account ID number 4 Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909). <i>Form-specific information</i> Depending on your general accounting constants, you might be able to accept an invalid account number. Insert a # (hash mark) as the first character in front of the invalid account number. For example, #90.1107

Field	Explanation
Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols. <i>Form-specific information</i> For a percent journal entry or a model for percent journal entries, enter the percent to be distributed to the account without a % (percent) sign. For example, enter 25.75 for 25.75%. The system will calculate the amount as a percentage of the amount to distribute. When you use the Journal Entry format with separate debit and credit columns, omit signs. Instead, enter the amount in the appropriate column (debit or credit).
Explanation 2	A name or remark that describes an element in the J.D. Edwards systems. <i>Form-specific information</i> An optional description of the transaction or a remark. Press the key that is set up to act as a duplication key to copy the description from the preceding line.
Batch Number	A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.
G/L Posted Code	A code that designates the posting status of a transaction in the general ledger. Valid codes are: - P Posted. (You cannot alter posted transactions.) - M Model journal entry. - blank Unposted status. This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger tables. Valid codes are: - P Transactions that have been processed through cash entries programs and will require being edited again in the pre-post process. - X Transactions that were originally coded P from cash entries programs have been processed through pre-post. - D Transactions that have been successively posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).

Field	Explanation
Ledger Type	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or FE (Field Estimate). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. <i>Form-specific information</i> The default ledger type is AA.

► To correct an out-of-balance condition

In most cases, you will need to correct a journal entry so that the debit amounts balance to the credit amounts before the system will accept it.

On Journal Entry

1. Review the following field to determine the adjustment amount:
 - Remaining
2. Do one of the following:
 - Correct the journal entry so the debits balance to the credits, and press Enter.
 - Delete the journal entry.

Field	Explanation
Remaining Amount	The current balance of the document. <i>Form-specific information</i> The amount of the journal entry remaining to be distributed. An amount appears in this field if the transaction is out of balance. A positive amount indicates debits are greater than credits. A negative amount indicates credits are greater than debits.

Accepting an Out-of-Balance Journal Entry

Debits and credits must be equal for a journal entry to be in balance. In most cases, if a journal entry has a remaining amount, you need to find and correct the error. However, you might need to accept an out-of-balance journal entry if an unusual situation occurs. For example:

- You are entering a journal entry to correct an out-of-balance condition in the general ledger for one or more companies. This could happen if the post process terminated abnormally and the system posted only part of an original journal entry.
- You are entering a long journal entry. You need to leave and, before you sign off, you want to save your work-in-process.

► To accept an out-of-balance journal entry

On Journal Entry

1. Review the following field to determine the problem:
 - Remaining
2. Accept the out-of-balance journal entry and press F12.

See Also

- *Revising Batches to Post Out-of-Balance (P0011)* in the *General Accounting II Guide* for information about how to post an out-of-balance batch

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 keying errors.

Example: Duplicating Account Number Segments

The following illustrates how duplication works in a single journal entry. It shows a series of account numbers you might enter followed by the corresponding account numbers the system will use.

You type:	The system uses:
100.1110.FRANCE	100.1110.FRANCE
. .BEAR	100.1110.BEAR
50. .	50.1110.BEAR
100..	100.1110.BEAR

.1810 100.1810

70. 70.1810

. 70.1810

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 there is only one separator character, the system copies the business unit.object from the preceding detail line.

To duplicate account number segments

On Journal Entry

During journal entry, replace each part (business unit, object account, and subsidiary account) of the account number to be duplicated with a separator character in the following field:

- Account Number

Locating Journal Entries

You must locate a journal entry before you can review, change, delete, or void it.

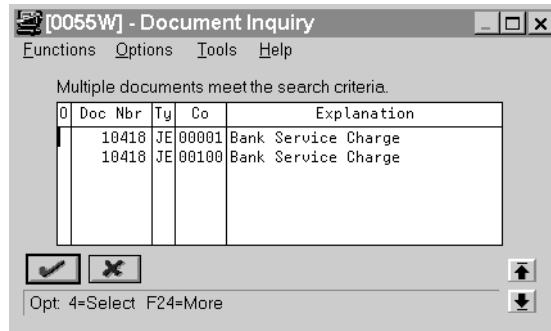
To locate a journal entry

On Journal Entry

1. Complete the following fields:
 - Document Type
 - Document Number
2. Complete the following optional fields, and press Enter:
 - G/L Date
 - Document Company

If there are multiple documents for the same document number and type, you must select a document by looking at the associated company. Depending on your user preference settings, the system either:

- Selects the journal entry for the company in your user preferences
 - Displays Document Inquiry
3. If Document Inquiry appears, select a journal entry.



See Also

- *Reviewing and Approving Journal Entries (P00201)* for information about other ways to locate journal entries

Revising Unposted Journal Entries

You can change, delete, or void unposted journal entries. You *cannot* change the following key fields:

- Document Type
- Document Number
- Document Company
- G/L Date
- Currency Code
- Ledger Type

To change the information in these fields, do one of the following:

- Delete and re-enter the journal entry

- Copy the journal entry and change these fields on the new journal entry before you enter it, then delete the incorrect journal entry

► To change an unposted journal entry

On Journal Entry

1. Locate the journal entry.
2. To revise a specific detail line of a lengthy journal entry, complete the following field:
 - Skip to Line
3. Complete the following fields, as necessary:
 - Explanation
 - Account Number
 - Amount
 - Explanation 2
4. Use the Change action.

Field	Explanation
Skip to Line	To move rapidly through a long list of journal entries, enter a line number. The system shifts the information on that line to the top of the display.

What You Should Know About

Deleting or voiding

To remove an unposted journal entry from the system, delete it. Deleting does not provide an audit trail. If you need to maintain an audit trail, you can void the journal entry.

Changing or deleting entries from other systems

Do not change or delete journal entries that were originated in another system. To change a journal entry that is associated with an invoice or a voucher, use the corresponding Accounts Receivable or Accounts Payable system.

See Also

- *Revising Posted Journal Entries (P09101)*

Copying a Journal Entry

You can create a new journal entry by copying an existing journal entry and then changing the copy. This procedure is useful when you need to:

- 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

On Journal Entry

1. Locate the journal entry.
2. Clear the following field:
 - Document Number
3. Change other fields as necessary.
4. Use the Add action.
5. If the new journal entry replaces the existing one, do the following:
 - Locate the journal entry you copied from
 - Delete or void it

What You Should Know About

Making multiple copies If you need similar journal entries on an ongoing basis, consider creating a model journal entry.

See *Working with Model Journal Entries*.

Working with Invalid Account Numbers

If you enter 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 do one of the following:

- Choose a valid account number
- Temporarily accept the invalid account number

- Add the account number

Choosing a valid account number is always available. You might not have authority to temporarily accept or add an account number.

The system validates the account numbers you enter on Journal Entry against the information in the Account Master table (F0901).

Choosing a Valid Account Number

When you need to change an invalid account number, you can search for the valid account number by description, by number, or by partial description. If you already know the valid number, you can correct the entry.

► To choose a valid account number

On Journal Entry

1. If you do not know the valid account number, press F1 in the following field to access a list of account numbers:
 - Account Number

Account Number	Description	
100	Balance Sheet	2
100.1000	Assets	3 N
100.1001	Current Assets	4 N
100.1100	Cash	5 N
100.1105	Petty Cash	6
100.1110	Cash in Banks	6 N
100.1110.BEAR	Bear Creek National Bank	7
100.1110.BERLIN	Bank of Berlin	7
100.1110.FIB	First Interstate Bank	7
100.1110.FRANCE	First Bank of Paris	7

2. On Account Number, complete the following field to search for a specific account by description or part of the number:
 - Skip to
3. Choose a valid posting account number.

Field	Explanation
Skip to	An account number or a description. <i>Form-specific information</i> This field is used on Accounting Structure to handle two functions: entering a specific account number to skip to, or searching for an account description. Using Query Search, you can search for an alphabetic match by entering either of the following: • Full description • Partial text followed by an * (asterisk). The system searches for all descriptions that include the entered characters. For example, enter TAX* for all descriptions that begin with the characters TAX.

Temporarily Accepting Invalid Account Numbers

Depending on your general accounting constants, you might be able to accept an invalid account number temporarily. Doing this 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.

Before You Begin

- ☐ Ensure that the business unit segment of the invalid account number is set up as a valid business unit. If it is not, the system will not accept the entry.



To temporarily accept an invalid account number

On Journal Entry

1. Insert a # (hash mark) as the first character in front of the invalid account number (for example, #90.1107) in the following field:
 - Account Number
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Posting invalid account numbers

If you temporarily accept an invalid account number, the system sets the status of the batch to “error.” You cannot post the batch even if it is approved. Account numbers must be in the Account Master table (F0901) before the batch can successfully post. Depending on your setup, you can fix invalid account numbers in three ways:

- Change the account number on Journal Entry.
- 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 Journal Entry.
- Let the post program create the account number.

See *Creating Accounts Dynamically*.

Adding Account Numbers

If you are authorized, you can add account numbers to your chart of accounts. This task consists of:

- Adding a single account number
- Adding multiple account numbers

If you add a single account number, you can enter all of the information for your chart of accounts. If you add multiple account numbers at the same time, you can access only the required part of the account information.

To add a single account number

On Journal Entry

1. Access Account Master Revisions by pressing F13.

[09011] - Account Master Revisions

Functions Tools Help

Account ID

Business Unit 100

Object / Subsidiary 1110 CNB Colorado National Bank

Free Form (3rd Acct. No.)

Posting Edit ☐

Account Level of Detail 7

Billable (Y/N) ☐

Budget Pattern Code ☐

Unit of Measure ☐

Model/Consolidated Account ☐

Currency Code ☐

Alternate Object/Sub ☐

Repeat Data (Y/N) ☐

F5=Acct Mstr List F6=Chart Accts F15=Cat Codes F16=Exp Cat Cds F24=More MW

2. On Account Master Revisions, complete the following fields:

- Business Unit
- Object
- Subsidiary (optional)
- Description
- Account Level of Detail

3. Do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add

See Also

- *Setting Up Accounts (P0901)* for more information about adding account numbers

► To add multiple account numbers

On Journal Entry

1. Access Account Master Additions by pressing F10.

Description	Account Number	L	P
Office Entertainment Expense	90.9025	7	
		8	
		8	
		8	
		8	
		8	
		8	
		8	
		8	
		8	

F3=Return F24=More Keys

The system preloads a level of detail of 8. You should change this to fit your chart of accounts. If you receive an *Invalid Account* message before choosing Account Master Additions, the system also preloads the invalid account number.

2. On Account Master Additions, complete the following fields:
 - Description
 - Account Number
3. Change the following fields as necessary:
 - Level of Detail
 - Posting Edit

Adding Text to Journal Entries

After you enter a journal entry, you can add a comment or memo to it. This text is for internal reference only. Complete one or both of the following tasks:

- Add text for an entire journal entry
- Add text for a detail line of a journal entry

What You Should Know About

Size of text entry

You can enter up to 32,000 characters of text.

Highlighted fields

When you add text to a journal entry or a detail line for a journal entry, the system highlights the associated field on Journal Entry and on inquiry forms, such as Account Ledger Inquiry.

Printing added text

You can set a processing option on the General Ledger by Business Unit report to include the text added to journal entries.

See *Printing General Ledger by Business Unit*.



To add text for an entire journal entry

On Journal Entry

1. Locate the journal entry.
2. From one of the entry fields in the header, press F14.
3. On the Journal Entry text form, enter the text and press Enter.
4. Return to Journal Entry.

► To add text to a detail line of a journal entry

On Journal Entry

1. Locate the journal entry.
2. From any detail line, press F14.
3. On the Journal Entry text form, enter the text and press Enter.
4. Return to Journal Entry.



Exercises

See the exercises for this chapter.

Test Yourself: Working with Basic Journal Entries

1. Name five fields that you cannot change on an unposted journal entry.

2. What is the result of voiding an unposted journal entry as compared to deleting it?

3. On Journal Entry, how do you add text for internal information about the journal entry?

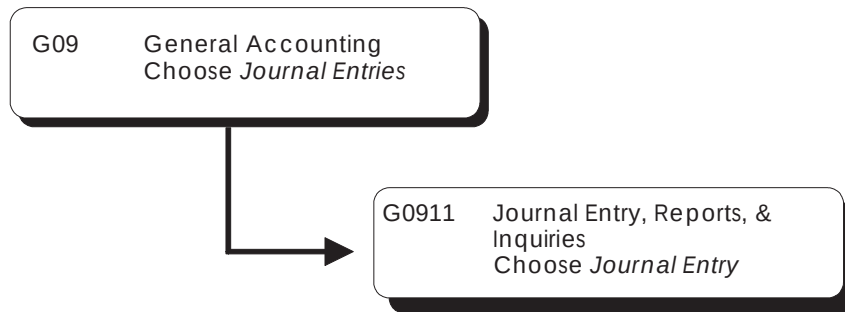
4. If you use the Account Number Duplication feature, indicate what you enter to achieve the following results:

Your entry	Result
100.1110.FIB	100.1110.FIB
	100.1234.FIB
	210.1234.FIB
	90.1234.BEAR

5. What symbol do you enter before an invalid account number to mark it as an account number that has not yet been entered in the Account Master (F0901) table?

The answers are in *Appendix B*.

Enter Journal Entries in Special Formats



Entering Journal Entries in Special Formats

You can enter journal entries using a format that differs from the basic journal entry format. Special formats save time and are more convenient because they are designed for specific types of journal entries or for use in other J.D. Edwards systems.

Entering journal entries in special formats includes:

- ☐ Entering journal entries with subledgers
- ☐ Entering journal entries for energy
- ☐ Entering journal entries for fixed assets
- ☐ Entering journal entries with units
- ☐ Entering journal entries for work orders
- ☐ Entering journal entries with debit and credit columns

What You Should Know About

Format options	A processing option controls the sequence in which the system displays the formats. Setting this option lets you specify that the format you most commonly use displays first.
Where the formats differ from the basic format	In all formats except the energy format, the detailed G/L distribution lines include the additional fields required for the special type of journal entry. The energy format provides the additional fields in the detail area.
When the basic journal entry format also works	Although the special formats provide faster entry, you can enter the same information in the detail area of the basic journal entry format for: • Subledgers • Fixed assets • Units The special fields for energy and work orders, and the columns for debits and credits, are available only when you use those special formats.

See Also

- *Working with Basic Journal Entries (P09101)*

Entering Journal Entries with Subledgers

Subledgers provide a more detailed record of accounting activity. You can use subledgers in addition to the regular account numbers (business unit.object.subsidiary). To enter subledgers quickly, use the special format provided for this type of information.

For example, to record revenue and expenses by salesperson, you can include the salesperson's address book number as a subledger when you record the expense. You can then locate and review revenues and expenses by salesperson. Additionally, you do not have to add records to your chart of accounts to get this level of detail.

A subledger number can be:

- An address book number
- A business unit number
- A sales order number

- A work order number
- An equipment number
- A lease number
- An item number
- A user defined alphanumeric code

You must specify both a subledger number and a subledger type. There are eight predefined subledger types. The system uses the subledger type to validate the subledger number against a J.D. Edwards master table, as follows:

A (customers, employees, owners)	Address Book Master table (F0101)
C (business units)	Business Unit Master table (F0006)
E (equipment numbers)	Equipment Master table (F1201)
I (short item numbers)	Item Master table (F4101)
J (job change requests)	Change Requests Master table (F5301)
L (lease numbers)	Tenant/Lease Master table (F1501)
O (order numbers)	Sales Order Header table (F4201)
W (work orders)	Work Order Master table (F4801)
X, Y, and Z	User defined

 To enter a journal entry with subledger information

On Journal Entry

1. Access the subledger format by pressing F2 (multiple times if needed).

[09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ Model (Y) ☐
 Base Co. Currency USD Reverse or Void (R/V) ☐

Document Type JE
 Document Number/Co 1523 00100 Explanation R. McLind Car Allowance
 G/L Date Batch Number 113715
 Remaining Currency Code
 Skip to Line Exchange Rate

Account No.	Subledge	T	Amount	Explanation 2
90.8177	00002049	A	1,000.00	Car Allowance Advanc
100.1110.BEAR			1,000.00-	Car Allowance Advanc

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys MW

2. Follow the steps to enter a basic journal entry.
3. Include the following fields in the G/L distribution entry:
 - Subledger
 - Subledger Type
 - Explanation 2 (optional)
4. Access the detail area to include information for the audit trail.
5. Complete the following optional field:
 - Reference 2
6. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type.
Subledger Type	A user defined code (00/ST) that identifies the category of subledger. The subledger type is used with the Subledger field.

Field	Explanation
Bill Code	A user defined code (system 98, type BC) that identifies the billing status for the Joint Interest Billing (JIB) system. Valid codes include: blank Blank (the default value) indicates transactions that are billable if a valid Division of Interest (DOI) exists for the business unit and if the object account is within the billable range of accounts. N Specifies that a transaction is not billable, regardless of the business unit, DOI, or account range. D Direct charges the owner specified in the subledger field at 100%. NOTE: That direct charges are only allowed for entity type O (outsider). H Holds a billable transaction until the user wants to manually release the transaction by changing the Bill Code. M Manual DOI code assignment requires a valid DOI code to be input. During JIB Cost Allocations and Billing, this code will be changed based on the processing status. G/L file purging uses this code also.
DOI (Division of Interest)	A number that identifies a specific Division of Interest (DOI) for a business unit. You can have up to 99 revenue and 99 billing DOIs per business unit. Multiple DOIs can occur for a variety of reasons. For billing, multiple DOIs let you bill different account ranges or change ownership as of a specific date. For revenue distribution, multiple DOIs can be used for different products, purchase contracts, ownership changes, or owner certification changes as of a particular date. For land, multiple DOIs can be used to identify different ownerships for different tracts on a lease or BPO/APO (Before Payout/After Payout) working interest changes.
Outsider Lease or Well ID	An alternate lease or well number as assigned by an outsider (governmental body or a purchaser). This number will often correspond to a product and/or purchaser combination for a particular sale. This field is also used as a generic cross reference to the lease master table for such items as unit numbers, contract numbers, well numbers, old lease numbers and so on.

Entering Journal Entries for Fixed Assets

To enter property and equipment information quickly, use the special format designed for the J.D. Edwards Fixed Assets system.

► To enter a journal entry for fixed assets

On Journal Entry

1. Access the fixed assets format by pressing F2 (multiple times if needed).

Account No.	Amount	Asset ID	Explanation 2
90.8177	1,000.00		Car Allowance Adv
100.1110.BEAR	1,000.00-		Car Allowance Adv

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys MW

2. Follow the steps to enter a basic journal entry.
3. Complete the following field for each G/L distribution entry:
 - Asset ID

Field	Explanation
Asset ID	Enter the asset number in one of three different formats: 1 Item number (a computer-assigned, 8-digit numeric control number). 2 Unit number (12-character alphanumeric field). 3 Serial number (25-character alphanumeric field). Every asset has an item number. Unit number and serial number are optional. The first character that you enter indicates which asset number you are entering. The system examines the first position for a special character (/ or *). If you do not enter a special character in the first position of the field, the system assumes that you are using the default asset number defined for your system. You identify the special characters on the constants form.

Entering Journal Entries with Units

To enter units and units of measure quickly, use the special format designed for the J.D. Edwards Manufacturing systems.

► To enter a journal entry with units

On Journal Entry

1. Access the units format by pressing F2 (multiple times if needed).

The screenshot shows the 'Journal Entry' window with the following fields and values:

- Mode (F): ☒ Model (Y): ☐
- Base Co. Currency: USD Reverse or Void (R/V): ☐
- Document Type: JE
- Document Number/Co: 1523 00100
- Explanation: R. McLind Car Allowance
- G/L Date:
- Batch Number: 113715
- Remaining:
- Currency Code:
- Exchange Rate:
- Skip to Line:

Account No.	Amount	Units	UM	G/L Date	P
90.8177	1,000.00			06/30/98	
100.1110.BEAR	1,000.00-			06/30/98	

At the bottom, there are function keys: F5=Make New Model, F6=% JE, F15=Model JE's, F13=Acct Master, F24=More Keys, and MW.

2. Follow the steps to enter a basic journal entry.
3. Complete the following fields for each G/L distribution entry:
 - Units
 - Unit of Measure

Field	Explanation
Units	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Unit of Measure	A user defined code (system 00/type UM) that identifies the unit of measurement for an amount or quantity. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on. NOTE: In the journal entry program, the default for units of measure is derived from the Account Master unit of measure. If you enter units, the system uses the required account as the default for this field.

Entering Journal Entries for Work Orders

To specify the current stage of development, or phase, in journal entries, use the special format designed for the J.D. Edwards Work Orders system.

To enter a journal entry for work orders

On Journal Entry

1. Access the phase format by pressing F2 (multiple times if needed).

2. Follow the steps to enter a basic journal entry.
3. Complete the following field for each G/L distribution entry:
 - Phase

Field	Explanation
Phase	A user defined code (system 00, type W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time. NOTE: A processing option for some forms lets you enter a default value for this field, which the system displays in the appropriate fields on any work orders you create on those forms and on the Project Setup form. (You can either accept or override the default value.)

Entering Journal Entries with Debit/Credit Columns

You can enter debits and credits in a two-column format. An advantage of this format is that you do not need to enter the – (minus) sign for credits.

► To enter a journal entry with debit and credit columns

On Journal Entry

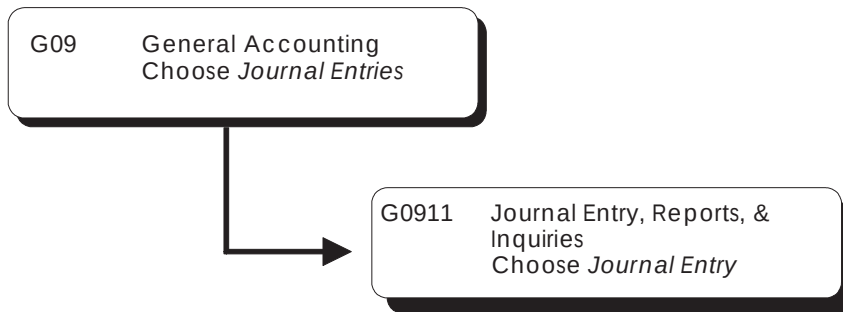
1. Access the debit/credit format by pressing F2 (multiple times if needed).

The screenshot shows the [09101] - Journal Entry window. The window has a menu bar with Functions, Tools, and Help. Below the menu bar, there are several input fields and checkboxes. The Document Type is set to JE. The Document Number/Co is 1523. The Explanation is R. McLind Car Allowance. The Batch Number is 113715. The G/L Date is 06/30/98. The Debit Amount is 1,000.00. The Credit Amount is 1,000.00. The G/L Date is 06/30/98. The window also has a table with columns for Account No., Debit Amount, Credit Amount, and G/L Date. The table contains two rows of data: 90.8177 and 100.1110.BERR. The bottom of the window has a status bar with the text: F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys. There are also several icons and a MW button.

Account No.	Debit Amount	Credit Amount	G/L Date
90.8177	1,000.00		06/30/98
100.1110.BERR		1,000.00	06/30/98

2. Follow the steps to enter a basic journal entry.
3. Complete one of the following fields for each G/L distribution:
 - Debit Amount
 - Credit Amount

Work with Other Types of Journal Entries



Working with Other Types of Journal Entries

In addition to basic journal entries and entries with special formats, you can enter the following journal entries:

- Entries that will be reversed in the next accounting period
- Entries where the G/L distribution is based on percentages rather than amounts
- Entries involving foreign currency

Working with other types of journal entries consists of:

- ☐ Entering reversing journal entries
- ☐ Entering percent journal entries
- ☐ Working with journal entries with foreign currency

[09101] - Journal Entry

Functions Tools Help

Document Type:
 Mode (F):
 Model (Y): ☐

Base Co. Currency: USD
 Reverse or Void (R/V): ☐

Document Number/Co:
 Explanation:

G/L Date:
 Batch Number:

Remaining:
 Currency Code:

Skip to Line:
 Exchange Rate:

Account No.	Amount	Explanation 2	P
90.6177	1,000.00	Car Allowance Advance	
100.1110.BEARR	1,000.00-	Car Allowance Advance	

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys
 MW

Entering Reversing Journal Entries

You can enter journal entries that you want reversed on the first day of the next G/L accounting period. Reversing journal entries are most often used for periodic accruals. The G/L date of a reversing journal entry is the first day of the next accounting period.

► **To enter a reversing journal entry**

On Journal Entry

1. Follow the steps to enter a basic journal entry.
2. Complete the following field with R:
 - Reverse or Void

The system generates the reversing journal entry after you post the journal entry.

Field	Explanation
Reverse or Void (R/V)	A code that controls whether transactions are automatically reversed or voided. Valid codes are: R Create automatic reversing entries when the original entries are posted to the general ledger. Date the reversing entries as of the first day of the following period. V Create reversing entries (reverse the sign on the amount on the original entry) and date them as of the current date. This code is only valid if you are changing an existing transaction. To void a transaction, locate the original entry and change the Void field to V. If the journal entry has not been posted, you can delete the journal entry. Blank Do not reverse or void transactions.

What You Should Know About

Locating reversing journal entries

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:

- To locate only the original journal entry, enter the original G/L date
- To locate both the original entry and the reversing entry, omit the G/L date
- To locate only the reversing entry, enter the G/L date as the first day of the next period

Changing posted journal entries to reversing entries

After you post a journal entry, you cannot change it to a reversing journal entry. To reverse a posted journal entry, do the following:

- Void the entry by entering V in the Reverse/Void field
- Resubmit the post of the batch
- Re-enter the journal entry
- Reverse the transaction by entering R in the Reverse/Void field

See Also

- *Posting Journal Entries (P09800)*

Entering Percent Journal Entries

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

On Journal Entry

1. Follow the steps to enter the identifiers for a basic journal entry.
2. Access the Amount to Distribute field by pressing F6.
3. Complete the following field:
 - Amount to Distribute
4. Follow the steps to enter the G/L distribution for a basic journal entry.
5. Complete the following field with percentage amounts and a debit or credit sign rather than currency amounts:
 - Amount

Field	Explanation
Amount to Distribute	A number that identifies the gross amount (amount to be distributed) for a journal entry. <i>Form-specific information</i> For percent journal entries, the system calculates the detailed amounts to distribute based on percentages entered in the amount fields.

What You Should Know About

Balancing requirements The total debit percentages for balanced journal entries must equal the total credit percentages. The total debits (or credits) do not have to equal 100%.

Working with Journal Entries with Foreign Currency

You can enter amounts in either a foreign or the domestic currency. Foreign transactions are transactions entered in a currency different from the base currency associated with the company. The system converts them to the domestic currency at the time of entry. You can also enter the domestic side of a foreign transaction and have the system calculate the foreign amount.

- [illegible]

Exchange rates

The system uses an exchange rate from the exchange rate table on the Set Daily Transaction Rates form unless you enter an exchange rate on the Journal Entry form. Do this only to override the rate already set up for the currency.

Entering Journal Entries with Foreign Currency

You can enter journal entries that include foreign currency information.

► To enter a journal entry with foreign currency

On Journal Entry

1. Follow the steps to enter a basic journal entry.
2. Complete the following fields:
 - Currency Code
 - Exchange Rate (optional)
3. Access the detail area to view the ledger type.

09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ F Model (Y) ☐
 Base Co. Currency BEF Reverse or Void (R/V) ☐

Document Type JE
 Document Number/Co 1000 00070 Explanation Sample Foreign Currency Entry
 G/L Date Batch Number 4312
 Remaining Currency Code USD
 Skip to Line Exchange Rate 32.8670000

Account No.	Amount	Explanation 2	P
70.1110.BBL	500,000.00	- Automatic Transfer	
Units	UM Subledger	Type G/L Date 06/30/98	
Reference 2	Asset ID	P.O.	
Srvc 06/30/98 LT CA Desc Banque Bruxelles Lamber Ln	1.0 Batch 4312		
7001.8370	250,000.00	June Leases	
Units	UM Subledger	Type G/L Date 06/30/98	
Reference 2	Asset ID	P.O.	
Srvc 06/30/98 LT CA Desc Utilities Expense Ln	2.0 Batch 4312		
7001.8350	250,000.00	June Rent	
Units	UM Subledger	Type G/L Date 06/30/98	
Reference 2	Asset ID	P.O.	
Srvc 06/30/98 LT CA Desc Rent Expense Ln	3.0 Batch 4312		

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys MW

Field	Explanation
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form. NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> If you leave this field blank, the system supplies the company currency code associated with the account number of the first detail line for the journal entry.
Exchange Rate	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. <i>Form-specific information</i> If you leave this field blank, an exchange rate is supplied from the Exchange Rate table on the Set Daily Transaction Rates form. If you enter a transaction using an alternate currency, you can specify a spot exchange rate for the AA to XA calculation. The spot rate overrides the default exchange rate.

See Also

- *Working with Basic Journal Entries (P09101)*
- *Setting Up Exchange Rates (P09101)* for information about entering an override rate for detailed currency restatement

Locating Journal Entries with Foreign Currency

You can locate journal entries and review the amounts in both the base and the transaction currency.

► To locate a journal entry with foreign currency

On Journal Entry

1. Complete the following fields:
 - Document Type
 - Document Number

2. Review the following field:
 - Base Company Currency
3. Change the following field (optional):
 - Mode
4. Access the detail area to review the ledger type for the displayed currency.

Field	Explanation														
Base Company Currency	A code that indicates the domestic currency of the company the account is associated with, as defined on the Designate Company Currency form.														
Mode	A code that specifies whether amounts are in the domestic currency of the company the account is associated with or in the foreign currency of the transaction. Valid codes are <table><tr><td>D</td><td>Domestic</td></tr><tr><td>F</td><td>Foreign</td></tr></table> <i>Form-specific information</i> If you enter: <table><tr><td>F</td><td>Foreign amounts appear, and the default ledger type is CA</td></tr><tr><td>D</td><td>Domestic amounts appear, and the default ledger type is AA</td></tr></table> If you use detailed currency restatement, these codes apply: <table><tr><td>X</td><td>Transactions in the XA ledger</td></tr><tr><td>Y</td><td>Transactions in the YA ledger</td></tr><tr><td>Z</td><td>Transactions in the ZA ledger</td></tr></table>	D	Domestic	F	Foreign	F	Foreign amounts appear, and the default ledger type is CA	D	Domestic amounts appear, and the default ledger type is AA	X	Transactions in the XA ledger	Y	Transactions in the YA ledger	Z	Transactions in the ZA ledger
D	Domestic														
F	Foreign														
F	Foreign amounts appear, and the default ledger type is CA														
D	Domestic amounts appear, and the default ledger type is AA														
X	Transactions in the XA ledger														
Y	Transactions in the YA ledger														
Z	Transactions in the ZA ledger														



Exercises

See the exercises for this chapter.

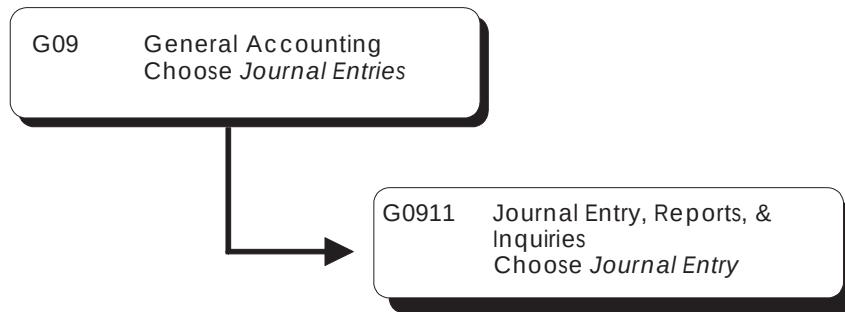
Test Yourself: Working with Other Journal Entries

1. How do you indicate to the system that you are entering a percent journal entry?

2. How do you indicate to the system that you want to create a reversing journal entry?

The answers are in *Appendix B*.

Work with Model Journal Entries



Working with 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:

- Account numbers, amounts, and explanations
- Account numbers and explanations only (because amounts can vary)
- Account numbers, percentages, and explanations

Working with model journal entries consists of:

- ☐ Creating models for basic journal entries
- ☐ Creating models for percent journal entries
- ☐ Entering journal entries based on models

The system stores model journal entries in the Account Ledger table (F0911) with a model posted code 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.

[09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ Model (Y) ☒
 Base Co. Currency USD Reverse or Void (R/V) ☐

Document Type JE
 Document Number/Co 2175 00100 Explanation MONTHLY SALES ACCRUAL
 G/L Date Batch Number 128694
 Remaining Currency Code USD
 Skip to Line Exchange Rate

Account No.	Amount	Explanation 2	P
100.1240		Accrued Sales Rec.	
210.5030		Denver Sales	
400.5030		Houston Sales	
600.5030		San Francisco Sales	

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys MW

What You Should Know About

Locating model journal entries

You can locate a model on Journal Entry by providing this information:

- Model = Y
- Document type
- Document number

See *Entering Journal Entries Based on Models* for information about locating models on Index of Model Journal Entries.

Deleting model journal entries

You can delete a model journal entry on either Journal Entry or Index of Model Journal Entries.

Creating Models for Basic Journal Entries

You can create models to serve as templates for entering monthly accruals and other recurring journal entries.

► To create a model for a basic journal entry

On Journal Entry

1. Complete the following fields:
 - Document Type
 - Document Number (optional)
 - Document Company (optional)
 - Explanation
2. Complete the following fields for each G/L distribution:
 - Account Number
 - Amount (optional)
3. Choose Make New Model or complete the following field with Y:
 - Model

Field	Explanation
Model (Y/N)	If you are locating or changing a model journal entry, enter Y to have the system display or change only the model journal entry. If you are adding a model journal entry, either enter Y or use the Make New Model function, and provide the journal entry information. If this field is blank or N, the system ignores the model when you locate or change a journal entry.

Creating Models for Percent Journal Entries

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

On Journal Entry

1. Complete the following field with Y:
 - Model
2. Complete the following field with % (percent):
 - Document Type
3. Complete the following fields:
 - Document Number (optional)

- Document Company (optional)
 - Explanation
4. Display the following field by pressing F6, but leave it blank:
 - Amount to Distribute
 5. Complete the following fields for each G/L distribution percentage:
 - Account Number
 - Amount
 - Explanation 2 (optional)

Field	Explanation
Amount	A number that identifies the actual amount. Type debits with no sign or a plus sign (+). Type credits with a minus sign (-) either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores non-significant symbols. <i>Form-specific information</i> For a percent journal entry or a model for percent journal entries, enter the percent to be distributed to the account without a % (percent) sign. For example, enter 25.75 for 25.75%. The system will calculate the amount as a percentage of the amount to distribute. When you use the Journal Entry format with separate debit and credit columns, omit signs. Instead, enter the amount in the appropriate column (debit or credit).

What You Should Know About

Required document type	Use a document type of % when you create a model for percent journal entries.
Balancing requirements for percent journal entries	The total debit percentages for balanced journal entries must equal the total credit percentages. The total debits (or credits) do not have to equal 100%.

Entering Journal Entries Based on Models

After you create a model journal entry, you can use it as a template for an actual journal entry. To enter a journal entry based on a predefined model, do the following:

- Choose a model for the journal entry
- Enter the journal entry account and amount distribution information

► To choose a model for the journal entry

On Journal Entry

1. Choose Model JE's to access Index of Model Journal Entries.

O/P	Type	Document Number	Co	Explanation
JE		1543	00001	A/R Writeoffs
JE		1640	00001	Accrue Interest Expense
JE		1963	00001	Bank Service Charges
JE		1795	00078	Beginning Balances
JE		1533	00001	Monthly Depreciation J.E.
JE		2175	00100	MONTHLY SALES ACCRUAL
JE		1594	00000	Payroll Entry-Colo Employees
JE		2277	00000	RECORD UNIT TRANSACTIONS
JE		1797	00000	SAMPLE INTERCOMPANY TRANS

Opt: 1=Select Model Entry 9=Delete Model Entry F24=More Keys

2. To display a particular document type, complete the following field:
 - Document Type
3. To display models that match all or part of an explanation, complete the following field:
 - Skip To Explanation
4. Choose the appropriate model.

The system displays the model on Journal Entry. You can now enter an actual journal entry based on it.

► To enter the journal entry

On Journal Entry

1. Clear the following fields, if necessary:

- Model
 - Document Number
2. Complete the following field:
 - G/L Date
 3. Do one of the following for each G/L distribution:
 - For all journal entries except percent model journal entries, complete the following field:
 - Amount
 - For a percent journal entry based on a percent model, complete the following field:
 - Amount to Distribute
 4. Replace or clear information as necessary in other fields.
 5. Use the Add action.

Field	Explanation
Amount to Distribute	A number that identifies the gross amount (amount to be distributed) for a journal entry. <i>Form-specific information</i> For percent journal entries, the system calculates the detailed amounts to distribute based on percentages entered in the amount fields.

What You Should Know About

Clearing the Model field If you locate the model on Journal Entry rather than on Index of Model Journal Entries, you must remove Y in the Model field to use it as an actual journal entry.

Changing model journal entries If you choose a model on Index of Model Journal Entries, the system displays the model on Journal Entry and clears the Model field. You can change the model by re-entering Y in the Model field and making the changes.



Exercises

See the exercises for this chapter.

Test Yourself: Working with Model Journal Entries

1. What is one of the two ways to create a model journal entry template?

2. What distinguishes a percent model from other model journal entries?

3. How do you view a list of the model journal entries that are available for use?

The answers are in *Appendix B*.

Processing Options for Journal Entry

Processing Options for Journal Entry

Default Processing:

1. To override standard journal entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version. _____

WARNING: This should only be changed by persons responsible for system wide setup.

2. Does the default ledger type from the journal entry processor version have to balance (1/0)? The default of 0 will require balancing. _____

Format Control:

3. Enter the sequence numbers (1-7) to indicate the order in which formats will appear. If all are left blank they will appear in default order:
Standard Journal Entries _____
Journal Entries with Sub Ledger _____
Journal Entries with Energy Info _____
Journal Entries with F/A _____
Journal Entries with Units _____
Journal Entries with Phase Code _____
Journal Entries with Debit/Credit _____

Note: This is used with the Format Selection function key.

Field Control:

4. Enter a '1' to retain the G/L Date and Document Type on the screen between entries. _____
5. Enter a '1' to display the Home Business Unit in the top portion of the screen (does not apply to the Fixed Assets format because it is included in the detail section). _____
6. Enter a '1' to display the Document Pay Item on the Debit/Credit screen format. _____
7. Enter a '1' to display Reference 1. _____
8. Enter a '1' to display amounts to billions without commas. Leave blank to display amounts to millions _____

with commas.

9. For Fixed Assets systems enter a '1' to require the entry of an Asset ID if an account is in an AAI asset account range. Leave blank to not require an entry.

What You Should Know About Processing Options

Processing option 3

You can assign numbers to only the formats you want to work with, and leave formats blank that you do not need. For example, number the subledger format as 1 and the units format as 2. Do not enter numbers for the other formats. The system will display only the subledger and units formats, in that sequence.

Processing option 5

If you enter a valid home business unit in the header, the system will track the entire journal entry by business unit. If you enter a home business unit in a detail line, the system will track only that line by the business unit.

Processing Options for Journal Entry Functional Server

Default Processing:

1. Enter the Ledger Type for entry.
If left blank, Ledger Type AA will be used.

Zero Amount Processing:

2. Enter a '1' to omit creation of Journal Entry line items with zero amounts and no units. This may be useful when creating Journal Entries from models.

Currency Processing:

3. For currency conversion, enter a '1' to edit the exchange rate Effective Date period against the G/L period for the transaction.
4. Specify a tolerance limit to warn you when you key an override currency exchange rate that is over or under this limit. For example 15.0 indicates +/-15%.

User Exits:

5. Enter the User Exit Program name.
If left blank the default of 'XT0911Z1E' will be used.

What You Should Know About XT0911Z1 Functional Server

Access

You can access the functional server processing options from the DREAM Writer menu (G81). Select Version List, and then enter the version number (XT0911Z1) in the Form field.

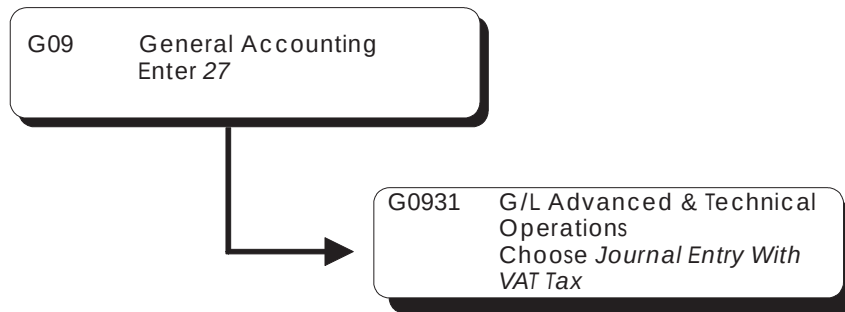
Processing option 2

When you enter a 1 in this field, no Account Ledger records are created if a journal entry line does not have an amount or a unit. If you use a model journal entry with several lines of account distributions, and you only enter amounts for certain accounts, no Account Ledger records are created for the lines with amounts. If you leave this option blank, you need to field exit through the distribution lines on a model journal entry that should not be created in the Account Ledger table.

See Also

- *Appendix H – Functional Servers*

Enter Journal Entries with VAT



Entering Journal Entries with VAT

If you do business in a country that assesses a recoverable value-added tax (VAT), you might need your journal entries to reflect that.

For journal entries with VAT, the system calculates the tax based on the tax area. Some restrictions apply to journal entries with VAT:

- The system posts each journal entry with VAT to a single tax authority.
- You cannot create model journal entries or reversing journal entries with this type of journal entry.

Before You Begin

- ☐ Set up the applicable tax rates, areas, and authorities. See *Setup Activities* in the *Tax Reference Guide*.

Example: Journal Entry with VAT

If you have VAT on a bank charge, your entry might look like this:

Account Number	Amount	Tax Amount	Ex	Tax Area
7001.8810	1000	60	V	BE6
70.1110.BBL	1060-			

The resulting entry to the general ledger would look like this:

Account Number	Description	Amount
7001.8810	Bank Charges	1000
70.1240	VAT	60
70.1110.BBL	Bank Account	1060-

► To enter a journal entry with VAT

On Journal Entry With VAT Tax

The screenshot shows a window titled "[09106] - Journal Entry With VAT Tax". It has a menu bar with "Functions", "Tools", and "Help". The window contains several input fields and a table.

Fields include:

- Mode (F):
- Void (V): ☐
- Base Co. Currency: BEF
- Document Type: JE
- Document Number/Co: 98001004 00070
- Explanation: Daily Bank Charges
- G/L Date:
- Batch Number: 85936
- Gross Amount:
- Currency Code: BEF
- Remaining:
- Exchange Rate:

Table:

Account Number	Amount	Tax Amount	Ex	Tax Area	P
7001.9250	100,000	19,500	V	BE19.5	
70.1110.BBL	119,500-				

At the bottom, there are icons for a checkmark, an 'X', and a magnifying glass. Below the icons, it says "F4=Details F13=Acct Master F15=Model JE's F24=More". On the right, there are icons for a printer, a save icon, and a refresh icon, with "MW" below them.

- Follow the steps to enter journal identifiers for a basic journal entry.
- Do the following for each G/L distribution:
 - Complete the following field:
 - Account Number
 - Complete *one* of the following fields:
 - Amount
 - Tax Amount
 - Complete the following fields:
 - Tax Explanation Code
 - Tax Area
- To add the record, do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add

Field	Explanation
Tax Amount	This is the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST). <i>Form-specific information</i> Leave this field blank to have the system calculate the tax. Also, leave this field blank on the offsetting entry, where the Amount field includes the amount and the tax amount from the preceding lines. Enter the tax in this field for tax-only journal entries.
Tax Explanation Code	A user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts. <i>Form-specific information</i> Enter V, VT, or a user defined code beginning with V. V+ is not a valid code.
Tax Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code. <i>Form-specific information</i> You can post only to a single tax authority. The system allocates all VATs to the tax authority associated with the first tax area listed. If the tax areas you enter are associated with more than one tax authority, the system does not allocate the VAT correctly.

What You Should Know About

Automatic accounting instructions

The AAIs for journal entries with VAT are in the format GTyyyy, where yyyy is the G/L offset for the tax authority.

If you do not specify a business unit in the AAI, the system uses the business unit of the account number from the first line item of the journal entry.

Model journal entries

Although you cannot create model journal entries on Journal Entry With VAT Tax, you can access Index of Model Journal Entries to select a model. The system displays the model information on Journal Entry With VAT Tax, and you can add the VAT information.

Tax-only journal entries

To enter a journal entry for tax only, provide a tax amount and a tax explanation code of VT. Do not enter an amount.

See Also

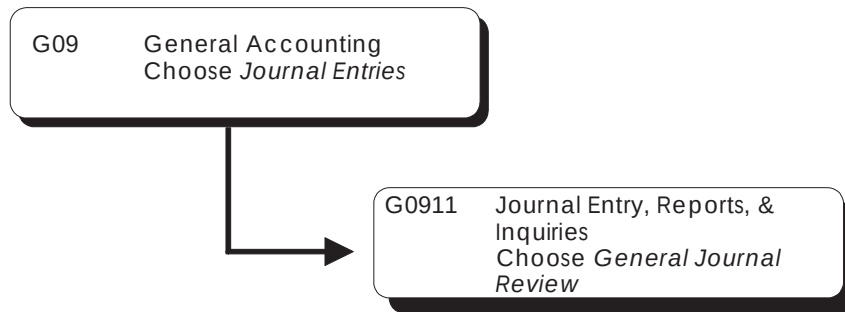
- *Entering Basic Journal Entries (P09101)*

Processing Options for Journal Entry with VAT Tax

Dw Version For Journal Entry Processor

1. To override standard journal entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.

Review and Approve Journal Entries



Reviewing and Approving Journal Entries

After you enter journal entries, you can verify their accuracy before posting them to the general ledger. Complete the following tasks:

- ☐ Review journal entries
- ☐ Approve batches for posting

General Journal Review displays and updates information in the following tables:

- Batch Control (F0011)
- Account Ledger (F0911)

Op	App	Number	Batch Ty	Date	Input	Total	Difference	Documents	Status	User
P		83257	G	04/24/95	400,000-			3-	Approv	DEMO

Reviewing Journal Entries

You can review information at different levels before posting journal entries. You can:

- Review a list of journal entry batches
- Review and revise journal entry detail

Reviewing a List of Journal Entry Batches

When you review journal entries for posting, 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.

► To review a list of journal entry batches

On General Journal Review

1. Display all batches for all users, or limit your search by completing one or more of the following fields:
 - User ID
 - Batch Number
 - Batch Date From
 - Batch Date Thru

2. To review all unposted batches, leave the following field blank:

- Batch Status

Field	Explanation
User ID	The IBM-defined user profile.
Batch Number	A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.
Batch Date From	The date of the batch. If you leave this field blank, the system date is used.
Batch Date Thru	The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.
Batch Status	A code that indicates the posting status of a batch. Valid codes are: - blank Unposted batches that are pending approval or have a status of approved. - A Approved for posting. The batch has no errors, is in balance, but has not yet been posted. - D Posted. The batch posted successfully. - E Error. The batch is in error. You must correct the batch before it can post. - P Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). - U In use. The batch is temporarily unavailable because someone is working with it. These valid codes are set up in user defined codes (system 98, type IC).

What You Should Know About

Unlisted batches

If the batch review security feature is activated, the system might not list all batches that have been entered. Instead, the system lists only the batches that you are authorized to review and approve.

Batch totals

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.

See *Working with Batch Control for Journal Entries*.

Multi-Currency batch totals

Batch amounts are not currency-sensitive. For flexibility in data entry, you can enter any number of currencies in the same batch. The debit amounts of the entries are added to obtain the batch total.

If you enter transactions of different currencies into the same batch, the system does not adjust for the decimal notations of the different currencies. Instead, you get a hash total. For this reason, many users prefer to enter transactions with each different currency in separate batches.

To determine the expected input total for a batch with currencies that have different decimal places, add the amounts without using a decimal point.

Example: Multi-Currency Batch Totals

You enter journal entries for 10,535.00 FRF and 16,433,500 BEF in the same batch. The system disregards the decimal point in the French franc amount and calculates a hash total. The total amount entered is 17,487,000 (1053500 plus 16433500).

The system displays decimals in the input totals based on the setting in the data dictionary. Using the same figures:

- If you set the data dictionary to display zero decimals, the system displays 17,487,000.
- If you set the data dictionary to display two decimals, the system displays 174,870.00.

See Also

- *Setting Up General Accounting Constants (P000909)*
- *Setting Up Multi-Currency (P0013)* for information about changing display decimals

Reviewing and Revising Journal Entry Detail

After you review a list of batches, you can access transaction detail within a specific batch of journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review.

You can change the associated explanations and the G/L distributions of an unposted journal entry. You cannot change the following key fields:

- Document Type
- Document Number
- Document Company
- G/L Date
- Currency Code
- Ledger Type

**To review and revise journal entry detail**

On General Journal Review

1. Follow the steps to review a list of batches.
2. Choose Detailed Batch Review for a batch, and press Enter.

[09202] - General Ledger Batch Review

Functions Options Tools Help

Mode(F) ☐ D

Batch Number

Batch Date

User ID

O	Ty	J.E. Number	Co.	Explanation	Date	Amount	Cur Cod
P	JE	1522	00100	Bank Service Charge	03/31/98		USD
	JE	10418	00001	Bank Service Charge	03/31/98		USD
	JE	10418	00100	Bank Service Charge	03/31/98		USD
				Total		-----	

Option: ☒ 1=Individual Document Review ☐ F24=More Keys

- On General Ledger Batch Review, choose an individual document to review, and press Enter.

[09101] - Journal Entries

Functions Tools Help

Mode (F) ☐ D Model (Y) ☐

Base Co. Currency USD Reverse or Void (R/V) ☐

Document Type

Document Number/Co

Explanation

G/L Date

Batch Number

Remaining

Currency Code

Exchange Rate

Skip to Line

Account No.	Amount	Explanation 2	P
100.1110.BERR	1,500.00-		
100.1110.FIB	1,500.00		

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

- On Journal Entry, use the Change action to enter the necessary changes.

What You Should Know About

Blank amounts	The Amount field appears blank on General Ledger Batch Review if the journal entries are in balance.
Revising a posted batch	If you add, change, or void a transaction within a batch that has been posted, the system changes the batch status from posted to the default entry status, pending or approved. You must post the batch again. The system posts only the changed transactions.
Adding journal entries to a batch	You can add a journal entry to a batch by choosing a journal entry in that batch on General Ledger Batch Review, clearing the Journal Entry form, and then entering a new journal entry.
Reviewing multi-currency journal entries	You can review the original currency of each journal entry and the domestic currency of the company to which it was entered by changing the Mode field.

See Locating Journal Entries with Foreign Currency.

See Also

- *Revising Unposted Journal Entries (P09101)*
- *Revising Posted Journal Entries (P09101)*

Approving Batches of Journal Entries for Posting

After you enter and review a batch of journal entries, you might need to approve it before posting can occur. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the general accounting constants, the system assigns either a pending or an approved status to the batch.



To approve a batch for posting

On General Journal Review

1. Locate the appropriate batch.
2. Complete the following field:
 - Approved

Field	Explanation
Approved	A code that indicates whether a batch is ready for posting. Valid codes are: - A Approved, ready for posting. - P Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error.

What You Should Know About

Preventing a batch from posting	To temporarily prevent a batch from posting, change its status to pending.

Understand the Post Process for Journal Entries

About the Post Process for Journal Entries

After you enter, review, and approve journal entries, post them to update the general ledger and the Account Balances table (F0902).

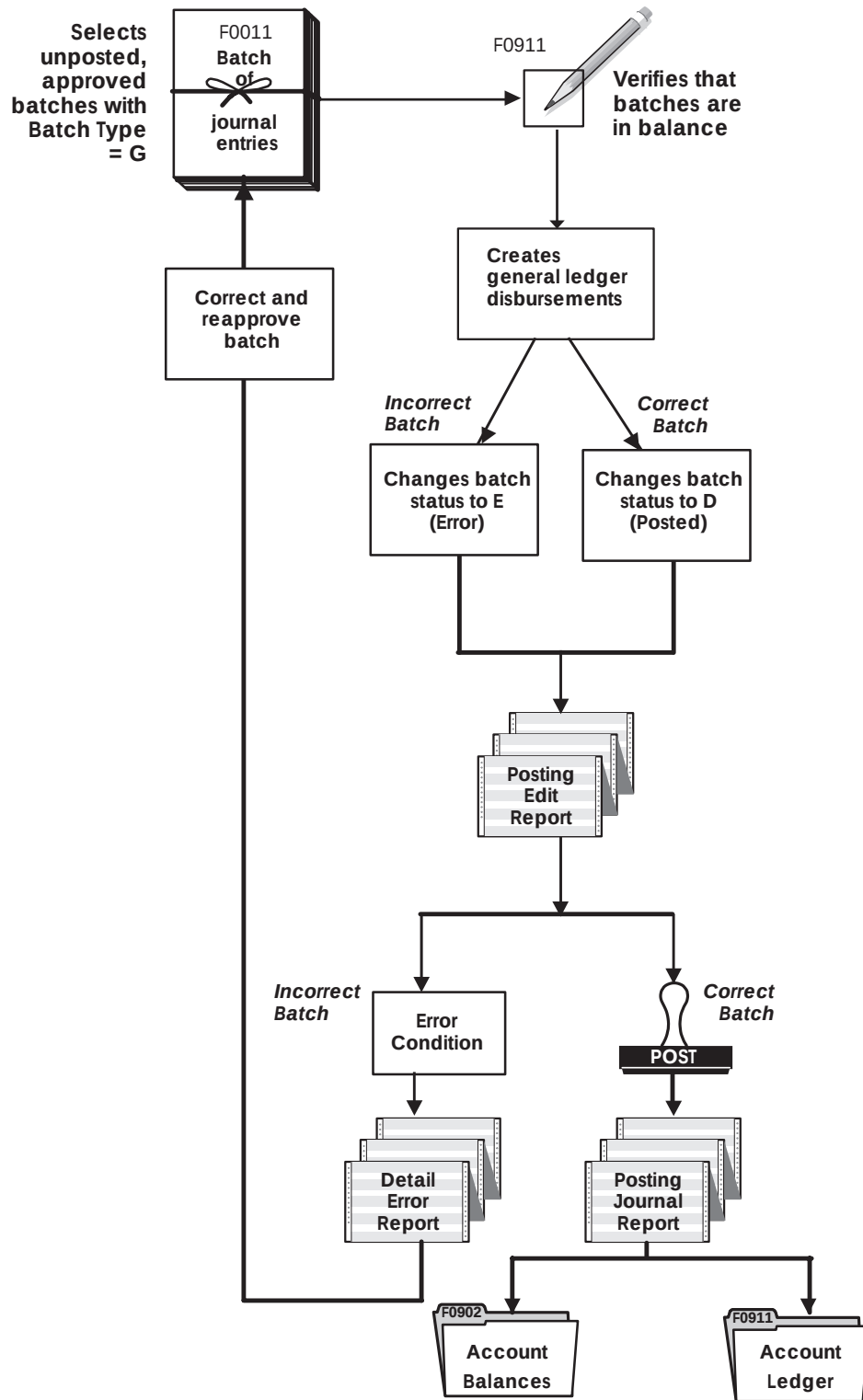
What Happens during the Post Process?

The system performs the following tasks during the post process:

- Selects unposted and approved batches with the criteria specified in processing options
- Edits each transaction to determine whether:
 - 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 transactions exist.
 - Multi-currency is set up for intercompany transactions and, if so, whether detail currency restatement is required and set up.
- Edits each batch to ensure that it is in balance and approved
- Prints any batch errors on the Posting Edit Report
- Places an entire batch in error if any transactions are in error, which prevents it from posting
- Posts transactions to the Account Balances table
- Updates each posted transaction with a G/L posted code of P (posted) in the Account Ledger table (F0911)
- Updates the status of each posted batch to D (posted) in the Batch Control table (F0011)
- Posts the domestic amounts to the AA (actual amount) ledger and, if applicable, the foreign amount to the CA (currency amount) ledger

- Updates the XA, YA, and ZA ledgers, if you use detail currency restatement
- Performs intercompany settlements, if applicable
- Creates reversing entries, if applicable
- Prints two reports:
 - Posting Edit Report
 - Posting Journal Report

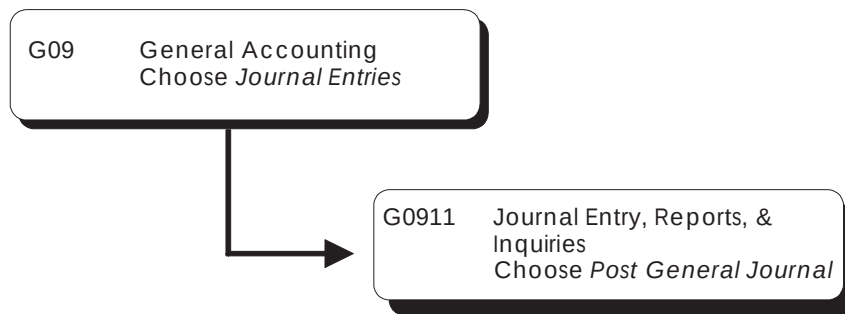
The following graphic illustrates the post processes for journal entries.



See Also

- *Calculating Detailed Currency Restatement (P011411)* for more information about detailed currency restatement

Post Journal Entries



Posting Journal Entries

After you enter, review, and approve journal entries, post them to the general ledger. Posting journal entries consists of:

- ☐ Posting a batch of journal entries
- ☐ Verifying the post of journal entries

Before You Begin

- ☐ 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

Posting a Batch of Journal Entries

Run only one post program at a time.

▶ To post a batch

Select the desired processing options and submit the post.

After you initially set up the processing options, you need to change only the batch selection processing option when you post.

What You Should Know About

Posting an alternate currency ledger

If you use the alternate currency ledger XA, set the appropriate processing option to update the ledger and produce a separate Posting Journal.

Making changes during the posting process

While the post is running, do not change accounts, AAIs for the General Accounting system, intercompany settlements in the general accounting constants, or processing options for the post program.

Customizing the post program

This program performs a number of complex tasks. J. D. Edwards strongly recommends that you do not customize the programming for it.

Verifying the Post of Journal Entries

After posting your journal entries, verify that your batches of journal entries posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the system will post the batch. The system creates a variety of reports to help you verify the posting information.

Complete the following tasks:

- ☐ Review the Posting Edit Report
- ☐ Review the Posting Journal
- ☐ Review other posting reports

Reviewing the Posting Edit Report

After you run the post program, use the Posting Edit Report to verify whether the system posted your batches successfully. This report lists:

- Batches that posted successfully
- Documents with errors that prevented a batch from posting

09800

J.D. Edwards & Company
General Ledger Post - General Accounting
Posting Edit Report

Page 4
Date 4/24/98

Create Intercompany Settlements: Y

Batch Number	Batch Date	Account Number - Input Account ID	G/L Date Do Subldgr Ty	Document Number	JE Line Number	Error Messages
83257	04/24/98					***NO ERRORS*** Batch will post. *

Common Error Messages and Their Causes

Batch not approved for posting

A batch with a pending or error status causes this message.

Account not set up in Account Master file (F0901)

Two situations can cause this error message, as follows:

- An undefined account number (designated with # during journal entry) was entered. To correct this, locate the document number and line number on Journal Entry. Change the invalid account number to a valid account number.
- An undefined account number was not set up prior to posting, or it does not meet the model account criteria needed for the system to create it dynamically. Select Account by Object on the Organization and Account Setup menu. Add the account number.

Batch journal entries out of balance

Debits do not equal credits. If the 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 made during setup.

See *Revising Batches to Post Out-of-Balance* in the *General Accounting II Guide* for information about how to post an out-of-balance batch.

Reviewing the Posting Journal

To verify the transactions posted to the Account Balances and the Account Ledger tables, review the Posting Journal. It lists only those batches that posted successfully.

09801	J.D. Edwards & Company					Page	1
Batch Type	- G	General Ledger Post - General Accounting				Date	4/24/98
Batch Number	- 83257						
Batch Date	- 04/24/98						
Posting Journal							
Post Out of Balance :							
Create Intercompany Settlements: Y							
Do Document Ty	G/L Date	Co	Account Description Explanation	G/L Account Subldgr-Ty/Asset Number	 Amounts		LT Units
					Debit	Credit	
JE	1522	03/31/98	00100 Miscellaneous Expense USD Bank Service Charge	90.9250	1,000.00		AA
JE	1522	03/31/98	00100 Bear Creek National B USD Bank Service Charge	100.1110.BEAR		1,000.00	AA
JE	1522	03/31/98	00100 Miscellaneous Expense USD Bank Service Charge	90.9250		1,000.00	AA
VOID JOURNAL ENTRY							
JE	1522	03/31/98	00100 Bear Creek National B USD Bank Service Charge	100.1110.BEAR	1,000.00		AA
VOID JOURNAL ENTRY							
JE	10418	03/31/98	00001 Other Expense USD Bank Service Charge	9.9200	1,000.00		AA
JE	10418	03/31/98	00001 Bear Creek National B USD Bank Service Charge	1.1110.BEAR		1,000.00	AA
JE	10418	03/31/98	00100 Miscellaneous Expense USD Bank Service Charge	90.9250	1,000.00		AA
JE	10418	03/31/98	00100 Bear Creek National B USD Bank Service Charge	100.1110.BEAR		1,000.00	AA
Batch Total					4,000.00	4,000.00	AA

Reviewing Other Posting Reports

If there is a balancing error, the system generates the Detailed Post Error report. If you enter journal entries with multiple currencies, the system generates the other reports listed below.

Detailed Post Error Report

Lists the detailed transactions in a batch if there is a balancing error.

Batch Edit Report

Lists the batches with currency-related problems.

Posting Journal

Lists both the CA ledger and converted AA amounts for foreign currency transactions. Additionally, it lists the currency code of the CA ledger amount and the domestic currency of the company for the AA ledger amount.

If you use detailed currency restatement, the system produces separate Posting Journals for the XA, YA, and ZA ledgers.

Batches with Balancing Problems

Lists AA and CA ledger information.

On the reports generated for batches with multiple currency, the CA amounts represent the foreign side of the entry. The AA amounts represent the domestic side of the entry. Both the CA and the AA ledgers must be in balance.

Processing Options for Post General Ledger

Batch Selection:

1. Enter Batch Number _____
 or Batch Date _____
 or Batch User ID _____

Print Selection:

2. Identify how to print amount fields on Post Journal:
 '1' = to Millions (w/ commas) _____
 '2' = to Billions (w/o commas) _____
 Blank (Default) = No Journal Printed.
3. Identify which account number to print on report:
 '1' = Account Number _____
 '2' = Short Account ID _____
 '3' = Unstructured Account _____
 '4' = (Default) Number Entered During Input _____

Fixed Assets:

4. Enter a '1' to post F/A entries to Fixed Assets. _____
 NOTE: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets(P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.
5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.) _____

Cash Basis Accounting:

6. Enter a '1' to create and post Cash _____

Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)

7. Enter units ledger type for Cash Basis Accounting entries. (Default of blank will use "ZU" ledger type.) _____

Accounting For 52 Periods:

8. Enter a '1' for 52 Period Post.
NOTE: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up. _____

Tax File Update:

9. Identify when to update the Tax Work file (F0018): _____

'1' = V.A.T. or Use Tax only

'2' = for All Tax Amounts

'3' = for All Tax Explanation Codes

Blank (Default) = No Update to File.

10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. _____

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. _____

'1' = update VAT amount only

'2' = update VAT amount, extended price and taxable amount

Property Management:

12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. Default is version ZJDE0001. (This applies to batch types '2' and '/'.) _____

Update Option:

13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.) _____

Report Format:

14. Enter a '1' to print the Posting Journal in a 198 character format. The default of blank will print the format with 132 characters. _____

Detailed Currency Restatement:

15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, _____

and/or ZA ledgers depending on the version you are running.

16. Enter the version of the Detailed Currency Restatement (P11411) to execute. Default of blank will execute ZJDE0001.

Batch Type Selection:

NOTE: This option should NOT be changed by User.



Exercises

See the exercises for this chapter.

Test Yourself: Posting Journal Entries

1. True or False

When you submit the post program without specifying a batch date, batch number, or batch user ID, no batches will post.

2. True or False

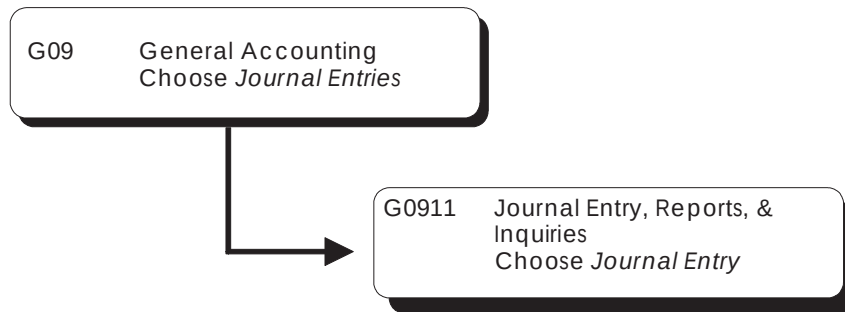
The only batches considered to be eligible for posting are those that have approved batch status.

3. Which of the following tables are updated during the post process?

F0101	Address Book Master
F0902	Account Balances
F0005	User Defined Codes
F0010	Company Constants
F0011	Batch Control Records
F0911	Account Ledger

The answers are in *Appendix B*.

Revise Posted Journal Entries



Revising 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 posted journal entries includes the following tasks:

- ☐ Changing posted journal entries
- ☐ Voiding posted journal entries
- ☐ Voiding posted reversing journal entries

09101] - Journal Entry

Functions Tools Help

Mode (F) ☐ Model (Y) ☐
 Base Co. Currency USD Reverse or Void (R/V) ☐

Document Type JE
 Document Number/Co 1770 00100 Explanation Bank Balances
 G/L Date Batch Number 3193
 Remaining Currency Code USD
 Exchange Rate
 Skip to Line

Account No.	Amount	Explanation 2	
100.1110.BEARR	441,097.67-		P
100.1110.FIB	441,097.67		P
100.1110.BEARR	502,978.66		P
100.1110.FIB	502,978.66-		P
100.1110.BEARR	306,415.74-		P
100.1110.FIB	306,415.74		P
100.1110.BEARR	478,645.12		P
100.1110.FIB	478,645.12-		P

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

What You Should Know About

Audit trails

The system maintains an audit trail when you revise a posted journal entry.

Batch status

The system changes the batch status on the original batch from posted to pending or approved (depending on your constants) if you revise a posted journal entry.

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.

G/L dates for voids

When you locate a journal entry, the system displays a blank G/L date in the header part of the form. If you need to locate specific detail such as reversing entries, enter a date in the G/L Date header field during inquiry.

Also use the G/L date in the header part of the form to assign the current accounting period or any G/L date that is open as the date for the void to take effect. You cannot assign a G/L date in a period that has already been closed.

For example, if you void a journal entry that has a May date and May is closed, you must enter a G/L date in June or some later period that is open.

See Also

- *Working with Basic Journal Entries (P09101)* for information about locating, changing, voiding, and deleting unposted journal entries
- *Reviewing and Approving Journal Entries (P00201)*
- *Posting Journal Entries (P09800)*

Changing Posted Journal Entries

After you post a journal entry, you can change its associated explanations. You can also add lines to the G/L distribution.

To change a posted journal entry

On Journal Entry

1. Locate the journal entry.
2. Change any of the following fields:
 - Explanation
 - Explanation 2
 - Reference 2
 - Purchase Order/Suffix
 - Service/Tax Date
3. Add lines to the G/L distribution, if necessary.
4. Use the Change action.

What You Should Know About

Changing other fields

To correct information that you cannot change, you must void the existing journal entry and enter a new one.

Voiding Posted Journal Entries

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 you specify.

To void a posted journal entry

On Journal Entry

1. Locate the journal entry.
2. Complete the following field with V:
 - Reverse or Void
3. Complete the following field:
 - G/L Date
4. Use the Change action.

Field	Explanation
Reverse or Void (R/V)	A code that controls whether transactions are automatically reversed or voided. Valid codes are: - R Create automatic reversing entries when the original entries are posted to the general ledger. Date the reversing entries as of the first day of the following period. - V Create reversing entries (reverse the sign on the amount on the original entry) and date them as of the current date. This code is only valid if you are changing an existing transaction. To void a transaction, locate the original entry and change the Void field to V. If the journal entry has not been posted, you can delete the journal entry. - Blank Do not reverse or void transactions.

Voiding Posted Reversing Journal Entries

You can void reversing journal entries that are posted if both the applicable fiscal periods are open. This is a two-part process. 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

Example: Dates for Voiding Posted Reversing Journal Entries

To keep your periods in balance, use a date in the same period as the journal entry you are voiding, as shown in the following example:

Original journal entry 05/15/98

Void of original 05/15/98

**System-generated
reversing journal entry** 06/01/98

Void of reversing 06/01/98

**To void a posted reversing journal entry**

On Journal Entry

1. Locate the original journal entry by completing the following fields:
 - Document Type
 - Document Number
 - G/L Date
2. Follow the steps to void a posted journal entry.
3. Locate the reversing journal entry with the same fields used to locate the original journal entry, but substitute the G/L date of the reversing journal entry.
4. Follow the steps to void a posted journal entry.

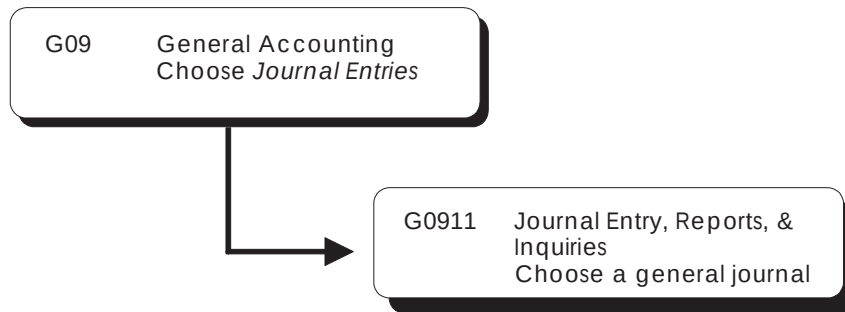
Field	Explanation
G/L Date	A date that identifies the financial period that the transaction will be posted to. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. <i>Form-specific information</i> If you do not specify a G/L date when you are locating journal entries, the system displays journal entries for all G/L dates associated with the document, as specified by document number, document type, and document company. To keep the periods in balance when you void reversing journal entries, use the same date in the voiding entry as shown for the corresponding journal entry you are voiding.



Exercises

See the exercises for this chapter.

Print General Journals



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 choose any of the following:

- ☐ Print the Unposted General Journal
- ☐ Print the General Journal by Batch
- ☐ Print the General Journal by Account

The General Journal by Batch and the General Journal by Account reports print both posted and unposted transactions. All the general journals print transactions from the Account Ledger table (F0911).

What You Should Know About

Abbreviated column headings

- Do Ty – Document Type
- PC – Posted Code
- LT – Ledger Type
- RE – Reverse/Void

Totaling

For Unposted General Journal and General Journal by Batch, totaling at the document level is by ledger type. Totaling at the batch and report levels is by posted and unposted transactions, once for ledger type AA and again as a combined amount for all other ledger types.

The text "AA Total" always prints on these general journals at the document, batch, and report level, even if there is no amount. The text "Total" prints at the batch and report level for all ledger types other than AA only if there is an amount.

Processing time

The processing time for these reports is related to the number of Account Ledger records in your system.

Printing Unposted General Journal

You can print a general journal report to analyze journal entry transactions before you post them to the general ledger.

09301	Batch Number - 4572			J.D. Edwards & Company			Page - 54		
	Batch Date - 07/25/98			General Journal			Date - 12/11/98		
				Unposted Transactions					
Document	Do Ty	G/L Date	Co.	Explanation Account Description	G/L Account	 Amounts		P	R
						Debit	Credit	C	LT E
11	JE	06/01/98	00200	Sales Detail Wrench A	M10.6020 Ref 2 P42800	190,110.00		AA	
	Line No	1.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M30.1411.A Ref 2 P42800		2,133,025.00-	AA	
	Line No	2.0		Inventory					
	JE	06/01/98	00200	Sales Detail Wrench A	M19.6020 Ref 2 P42800	105,720.00		AA	
	Line No	3.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M20.6020 Ref 2 P42800	693,100.00		AA	
	Line No	4.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M30.6020 Ref 2 P42800	414,715.00		AA	
	Line No	5.0		Prime Cost of Goods					
	JE	06/01/98	00100	Sales Detail Wrench A	20.6020.STORE Ref 2 P42800	47,930.00		AA	
	Line No	6.0		Prime COGS - Store Sales					
	JE	06/01/98	00100	Sales Detail Wrench A	100.1411.20A Ref 2 P42800		47,930.00-	AA	
	Line No	7.0		Inventory/Valley Forge, Prod					
	JE	06/01/98	00200	Sales Detail Wrench A	M55.6020 Ref 2 P42800	241,680.00		AA	
	Line No	8.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M56.6020 Ref 2 P42800	283,310.00		AA	
	Line No	9.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M80.6020 Ref 2 P42800	33,255.00		AA	
	Line No	10.0		Prime Cost of Goods					
	JE	06/01/98	00200	Sales Detail Wrench A	M95.6020 Ref 2 P42800	171,135.00		AA	
	Line No	11.0		Prime Cost of Goods					
Document Total						2,180,955.00	2,180,955.00-	AA	Total
Batch Total									
						- Posted			
						- Unposted	2,180,955.00	2,180,955.00-	AA Total

What You Should Know About

Multi-Currency

If you are using multiple currencies, both the CA foreign amounts and the AA domestic amounts print for foreign transactions.

Processing Options for Unposted General Journal

Print Options:

- Select Account number to print:
'1' = account number

'2' = short account ID
'3' = unstructured account
'4' = number entered during input
If left blank, the number entered
during input will be printed.

2. Enter a '1' to print units. If left
blank, units will not be printed. _____

Alternate Chart Of Accounts Print:

3. Select which account category code
(1 - 23) to print in place of the
account number. Default of blank will
print the account number specified
in option number 1. _____

Generic Text:

4. Enter a '1' to print the generic
text for journal entry lines in a 40
character width, a '2' to print text
in an 80 character width. If left
blank, generic text will not be
printed. _____

Printing 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. Each batch number begins on a new page.

To print a statutory report, you can set the related processing option to print a statutory account (account category code value) on the general journal instead of the business unit.object.subsidiary account. The category code indicates the account number and the category code description indicates the account description.

This processing option is also useful if you use a flexible chart of accounts.

09301	Batch Number - 114214		J.D. Edwards & Company		Page - 1	
	Batch Date - 12/11/98		General Journal		Date - 12/11/98	
			Batch Number 114214			
Document	Do Ty	G/L Date	Co. Explanation Account Description	G/L Account	Amounts Debit Credit	P C LT R E
20013	JE	06/30/98	00100 Wire Transfer	100.1110.BEAR	10,000.00-	AA
		Line No	1.0 Bear Creek National Bank			
	JE	06/30/98	00100 Wire Transfer	100.1110.FIB	10,000.00	AA
		Line No	2.0 First Interstate Bank			
Document Total					10,000.00 10,000.00-	AA Total
20113	JE	06/30/98	00100 Interest Income	100.1110.BEAR	1,250.00	AA
		Line No	1.0 Bear Creek National Bank			
	JE	06/30/98	00100 Interest Income	90.9120	1,250.00-	AA
		Line No	2.0 Interest Income			
Document Total					1,250.00 1,250.00-	AA Total
98001005	JE	06/30/98	00070 Amount in French Francs	70.1110.BBL	5,000.00	CA
		Line No	1.0 Banque Bruxelles Lambert			
	JE	06/30/98	00070 Amount in French Francs	70.1110.BBL	30,465	AA
		Line No	1.0 Banque Bruxelles Lambert			
	JE	06/30/98	00070 Amount in French Francs	70.1131	5,000.00-	AA
		Line No	2.0 Certificates of Deposit			
	JE	06/30/98	00070 Amount in French Francs	70.1131	30,465-	AA
		Line No	2.0 Certificates of Deposit			
Document Total					30,465 30,465-	AA Total
Document Total					5,000.00 5,000.00-	CA Total
Batch Total				- Posted		
				- Unposted	1,155,465 1,155,465-	AA Total
Batch Total				- Posted		
				- Unposted	5,000.00 5,000.00-	Total
Total				- Posted		
				- Unposted	1,155,465 1,155,465-	AA Total
Total				- Posted		
				- Unposted	5,000.00 5,000.00-	Total

What You Should Know About

Multi-Currency

If you run this report for more than one company and the company currencies have different decimals, the grand total is a hash total. All other totals are by account and are not hash totals.

See Also

- *Printing Unposted General Journal (P09301)* for the processing options for this program

Printing 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.

09311				J.D. Edwards & Company General Journal for Account 100.1110.FIB January thru June 1998				Page - 1 Date - 12/11/98			
Document	Do	G/L	Co.	Explanation	G/L Account	Amounts		P	R		
	Ty	Date		Account Description		Debit	Credit	C	LT	E	
1506	JE	03/31/98	00100	Wire Transfer Fee	100.1110.FIB		15.00-	P	AA		
				3/10 Wire Transfer							
	Line No		2.0	First Interstate Bank							
1522	JE	03/31/98	00100	Bank Service Charge	100.1110.FIB	1,000.00				AA	
	Line No		2.0	First Interstate Bank							
1770	JE	01/31/98	00100	Bank Balances	100.1110.FIB		478,645.12-	P	AA		
	Line No		2.0	First Interstate Bank							
1770	JE	02/28/98	00100	Bank Balances	100.1110.FIB	306,415.74				P	AA
	Line No		2.0	First Interstate Bank							
1770	JE	03/31/98	00100	Bank Balances	100.1110.FIB		502,978.66-	P	AA		
	Line No		2.0	First Interstate Bank							
1770	JE	04/30/98	00100	Bank Balances	100.1110.FIB	441,097.67				P	AA
	Line No		2.0	First Interstate Bank							
10418	JE	03/31/98	00100	Bank Service Charge	100.1110.FIB	1,500.00				AA	
	Line No		2.0	First Interstate Bank							
20013	JE	06/30/98	00100	Wire Transfer	100.1110.FIB	10,000.00				AA	
	Line No		2.0	First Interstate Bank							
Account Total						747,513.41	981,638.78-				
- Unposted						12,500.00					
Grand Total						747,513.41	981,638.78-				
- Unposted						12,500.00					

What You Should Know About

Multi-Currency

If you run this report for more than one company and the company currencies have different decimals, the grand total is a hash total. All other totals are by account and are not hash totals.

Processing Options for General Journal by Account

Print Options:

- Select the Account number to print: _____

'1' = account number

'2' = short account ID

'3' = unstructured account

'4' = number entered during input

If left blank, the number entered during input will be printed.

Generic Text:

- Enter a '1' to print the generic text for journal entry lines in a 40 _____

character width, a '2' to print text
in an 80 character width. If left
blank, generic text will not be
printed.

Reports and Inquiries

Objectives

- To understand the differences among the various J.D. Edwards general ledger reports
- To understand what types of general ledger information are available for review online

About Reports and Inquiries

You can access the most current general ledger information available in your system using both hard-copy reports and online inquiries. Reports and inquiries consist of:

- ☐ Printing trial balance reports
- ☐ Printing general ledger reports
- ☐ Printing the transaction journal
- ☐ Reviewing trial balances online
- ☐ Reviewing account ledgers and balances online

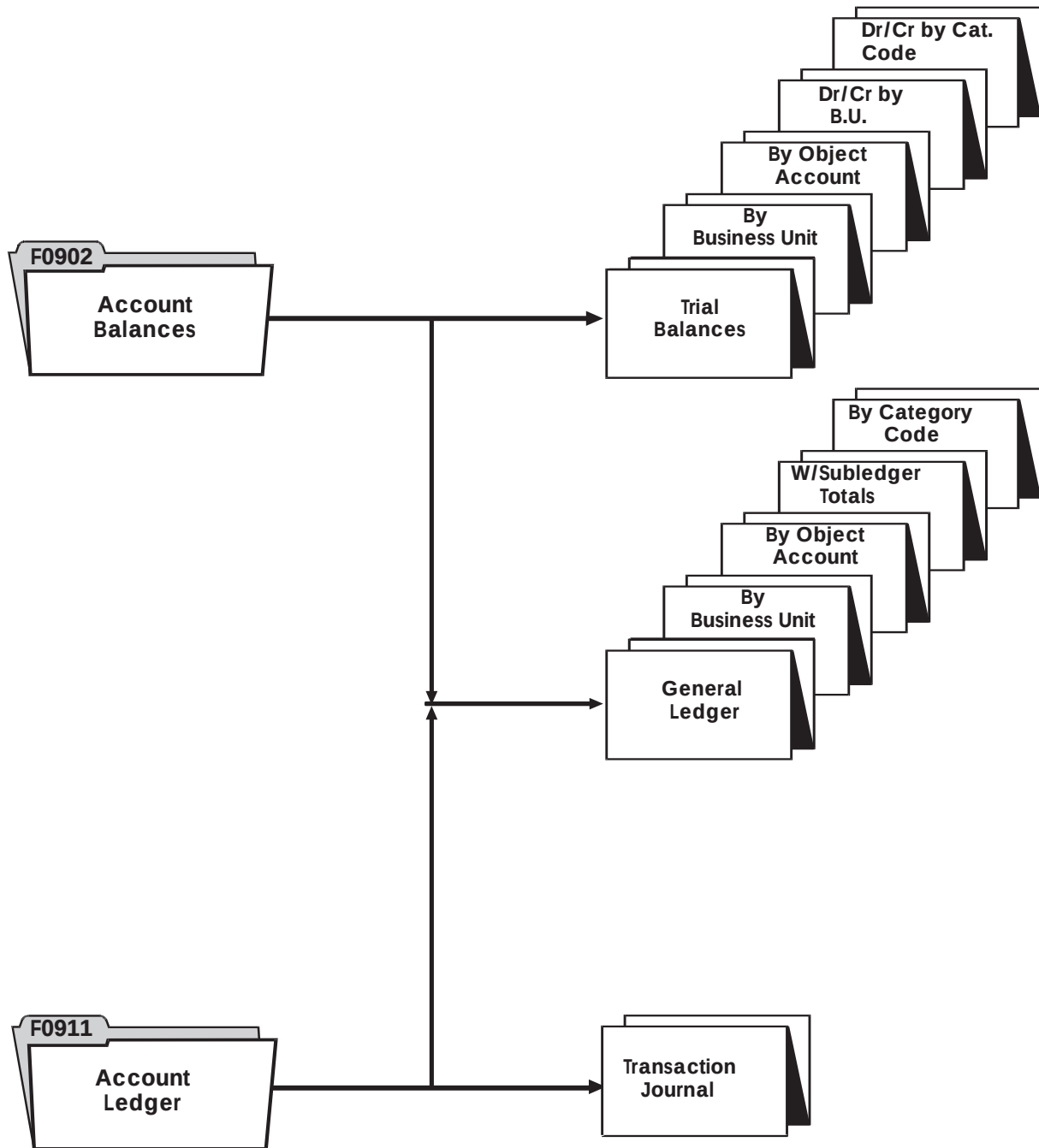
Where Do Reports Get Their Information?

The reports get their information from the following tables:

Trial balances	Account Balances table (F0902)
General ledger	Account Ledger table (F0911)
Transaction journal	Account Ledger table



This graphic shows the tables and the corresponding reports.

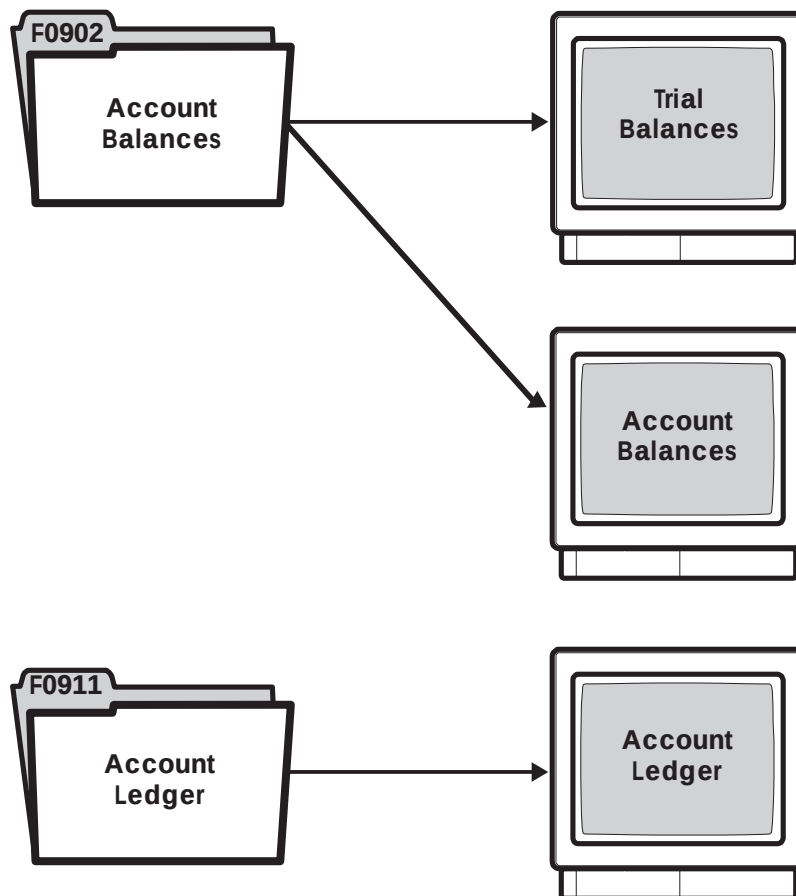


Where Do Inquiries Get Information?

The inquiries get their information from the following tables:

Trial balances	Account Balances table (F0902)
Account balances	Account Balances table
Account ledger	Account Ledger table (F0911)

This graphic shows the tables and the corresponding inquiries.



Are Balances as of a Specific Date Available?

Many of the trial balances, account balance reports, and inquiries have a Thru Date field. These reports read the Account Ledger table (F0911) along with the Account Balances table (F0902) to give you a balance as of a specific date.

What AAIs Determine Reporting Breaks?

Two automatic accounting instructions (AAIs) identify income statement accounts:

- GLG6 – Beginning Revenue Account
- GLG12 – Ending Income Statement Account

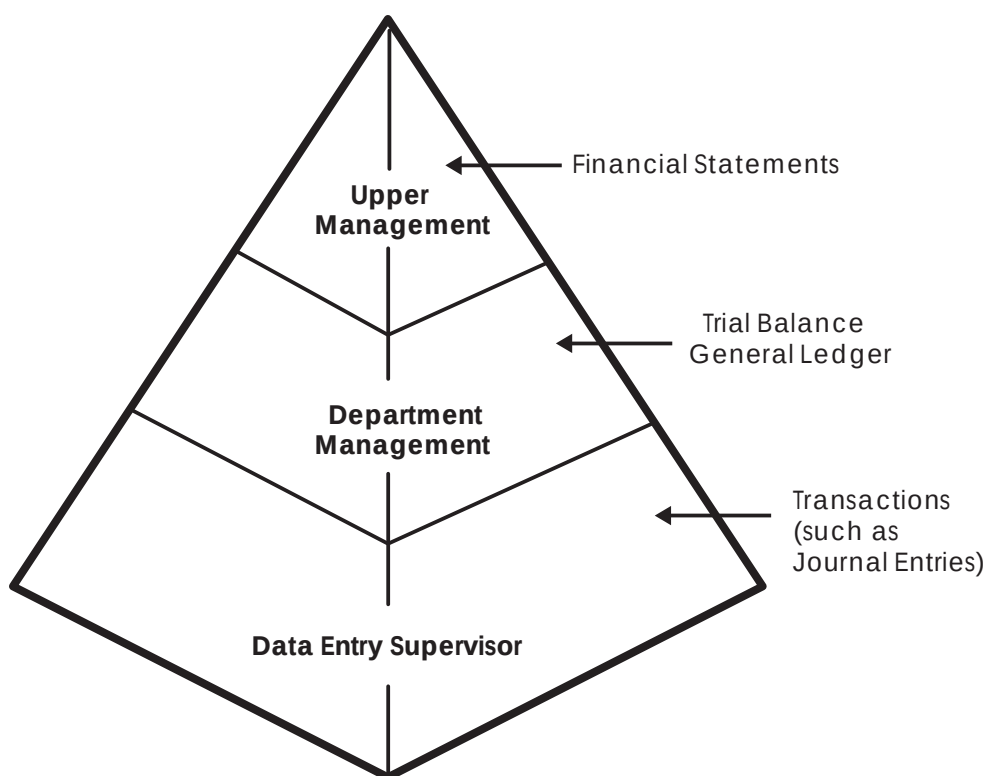
These AAI accounts are also used to calculate the cumulative balance for a trial balance. Accounts outside this range (GLG6–GLG12) are considered balance sheet accounts.

Do Reports and Inquiries Show Multi-Currency?

You can store your account balances for both domestic (AA) and foreign (CA) ledger types by transaction currency code. Reports and inquiries show information that helps you analyze your balances for multi-currency information. For example, you can analyze currency fluctuations and detailed bank account activity by the originating currency.

Can You Vary Report Detail for Management?

You can summarize accounting information at different levels of detail, depending on your needs. The management information pyramid below will help you work with and interpret many of the J.D. Edwards reports and online inquiries.



You can summarize information at multiple levels using the level-of-detail code 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.

Does the System Provide Statutory Reports?

European governments have guidelines dictating the account numbers that businesses must use. To accommodate this requirement, 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 10 characters. You can assign the same category code to multiple accounts, if necessary.

You can use the following reports to provide statutory information:

- General Ledger by Category Code
- Debit/Credit Trial Balance by Category Code

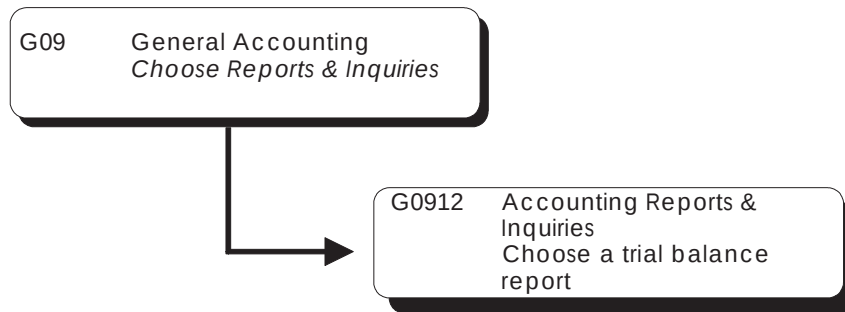
On these reports, the category code indicates your statutory account number and the category code description indicates the account description. You can summarize several accounts with the same statutory value and list the statutory number and description.

Other reports, produced through FASTR, use the alternate object and subsidiary accounts you can set up for accounts to provide statutory reports.

See Also

- *Printing General Journals (P09301)* for information about general journal reports
- *About Financial Reports (P10211)* for information about income statements and balance sheets
- *About User Defined Codes (P00051)* for information about statutory report setup

Print Trial Balance Reports



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.

The General Accounting system provides four trial balance reports:

- ☐ Trial Balance by Business Unit
- ☐ Trial Balance by Object Account
- ☐ Debit/Credit Trial Balance by Business Unit
- ☐ Debit/Credit Trial Balance by Category Code

Which Report Should You 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 the reports provide information through the current period or any previous period or fiscal year retained in your Account Balances table (F0902).

Choosing a report depends on how you want to review the account balances and what information you want to see, as follows:

Trial Balance by Business Unit	Use to analyze account balances by business unit and obtain business unit totals. This report includes a processing option for level-of-detail summarization.
Trial Balance by Object Account	Use to review specific “like” object accounts, such as all Cash In Bank accounts, and obtain account totals for each group.
Debit/Credit Trial Balance by Business Unit	Use to review balance sheet, income statement, and trial balance information with debit and credit totals. This report includes a processing option for level-of-detail summarization.
Debit/Credit Trial Balance by Category Code	Use to obtain debit and credit totals and to supplement your chart of accounts reporting for multi-national companies and for statutory accounting.

What You Should Know About

Inception-to-date totals	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 prior year-end balance and the current balance.
Abbreviated column headings	• LD – Level of Detail

Printing Trial Balance by Business Unit

To review balances for business units, print the Trial Balance by Business Unit report. 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 for company and report.

09410

J.D. Edwards & Company
Model Company, USA
Trial Balance
By Business Unit

Page - 5
Date - 7/21/98
As of - 06/30/98

Co.	Account Codes	L D	Description	Prior Year-End Balance	Postings. . . . This Period Year-to-Date	Current Balance
00100	90.B	2	Administrative Department			
00100	90.8000	4	General And Administrativ			
00100	90.8100	5	Administrative Salaries		74,958.70	178,122.00
00100	90.8300	5	Building Expense		56,353.11	215,197.01
00100	90.8600	5	Supplies, Services & Oth		50,419.94	99,013.23
00100	90.8800	5	Computer Expenses			1,600.38
00100	90.8900	5	Interest Expense			
			General And Administra		181,731.75	493,932.62
00100	90.9000	4	Other Income and Expense			
00100	90.9100	5	Other Income		13,870.00-	13,790.00-
00100	90.9200	5	Other Expense		12,000.00	12,000.00
00100	90.9700	5	Income Taxes			
			Other Income and Expen		1,870.00-	1,790.00-
			Administrative Departmen		179,861.75	492,142.62
00100	100.B	2	Balance Sheet			
00100	100.1000	3	Assets			
00100	100.1001	4	Current Assets			
00100	100.1100	5	Cash	120,652.31	673,602.85	899,875.58
00100	100.1200	5	Accounts Receivable	621,974.34	497,488.70-	42,645.32-
00100	100.1300	5	Work in Process	116,652.06		
00100	100.1400	5	Inventory	452,005.71-	794,530.83	3,433,204.45
			Current Assets	407,273.00	970,644.98	4,290,434.71
00100	100.2000	4	Fixed Assets			
00100	100.2001	5	Property and Equipment	1,156,394.13	237,263.72	562,604.31
00100	100.2100	5	Accumulated Depreciation	367,494.31-	178,373.78	861,343.11
00100	100.3900	5	Other Assets	56,217.59		
			Fixed Assets	845,117.41	415,637.50	1,423,947.42
			Assets	1,252,390.41	1,386,282.48	5,714,382.13
00100	100.4000	3	Liabilities and Equity			
00100	100.4010	4	Current Liabilities			
00100	100.4100	5	Accounts Payable	880,233.21-	215,216.46	2,621,379.56-
00100	100.4200	5	Accrued Payroll Liabilit	46,984.38-	6,161.68-	20,289.03-
00100	100.4400	5	Other Accrued Liabilitie	125,388.95-		
00100	100.4430	5	Accrued Taxes	58,735.86-	2,744.75-	2,744.75-
			Current Liabilities	1,111,342.40-	206,310.03	2,644,413.34-
00100	100.4600	4	Long-Term Liabilities			
00100	100.4610	5	Notes Payable	8,820.73-		
00100	100.4690	5	Long Term Debt	18,755.76-		
			Long-Term Liabilities	27,576.49-		

Processing Options for Trial Balance by Business Unit

Level Of Detail:

1. Specify the lowest level account to be printed (e.g.-7). _____

Period Information:

2. Enter the fiscal year and period for which the General Ledger is to be prepared. If left blank, the current period and year of the Financial Reporting Date will be used

Year: _____
Period: _____

Print Options:

3. To select which account number to print on the Trial Balance, enter a:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account. _____
4. Enter a '1' to omit printing accounts with zero balances. _____
5. Enter a '1' to skip to a new page when the business unit changes. If left blank page will not skip. _____

Ledger Type:

6. Enter ledger type. If left blank, General Ledger Type "AA" will be be used. _____

Subledger Information:

7. Enter specific subledger or '*' for all subledgers. _____
8. Enter a subledger type if you have selected a subledger in the option above. _____

Object Account Summarization:

9. Enter a specific business unit type for object range summarization, or:
'+' for all business unit types
'*' for non-blank business unit types. _____
10. Enter the object account range for object account summarization.
Beginning: _____
Ending: _____
11. Enter a specific currency code or '*' for all currency codes. _____
This option applies only if you post the Account Balances by currency.

What You Should Know About Processing Options

Processing option 10

If you choose to print a summary report, detailed transactions appear as a single summary forward for each account in the range you specify. Subsidiaries for the account range print as one balance for the object account.

Printing Trial Balance by Object Account

To review balances by object account across all business units, print the Trial Balance by Object Account report. You can review totals by object account only, by company, or by company and object account. The report includes a grand total.

094121		J.D. Edwards & Company				Page		7	
		Trial Balance By Object Account				Date		- 7/21/98	
		Company 00100				AS Of		- 06/30/98	
Co.	Account Codes	L	Description	Prior Year-End Balance	This Period	Year-To-Date	Current Balance		
00100	100.2090	D	6 Other Assets	24,253.02	3,031.63	15,158.14	39,411.16		
			Object Account	24,253.02	3,031.63	15,158.14	39,411.16		
00100	100.2120		6 Accum Depr - Building	242,976.03	195,679.61	949,092.50	706,116.47		
			Object Account	242,976.03	195,679.61	949,092.50	706,116.47		
00100	100.2125		6 Accum Amort- Improvem	93,042.09	11,630.26	58,151.31	151,193.40		
			Object Account	93,042.09	11,630.26	58,151.31	151,193.40		
00100	100.2130		6 Accum Depr - Equipmen	1,958.59	244.83	1,224.13	3,182.72		
			Object Account	1,958.59	244.83	1,224.13	3,182.72		
00100	100.2140		6 Accum Depr - Vehicles	14,515.39	3,532.48	18,882.66	33,398.05		
			Object Account	14,515.39	3,532.48	18,882.66	33,398.05		
00100	100.2160		6 Accum Depr - Office F	6,756.18	867.50	4,337.51	11,093.69		
			Object Account	6,756.18	867.50	4,337.51	11,093.69		
00100	100.2190		6 Accum Depr - Other As	8,246.03	1,030.76	5,153.78	13,399.81		
			Object Account	8,246.03	1,030.76	5,153.78	13,399.81		
00100	100.3920		6 Organization Cost	52,158.93			52,158.93		
			Object Account	52,158.93			52,158.93		

Processing Options for Trial Balance by Object Account

Period Information:

1. Enter the fiscal period and year for which the Trial Balance is to be prepared. If left blank, the current period and year of the Financial Reporting Date will be used.

Year:

Period:

Ledger Type:

2. Enter a ledger type (leave blank if the General Ledger 'AA' is desired).

Print Options:

3. Enter a '1' to omit the printing of accounts with zero balances.
4. To select which account number to print on the Trial Balance, enter a:
'1' - account number (default),
'2' - short account i.d.,
'3' - unstructured account.

Subledger Options:

5. Enter specific subledger or '*' for all subledgers.
6. Enter a subledger type if you have selected a specific subledger in the option above.

Currency Code Options:

7. Enter specific currency code or '*' for all currency codes.

Summarization:

8. Enter the object account range for account summarization.

Beginning:

Ending:

Printing Debit/Credit Trial Balance by Business Unit

To review debit and credit totals by business unit, print the Debit/Credit Trial Balance by Business Unit report. If the companies on the report are in balance, the balance sheet and income statement totals balance to zero.

General Accounting I

09411

J.D. Edwards & Company
Debit/Credit T/B by Business Unit
For Business Unit 210

Page - 3
Date - 08/24/98
As of - 06/30/98

Co.	Account Codes	L	Description	Prior Year-End Balance	This Period		Year to Date		Total	Current Balance
		D			Debit	Credit	Debit	Credit		
00100	210.A	1	Model Finan/Distrib Co							
00100	210.B	2	Denver Branch							
00100	210.5000	4	Revenues							
00100	210.5005	5	Sales - Product A	10,660,362.19-		1,731,246.51-		9,985,652.42-	9,985,652.42-	
00100	210.5010	6	Store Sales	7,262,604.15-		1,150,725.64-		7,592,261.37-	7,573,766.77-	7,573,766.77-
00100	210.5020	6	Direct Ship Sales	8,686,430.82-		1,267,043.79-		8,633,543.05-	8,633,543.05-	8,633,543.05-
00100	210.5030	6	Contract Sales	6,691,223.17-		1,018,509.01-		6,111,638.57-	6,111,638.57-	6,111,638.57-
00100	210.5050	6	Interplant Sales							
00100	210.5060	6	Less Returns & Allowa	211,214.32	25,203.53		192,225.36		192,225.36	192,225.36
00100	210.5070	6	Less Sales Discounts	567,936.22	88,345.31		546,622.01		546,622.01	546,622.01
00100	210.5080	6	Freight Out	574,616.83	92,594.14		586,547.68		586,547.68	586,547.68
00100	210.5090	6	Service Sales							
			Sales - Product A	31,946,852.96-	206,142.98	5,167,524.95-	1,343,889.65	32,323,095.41-	30,979,205.76-	30,979,205.76-
00100	210.5100	5	Sales - Product B							
00100	210.5110	6	Store Sales	13,224,581.77-		2,157,435.70-		12,055,920.55-	12,055,920.55-	12,055,920.55-
00100	210.5120	6	Direct Ship Sales	8,717,750.19-		1,378,958.20-		7,897,128.48-	7,897,128.48-	7,897,128.48-
00100	210.5130	6	Contract Sales	6,405,324.44-		1,034,539.32-		6,218,095.58-	6,218,095.58-	6,218,095.58-
00100	210.5140	6	A/R Discounts Allowed	178,454.36	31,533.90		162,762.07		162,762.07	162,762.07
			Sales - Product B	28,169,202.04-	31,533.90	4,570,933.22-	162,762.07	26,171,144.61-	26,008,382.54-	26,008,382.54-
00100	210.5200	5	Sales - Other							
00100	210.5206	6	Finance Charge Income	4,780,605.61-		663,048.94-		4,474,248.47-	4,474,248.47-	4,474,248.47-
			Sales - Other	4,780,605.61-		663,048.94-		4,474,248.47-	4,474,248.47-	4,474,248.47-
			Revenues	64,896,660.61-	237,676.88	10,401,507.11-	1,506,651.72	62,968,488.49-	61,461,836.77-	61,461,836.77-

Processing Options for DR/CR Trial Balance by Business Unit

Level Of Detail:

1. Specify the lowest level account to be printed (e.g.- 7). _____

Fiscal Period And Year:

2. Enter the fiscal period and year.
Leave blank to use the current
fiscal period and year.

Year: _____

Period: _____

Print Options:

3. To select which account number to print on the Trial Balance, enter a:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account. _____

4. Enter a '1' to omit printing accounts with zero balances. _____

Subledger Information:

5. Enter specific subledger or '*' for all subledgers. _____

6. Enter a subledger type if you have selected a subledger in the option above. _____

Page Breaks:

7. Enter a '1' to skip to a new page when a business unit changes.
Default of blank will not page skip. _____

8. Enter a '1' to skip to new page between Balance Sheet and Income Statement Accounts. If left blank, the report will not page skip. _____

Account Summarization:

9. Enter a specific business unit type for object range summarization, or:
'+' for all business unit types
'*' for non-blank business unit types. _____

10. Enter the beginning and ending accounts for object account summarization.

Beginning: _____

Ending: _____

11. Enter a specific currency code or '*' for all currency codes. _____

Printing Debit/Credit Trial Balance by Category Code

Use this report 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.

09472		J.D. Edwards & Company		Page - 1					
		Debit/Credit T/B		Date - 07/03/98					
		by G/L Category Code 21		As of - 06/30/98					
Co.	Account	Description	Prior Year-End Balance	Debit	Credit	Total	Debit	Credit	Total
70 10100		Capital souscrit	20,599,000-						
70 14		Bénéfice reporté ou Perte (-)	77,771,837-						
70 17170		Emprunts subordonnés	12,595,000-						
70 44440		Fournisseurs	2,515,676-	703,636	1,573,542-	869,906-	909,927	7,562,851-	6,652,924-
70 45451		T.V.A à payer	502,375-		739,385-	739,385-		1,271,175-	1,271,175-
70 49		Comptes de régularisation	2,675,800-						
		General Accounts	116,659,688-	703,636	2,312,927-	1,609,291-	909,927	8,834,026-	7,924,099-
		Model Multi-National Corporate	116,659,688-	703,636	2,312,927-	1,609,291-	909,927	8,834,026-	7,924,099-
		Grand Total	116,659,688-	703,636	2,312,927-	1,609,291-	909,927	8,834,026-	7,924,099-

Processing Options for DR/CR Trial Balance by Category Code

Fiscal Period And Year:

1. Enter the fiscal period and year.
Leave blank to use the current
financial reporting period and year.

Year: _____
Period: _____

Ledger Type:

2. Enter the ledger type to process.
If left blank, 'AA' will be used.

Print Options:

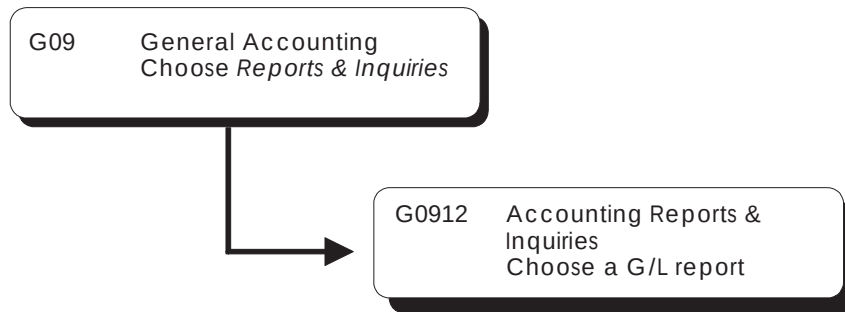
3. Enter a '1' to omit printing
accounts with zero period balances.
4. Select which category code (1 - 23)
to print. Default of blank will
print category code 21.



Exercises

See the exercises for this chapter.

Print General Ledger Reports



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 Accounting system has four general ledger reports:

- ☐ General Ledger by Business Unit
- ☐ General Ledger by Object Account
- ☐ General Ledger with Subledger Totals
- ☐ General Ledger by Category Code

The general ledger reports use AAIs (items GLG6 and GLG12) to determine the beginning and ending account ranges for income statement accounts.

The general ledger reports are DREAM Writer reports.

Before You Begin

- ☐ Verify that your financial reporting period is set correctly.

Which Report Should You Choose?

These general ledger reports provide a choice among year-to-date, current period, and inception-to-date totals. You can also include specific document types, such as vouchers or journal entries, on these reports.

Choosing a report depends on how you want to review the information, as follows:

General Ledger by Business Unit	Lists transactions within a specific business unit.
General Ledger by Object Account	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.
General Ledger with Subledger Totals	Lists transaction totals by subledger. This report includes the same information you view online on Trial Balance with Subledger or Account Balances by Subledger.
General Ledger by Category Code	As an alternative to chart of accounts reporting, lists transactions by any one of the 23 account category codes. Use this report for your statutory reporting requirements.

What You Should Know About

Inception-to-date totals	General ledger reports with inception-to-date totals print all detail for all periods with records that have not been purged. The totals may not be accurate if the detail for any prior year has been purged.
Abbreviated column headings	• Do Ty – Document Type • LT – Ledger Type • PC – Posted Code

Printing General Ledger by Business Unit

To review transactions by business unit, print the General Ledger by Business Unit report. This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables. It summarizes totals by period, account, business unit, and company.

09420	J.D. Edwards & Company General Ledger by Business Unit					Page - 5 Date - 7/21/98 From Date - 06/30/98 Thru Date - 06/30/98					
G/L Account	Account Description Explanation	Do Ty	Document	G/L Date	Co.	Amounts Debit	Credit	Current Balance	LT C	P	Batch
	Account Totals					92,594.14		92,594.14			
210.5100	Sales - Product B				00100						
210.5110	Store Sales				00100						
	JDE France	RI	2040	06/30/98			648.83-		AA	P	74606
	Denver Sales										
	Edwards & Edwards	RR	771	06/30/98			125.00-		AA	P	3461
	Contract Maintenance										
	June 1998 Actual Bal	JE	1805	06/30/98		2,150,291.87-			AA	P	3439
	Dunlop Construction	RI	7595	06/30/98			450.00-		AA	P	74601
	Store Sales										
	Couriers Express	RI	2045	06/30/98			45.00-		AA	P	74639
	Denver Sales										
	Carriage Creations	RI	2065	06/30/98			5,875.00-		AA	P	74668
	Denver Sales										
	Period Totals						2,157,435.70-				
	Account Totals						2,157,435.70-	2,157,435.70-			
210.5120	Direct Ship Sales				00100						
	June 1998 Actual Bal	JE	1805	06/30/98		1,378,108.20-			AA	P	3439
	Couriers Express	RI	2046	06/30/98			550.00-		AA	P	74639
	Denver Sales										
	Carriage Creations	RI	2070	06/30/98			300.00-		AA	P	74668
	Denver Sales										
	Period Totals						1,378,958.20-				
	Account Totals						1,378,958.20-	1,378,958.20-			
210.5130	Contract Sales				00100						
	June 1998 Actual Bal	JE	1805	06/30/98		1,033,539.32-			AA	P	3439
	Couriers Express	RI	2055	06/30/98			1,000.00-		AA	P	74640
	Denver Sales										
	Period Totals						1,034,539.32-				
	Account Totals						1,034,539.32-	1,034,539.32-			
210.5140	A/R Discounts Allo				00100						
	June 1998 Actual Bal	JE	1805	06/30/98		31,533.90			AA	P	3439
	Period Totals					31,533.90					
	Account Totals					31,533.90		31,533.90			
210.5200	Sales - Other				00100						
210.5206	Finance Charge Inc				00100						
	June 1998 Actual Bal	JE	1805	06/30/98		663,048.94-			AA	P	3439
	Period Totals					663,048.94-					
	Account Totals					663,048.94-		663,048.94-			
210.6000	Direct Costs				00100						
210.6010	Cost of Sales - Pro				00100						
210.6020	Prime Cost of Good				00100						

Processing Options for General Ledger by Business Unit

Report Detail From:

1. Select a from period at which to begin showing account balances in detail. Enter:
'0' for year to date (default)
'1' for current period
'2' for inception-to-date

- OR -

Enter a from date at which to begin showing account balances in detail. If this selection is left blank then the previous selection will be used.
From Date:

Report Detail Thru:

2. Enter a thru fiscal year and period for which the account balances are to be shown in detail. Year:
Period:

- OR -

Enter a thru date for which the account balances are to be shown in detail. If selection is left blank the previous selection will be used.
Thru Date:

Print Options:

3. Select the account number to print:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account.
4. Enter '1' to print units. Leave blank to print amounts only.
5. Enter '1' to skip to a new page when a new business unit is printed. Leave blank to print without page breaks.
6. Enter '1' to omit accounts that have no balance or detail for the selected period.

Document Selection:

7. Enter ledger type code to use, or leave blank for actual amounts (AA).
8. Enter document type to use if a selective ledger is used. Leave blank to include all document types.
9. Enter a '1' to print both posted and unposted transactions. Leave blank to print only posted transactions.

Subledger Options:

10. Enter subledger to use, or '*' to

include all subledgers.

11. If a specific subledger is entered in the option above, enter the subledger type. _____

12. Enter '1' to print the subledger on the General Ledger print-out. _____

Summarization:

13. Select business unit types for object range summarization. Enter: A specific business unit type, or '+' to include ALL types, or '*' to include all non-blank types. _____

14. Enter the object account range for account summarization. Beginning: _____ Ending: _____

Generic Text:

15. Enter a '1' to print the generic text for journal entries in a 40 character width, a '2' to print text in an 80 character width. If left blank, generic text will not be printed. _____

Currency:

16. Enter a specific currency code or an '*' for all currency codes. This option applies only if you post the Account Balances by currency. _____

What You Should Know About Processing Options

Processing option 1

If you choose year-to-date, the report prints all current year transactions for all accounts plus debit and credit totals by period for the current fiscal year. It prints a balance forward total for balance sheet accounts. This total is inception-to-date through the end of the previous fiscal year. This report can be lengthy based on the amount of data you have.

If you choose current period, the report prints a balance forward total of the previous activity for the current fiscal year and all transactions for the current period for each account. The balance forward total reflects the year-to-date through the end of the previous period for profit and loss accounts. For balance sheet accounts, the report reflects the inception-to-date through the end of the previous period.

If you choose inception-to-date, the report prints all account detail for all fiscal years not purged.

Processing option 13

If you choose to print a summary report, detailed transactions appears as a single summary balance or record for each account in the range you specify.

Printing General Ledger by Object Account

To review transactions across all or several business units, run the General Ledger by Object Account report. This report lists information from the Account Ledger (F0911) and Account Balances (F0902) tables.

Choosing online inquiry on Account Ledger Inquiry provides a quicker, more flexible review of the same information.

09421		J.D. Edwards & Company					Page	-	14
		Period General Ledger by Object Account					Date	-	7/21/98
							From Date	-	06/01/98
							Thru Date	-	06/30/98
G/L Account	Account Description	Do	Document	G/L	Co.	 Amounts		Current	LT P
	Explanation	Ty		Date		Debit	Credit	Balance	C
90.8720	Office Supplies Ex				00100				
	Edwards & Edwards	PM	10020	06/30/98		600.00			AA P
	Austin, Michael	PV	649	06/30/98		25.00			AA P
	6/5 Daytimer Refill								
	Period Totals					625.00			
	Account Totals					625.00		625.00	
210.8720	Office Supplies Ex				00100				
	A & D Parts Company	PR	626	06/30/98		104.00			AA P
	Monthly Supply Contr								
	Period Totals					104.00			
	Account Totals					104.00		104.00	
529.8720	Office Supplies Ex				00100				
999.8720	Office Supplies Ex				00100				
	Object 8720 Total					729.00		729.00	
	Company Totals - Report					729.00		729.00	
	- Unposted								
	- Posted					729.00		729.00	

Processing Options for General Ledger by Object Account

Report Detail From:

1. Select a from period at which to begin showing account balances in detail. Enter:
 - '0' for year-to-date (default)
 - '1' for current period
 - '2' for inception-to-date

- OR -

Enter a from date at which to begin

showing account balances in detail.
If this selection is left blank then
the previous selection will be used.
From Date: _____

Report Detail Thru:

2. Enter a thru fiscal year and period
for which the account balances are
to be shown in detail.

Year: _____
Period: _____

- OR -

Enter a thru date for which the
account balances are to shown in
detail. If selection is left blank
the previous selection will be used.
Thru Date: _____

Print Options:

3. Select the account number to print:
'1' = account number (default),
'2' = short account i.d.,
'3' = unstructured account. _____
4. Enter '1' to print units. Leave
blank to print amounts only. _____
5. Enter '1' to omit accounts that
have no balance or detail for the
selected period. _____

Document Selection:

6. Enter ledger type code to use, or
leave blank for actual amounts (AA). _____
7. Enter document type to use if a
selective ledger is used. Leave
blank to include all document types. _____
8. Enter a '1' to print both posted and
unposted transactions. Leave blank
to print only posted transactions. _____

Subledger Options:

9. Enter subledger to use, or '*' to
include all subledgers. _____
10. If a specific subledger is entered
in the option above, enter the
subledger type. _____

Summarization:

11. Enter the object account range for
account summarization.
Beginning: _____
Ending: _____

Generic Text:

12. Enter a '1' to print the generic
text journal entry lines in a 40
character width, a '2' to print text
in an 80 character width. If left
blank, generic text will not be

General Accounting I

printed.

Currency:

13. Enter a specific currency code or an
'*' for all currency codes.

Printing General Ledger with Subledger Totals

To review transaction totals by subledger, run the General Ledger with Subledger Totals report. 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.

09422	J.D. Edwards & Company					Page	-	2
	General Ledger with Subledger Totals					Date	-	3/21/96
						As Of	-	06/30/98
G/L Account	Subledger	Account Description Explanation	Do Document Ty	G/L Date	Co.	Amounts	Current Balance	LT P C Batch
90		Administrative Depart			00100			
90.8740		Travel, Meals & Lodgi			00100			
		McLind, Rod	PV	648 06/30/98		500.00		AA P 3695
		6/20-30 Meals-SW Imp						
		Gourmet & More	PV	8330 06/30/98				AA P 75222
		Travel Advance						
		Period Totals				500.00		
		Subledger Totals				500.00	500.00	
	00002605 W	McLind, Rod	PV	647 06/30/98		400.00		AA P 3695
		6/10-13 Hotel						
	00002605 W	McLind, Rod	PV	647 06/30/98		550.00		AA P 3695
		6/10-13 Airfare						
	00002605 W	McLind, Rod	PV	647 06/30/98		100.00		AA P 3695
		6/10-13 Meals						
		Period Totals				1,050.00		
		Subledger Totals				1,050.00	1,050.00	
	00002612 W	McLind, Rod	PV	648 06/30/98		825.00		AA P 3695
		6/20-30 Hotel-SW Imp						
	00002612 W	McLind, Rod	PV	648 06/30/98		550.00		AA P 3695
		6/20-30 Airfare-SW I						
		Period Totals				1,375.00		
		Subledger Totals				1,375.00	1,375.00	
	00006779 A	Austin, Michael	PV	649 06/30/98		175.00		AA P 3701
		6/12-14 Hotel/Dallas						
	00006779 A	Austin, Michael	PV	649 06/30/98		70.00		AA P 3701
		6/12-14 Meals/Dallas						
	00006779 A	Austin, Michael	PV	649 06/30/98		230.00		AA P 3701
		6/12-14 Airfare/Dall						
		Period Totals				475.00		
		Subledger Totals				475.00	475.00	
		Account Totals				3,400.00	3,400.00	
		Business Unit Totals				3,400.00	3,400.00	
		Company Totals - Report				3,400.00	3,400.00	
		- Unposted						
		Total - Report				3,400.00	3,400.00	
		- Unposted						

Processing Options for General Ledger with Subledger Totals

Report Content:

1. Select the transactions to be shown

in detail (as opposed to summarized as a balance forward). Enter:
 '0' for year-to-date (default),
 '1' for current period,
 '2' for inception-to-date.

Period Information:

2. Enter the fiscal year and period for which the General Ledger is to be prepared. If left blank, the fiscal reporting year and period will be used.

Year: _____
 Period: _____

Print Options:

3. Select the account number to print:
 '1' = account number (default),
 '2' = short account i.d.,
 '3' = unstructured account.
4. Enter '1' to print units. If left blank, only amounts will print.
5. Enter '1' to skip to a new page when a new business unit is printed. If left blank, the report will print without page breaks.
6. Enter '1' to omit accounts that have no balance or detail for the selected period.

Document Selection:

7. Enter ledger type code to use. If left blank, actual amounts (AA) will be used.
8. Enter document type to use if a selective ledger is used. If left blank, all document types will be included.
9. Enter a '1' to print both posted and unposted transactions. If left blank, only posted transactions will print.

Summarization:

10. Select business unit types for subledger summarization. Enter:
 A specific business unit type, or
 '+' to include ALL types, or
 '*' to include all non-blank types.
11. Enter the object account range for subledger summarization

Beginning: _____
 Ending: _____

Currency:

12. Enter a specific currency code or an '*' for all currency codes.

Printing General Ledger by Category Code

To use a statutory account number instead of business.object.subsidiary, print the General Ledger by Category Code report. 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 Financial Report Master (F1011) and the Account Ledger (F0911) tables.

Printing this report creates a worktable to process and sequence records from the Account Ledger table. The system automatically clears the worktable whenever you change a category code for a business unit. Because the worktable takes time to process, J.D. Edwards recommends that you run this report after normal working hours.

09470

J.D. Edwards & Company
G/L by Business Unit, Category Code
Category Code 01
Company, Business Unit, Category Code

Page - 4
Date - 7/21/98
From Date - 01/01/98
Thru Date - 06/30/98

Cat Code	Code Description Explanation	Do Ty	Document	G/L Date	Co.	Amounts Debit	Credit	Current Balance	LT P C	Batch
					00100					
	Carriage Creations	RI	2065	06/30/98			5,875.00-		AA P	74668
	Denver Sales									
	June 1998 Actual Balan	JE	1805	06/30/98			1,378,108.20-		AA P	3439
	Couriers Express	RI	2046	06/30/98			550.00-		AA P	74639
	Denver Sales									
	Carriage Creations	RI	2070	06/30/98			300.00-		AA P	74668
	Denver Sales									
	June 1998 Actual Balan	JE	1805	06/30/98			1,033,539.32-		AA P	3439
	Couriers Express	RI	2055	06/30/98			1,000.00-		AA P	74640
	Denver Sales									
	June 1998 Actual Balan	JE	1805	06/30/98		31,533.90			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98			663,048.94-		AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		6,532,329.44			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		113,668.58			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		148,654.98			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		194,415.34			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		99,950.99			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		140,445.50			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		136,810.71			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		198,316.72			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		11,502.28			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		101,189.10			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		107,090.95			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		107,184.16			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		75,977.55			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		17,887.84			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		14,196.23			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		13,013.84			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		24,076.33			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		15,769.98			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		7,135.96			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		23,830.59			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		21,334.68			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		20,426.30			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		98,381.54			AA P	3439
	Silver Property Manage	PV	701	06/30/98		1,000.00			AA P	4657
	Denver Office Rent									
	June 1998 Actual Balan	JE	1805	06/30/98		28,292.06			AA P	3439
	A T & T Long Distance	PV	4252	06/30/98		1,465.61			AA P	3370
	June 1998 Actual Balan	JE	1805	06/30/98		9,486.39			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		20,885.64			AA P	3439
	New York Times	PR	627	06/30/98		59.55			AA P	3542
	Monthly Subscription									
	A & D Parts Company	PR	626	06/30/98		104.00			AA P	3542
	Monthly Supply Contr.									
	Branch Head Counts	JE	1901	06/30/98					AA P	3094
	Denver Head Count									
	June 1998 Actual Balan	JE	1805	06/30/98		183,479.35			AA P	3439
	June 1998 Actual Balan	JE	1805	06/30/98		87,710.48			AA P	3439
	Derrick, Leslie	PV	8366	06/30/98		645.00			AA P	76669
	6/15 Special Client B									
	Derrick, Leslie	PV	8366	06/30/98		700.00			AA P	76669
	6/15 New York Trip									

Processing Options for General Ledger by Category Code

Report Detail From:

- Select a from period at which to begin showing account balances in detail. Enter:
' ' for year-to-date (default)
'1' for current period
'2' for inception-to-date

- OR -

Enter a from date at which to begin showing account balances in detail. If this selection is left blank then the previous selection will be used.

From Date: _____

Report Detail Thru:

2. Enter a thru fiscal year and period for which the account balances are to be shown in detail.

Year: _____

Period: _____

- OR -

Enter a thru date for which the account balances will be shown in detail. If selection is left blank the previous selection will be used.

Thru Date: _____

Print Options:

3. Select which category code (1 - 23) to print. Default of blank will print category code 21. _____
4. Enter a '1' to print units. Leave blank to print amounts only. _____
5. Enter a '1' to omit printing of codes that have no balance or detail for the selected period. _____

Document Selection:

6. Enter ledger type code to use, or leave blank for actual amounts (AA). _____
7. Enter document type to use if a selective ledger is used. Leave blank to include all document types. _____
8. Enter a '1' to print both posted and unposted transactions. Leave blank to print only posted transactions. _____

Date Order:

9. Enter a '1' to print detail information in ascending date order. Default of blank will print in descending order. _____

Business Unit Information:

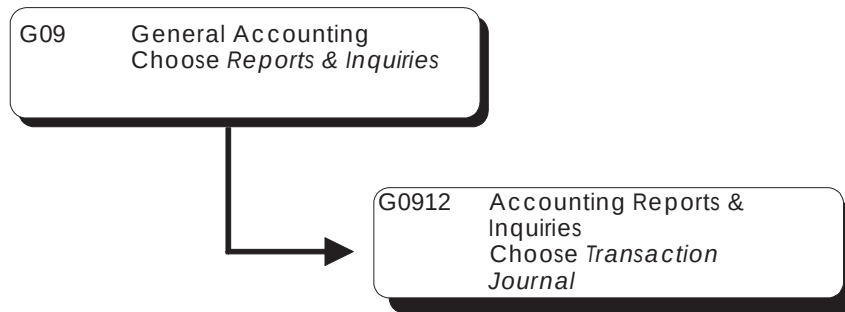
10. Enter a '1' to print business unit description when business units change. _____



Exercises

See the exercises for this chapter.

Print the Transaction Journal



Printing the Transaction Journal

To review all transactions, or transactions within a G/L date range, print the Transaction Journal. 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 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.

The Transaction Journal is a DREAM Writer report.

09321		J.D. Edwards & Company Transaction Journal				Page - . . . 4 Date - . . . 7/21/98			
Company Tax ID		100 Model Finan/Distrib Co (Mktg)							
From 06/01/98 Thru 06/30/98									
. . Document . . .									
Ty	Number	Co	Account Number	Description	Debit Amount	Credit Amount	Explanation	Address Number	Name
PV	4155	00000	100.2060	Furniture & Office Equipment	2,487.61			5830	Gilpin's Office Suppl
			100.2060	Furniture & Office Equipment	14,978.95				
			100.4110	Accounts Payable-Trade		17,466.56			
PV	4156	00000	100.2060	Furniture & Office Equipment	3,458.91			5830	Gilpin's Office Suppl
			100.4110	Accounts Payable-Trade		3,458.91	Travel -A/R Training		
PV	4216	00000	132.8155	Training Expenses	500.00			6000	Easter, Melvyn
			100.4110	Accounts Payable-Trade		500.00			
PV	4252	00000	210.8360	Telephone Expense	1,465.61			5776	A T & T Long Distance
			100.4110	Accounts Payable-Trade		1,465.61			
PV	4253	00000	400.8360	Telephone Expense	846.61			5776	A T & T Long Distance
			100.4110	Accounts Payable-Trade		846.61			
PV	4254	00000	600.8360	Telephone Expense	1,006.74			5776	A T & T Long Distance
			100.4110	Accounts Payable-Trade		1,006.74			
PV	4267	00000	529.6110	Tools Expense	1,897.00			4005	A & D Parts Company
			529.6120	Prime Cost of Goods	5,855.00				
			529.6130	Scrap	4,155.00				
			529.6140	Freight	6,718.00				
			100.4110	Accounts Payable-Trade		18,625.00	32MB Main Storage	5864	IBM Corporation
PV	4277	00000	100.2060	Furniture & Office Equipment	15,967.62				
			100.2060	Furniture & Office Equipment	31,786.43				
			100.2060	Furniture & Office Equipment	18,689.23				
			100.4110	Accounts Payable-Trade		66,443.28		5784	Arkla Gas Company
PV	4279	00000	529.8375	Water	755.00				
			529.8375	Water	615.00				
			529.8377	Sanitation	485.00				
			100.4110	Accounts Payable-Trade		1,855.00		5805	Central Electric
PV	4297	00000	210.8360	Telephone Expense	1,245.95			4431	Dynamic Works Incorpo
			100.4110	Accounts Payable-Trade		1,245.95			
PV	4299	00000	210.6170	Purchase Part Variance	500.55			4002	E.Z. Rentals
			100.4110	Accounts Payable-Trade		500.55			
PV	4300	00000	90.8350	Rent Expense	1,801.00			5821	Fremont Furnishings
			100.4110	Accounts Payable-Trade		1,801.00			
PV	4301	00000	600.8350	Rent Expense	2,200.00			5856	Halliburton Services
			100.4110	Accounts Payable-Trade		2,200.00			
PV	4303	00000	90.8350	Rent Expense	200.15			1001	Edwards, J.D. & Compa
			100.4110	Accounts Payable-Trade		200.15			
PV	4381	00000	90.8175	Uniforms	5,581.93			1001	Edwards, J.D. & Compa
			100.4110	Accounts Payable-Trade		5,581.93			
PV	4623	00000	90.8175	Uniforms	11,428.84			1001	Edwards, J.D. & Compa
			100.4110	Accounts Payable-Trade		11,428.84			
PV	4914	00000	90.8175	Uniforms	8,909.24			1001	Edwards, J.D. & Compa
			100.4110	Accounts Payable-Trade		8,909.24			
PV	5447	00000	100.4110	Insurance - General Liability	5,560.50			1001	Edwards, J.D. & Compa
			90.8330	Maintenance & Repair	5,560.50				
			90.8355	Accounts Payable-Trade		11,121.00	China, Silverware & Glassware	4010	Gourmet & More
PV	8324	00100	100.4110	Miscellaneous Expenses	1,500.00			4010	Gourmet & More
			90.8700	Accounts Payable-Trade		1,500.00	Speciality Items		
PV	8329	00100	90.8665	Entertainment	825.00			4010	Gourmet & More
			100.4110	Accounts Payable-Trade		825.00	Travel Advance		
PV	8330	00100	90.8740	Travel, Meals & Lodging					
			100.4110	Accounts Payable-Trade					

Processing Options for Transaction Journal

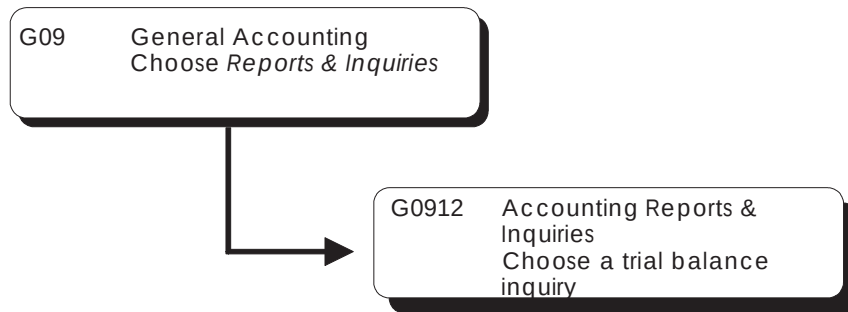
Date Range:

1. Enter the G/L date range to be processed:

From Date:

Thru Date:

Review Trial Balances Online



Reviewing Trial Balances Online

To review trial balances for accounts quickly and in a variety of sequences, use the online inquiries in General Accounting. Complete one or more of the following tasks:

- ☐ Reviewing trial balances by business unit
- ☐ Reviewing trial balances by object account
- ☐ Reviewing trial balances by company
- ☐ Reviewing trial balances by subledger
- ☐ Reviewing trial balances using wildcard characters

Which Online Inquiry Should You Choose?

Choosing an online inquiry depends on how you want to review the account and what information you want to see, as follows:

Trial balances by business unit	Displays account balances within a specific business unit.
Trial balances by object account	Displays account balances across all business units. To be useful, accounts must be numbered consistently across all business units. This form lists any account numbering discrepancies.
Trial balances by company	Displays account balance information across business units for a single company.
Trial balance by subledger	Displays account balance information by subledger.
Trial balances with a masked account number	Displays accounts by groups across commonly numbered business units and companies. This is helpful with flexible chart of account numbers. This program also helps you locate balances when the account number format varies or when you know only part of the account number.

These forms, which display summarized information from the Account Balances table (F0902), provide exits to more detailed information.

What You Should Know About

Cumulative balances	The cumulative balance for balance sheet accounts includes the net posting amount for the prior year-end. The cumulative balance for income statement accounts does not include this amount.
Reviewing or omitting zero balances	You can review accounts by business unit, object, and company, or using a masked trial balance, with or without zero balances, depending on how you set the processing option.

Reviewing Trial Balances by Business Unit

You can locate an account balance for a business unit quickly with a search by business unit.



To review a trial balance by business unit

On T/B by Business Unit

O/P	Account Number	L/D	Description	Cumulative Balance
	90	2	Administrative Departme	
	90.8600	5	Supplies, Services &	
	90.8605	6	Advertising	45,006.75
	90.8620	6	Bad Debt Expense	719.00
	90.8630	6	Bank Charges	2,451.00
	90.8635	6	Business Licenses	10,000.00
	90.8650	6	Conventions/Seminars	695.00
	90.8660	6	Contributions	3,126.00
	90.8665	6	Entertainment	6,470.00
	90.8670	6	Dues & Subscriptions	1,045.00
	90.8685	6	Legal, Accounting &	4,382.81
	90.8700	6	Miscellaneous Expens	2,950.00
	90.8710	6	Moving Expense	375.00

Opt 1=Acct Ledger Inquiry 2=Acct Balance by Period F24=More

- Complete the following field:
 - Skip to Account
- To display a specific period, complete the following field:
 - Thru Date/Period
- To review a ledger other than AA (actual amounts), change the following field:
 - Ledger Type
- To display a specific subledger, complete the following fields:
 - Subledger
 - Subledger Type
- To change the level of summarization, change the following field:
 - Level of Detail
- To toggle between year-to-date and period totals, change the following field:

- Cumulative/Period
7. To display a specific currency, complete the following field:
- Currency Code

Field	Explanation
Account Number	Identifies an account in the general ledger. You can use one of the following formats for account numbers: 1 Structured account (business unit.object.subsidiary) 2 25-digit unstructured number 3 8-digit short account ID number 4 Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909). <i>Form-specific information</i> Enter a business unit to begin with the first account in a business unit. Enter a business unit and object to begin with a particular object account within a business unit.
Account Level of Detail	A number that summarizes and classifies accounts in the general ledger. You can have up to 9 levels of detail. Level 9 is the most detailed and 1 the least detailed. Example: 3 Assets, Liabilities, Revenues, Expenses 4 Current Assets, Fixed Assets, Current Liabilities, and so on 5 Cash, Accounts Receivable, Inventories, Salaries, and so on 6 Petty Cash, Cash in Banks, Trade Accounts Receivable, and so on 7 Petty Cash – Dallas, Petty Cash – Houston, and so on 8 More Detail 9 More Detail Levels 1 and 2 are reserved for company and business unit totals. When using the Job Cost system, Levels 8 and 9 are reserved for job cost posting accounts.
Cumulative/Period	A code that controls whether the system displays cumulative or period totals for the specified account. Valid codes are: - C Displays cumulative (year-to-date) totals (default) - P Displays period total <i>Form-specific information</i> Period shows one fiscal period. Cumulative shows: • Year-to-date totals for profit and loss accounts • Inception-to-date totals for balance sheet accounts

What You Should Know About

Accessing Account Ledger Inquiry

You can access Account Ledger Inquiry from T/B by Business Unit to display posted transactions only. To display unposted transactions, access the Additional Selections window on Account Ledger Inquiry and remove the posted code from the field for the G/L posted code.

Processing Options for T/B by Business Unit

Display Options:

1. Enter a '1' to omit displaying accounts with zero balances.
-

Reviewing Trial Balances by Object Account

Searching for accounts by object account lets you review account balances across all business units.

You can review balances in two formats: single ledger type or two ledger types. For example, using two ledger types, you can see actual amounts and different currency or budget amounts side-by-side.

A processing option determines the order in which the formats appear. Although you can alternate between formats, J.D. Edwards recommends you use only one format for better performance.

► To review a trial balance by object account

On T/B by Object Account

[09214] - T/B by Object Account

Functions Options Tools Help

Object/Sub: 8605 Thru Date/Period: 06/30/98
 Subledger: * Company: 00000
 Ledger Type: AA
 Scaling Factor: 1
 Cum/Period(C/P): C
 Currency Code: *

Q P	Account Number	L D	Description	Balance
	3.8605	6	Advertising	7,586.73
	4.8605	6	Advertising	6,182.01
	5.8605	6	Advertising	5,202.68
	9.8605	6	Advertising	27,604.81
	MD.8605	6	Advertising	
	61.8605	6	Advertising	
	90.8605	6	Advertising	45,006.75
	150.8605	6	Advertising	
	151.8605	6	Advertising	
	210.8605	6	Advertising	1,000.00
	220.8605	6	Advertising	
	400.8605	6	Advertising	1,500.00
	600.8605	6	Advertising	2,500.00
	850.8605	6	Advertising	1,000.00

Opt: 1=Acct Ledger Inq 2=Acct Bal by Period F2=Alt Format F24=More

- Complete the following fields:
 - Object/Subsidiary
 - Subledger (optional)
 - Subledger Type (optional)
- To control how balances are displayed, complete the following optional field:
 - Scaling Factor
- To limit your search, complete the following fields:
 - Thru Date/Period
 - Company
 - Ledger Type
 - Cumulative/Period
 - Currency Code

Field	Explanation
Scaling Factor	A code that controls how amounts are to be truncated, that is, whether amounts are expressed in 100s, 1000s, and so on. Valid codes are: blank No scaling and do not round decimals (Default) (987,654,321.91) 0 No scaling, but round decimals (987,654,322) 1 Divide by 10 and round decimals (98,765,432) 2 Divide by 100 and round decimals (9,876,543) 3 Divide by 1000 and round decimals (987,654) 4 Divide by 10,000 and round decimals (98,765) 5 Divide by 100,000 and round decimals (9,877) 6 Divide by 1,000,000 and round decimals (988) NOTE: The number in parentheses shows how the number 987,654,321.91 would be displayed using the scaling factor. Total fields show actual amounts that are divided and decimals rounded to the nearest whole number using the 5/4 rounding rule.
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries. <i>Form-specific information</i> If you leave this field blank and select a fiscal period, the system uses the amounts for that period for all companies, even if the companies have different calendar dates for the period specified.

Processing Options for T/B by Object Account

Model Business Units:

- Enter a '1' to include Model Business Units in the display when a company other than company '00000' is entered. If left blank, Model Business Units will be excluded regardless of the company entered.

Default Processing:

- Enter the sequence numbers (1-2) to indicate the order in which formats will appear. If left blank they will appear in default order:
 - Single Ledger Type Format
 - Dual Ledger Type Format

Ledger Types And Column Headings:

- Enter the ledger type for column 1.

Leave blank for default ledger type
'AA' - Actual Amounts.

4. Enter the User Defined Code key for column heading 1. Leave blank for default of 'Actual Amount'.
NOTE: The column titles are defined in User Defined Codes, System Code 14 Record Type CH. Specifying an Option of AA means that you have a Code value of AA in this table whose description will be used as the Column Heading on the video. _____
5. Enter a ledger type for column 2. Leave blank for default ledger type 'CA' - Foreign Currency or 'AA' Actual Amounts, depending on whether currency is implemented or not. _____
6. Enter the User Defined Code key for column heading 2. Leave blank for default of 'Foreign Currency' or 'Actual Amounts', depending on whether currency is implemented or not. _____

See following Note
NOTE: The column titles are defined in User Defined Codes, System Code 14 Record Type CH. Specifying an option of AA means that you have a Code value of AA in this table whose description will be used as the Column Heading on the video.
7. Enter the scaling factor to be used. Default of blank will use the Data Dictionary value. _____
8. Enter '1' to display the account number with account description in the fold area. The default of blank will display the account description with account number in the fold. _____

NOTE: This applies to Dual Ledger Type Format only.
9. Enter '1' to display amounts without commas. The default of blank will display amounts with commas. _____
10. Enter a '1' to omit displaying accounts with zero balances. _____

Reviewing Trial Balances by Company

You can review account balance information across business units for a single company.

► To review a trial balance by company

On T/B by Company

[09216] - T/B by Company

Functions Tools Help

Company: 00100 Model Finan/Distrib Co (Mk)
Skip to Obj. Acct:

Thru Date/Period: 06/30/98
Ledger Type: AA USD
Cum/Period(C/P): C
Subledger: *
Currency Code: *

Acct Number	L	Description	Cumulative Balance
1000	3	Assets	
1001	4	Current Assets	
1100	5	Cash	
1105	6	Petty Cash	2,500.00
1110	6	Cash in Banks	
1110.BEAR	7	Bear Creek National Bank	4,621,280.29
1110.BERLIN	7	Bank of Berlin	20,127.51
1110.FIB	7	First Interstate Bank	25,000.00
1110.FRANCE	7	First Bank of Paris	2,718.50
1110.PAYROLL	7	First Interstate - Payroll	35,283.10
1130	6	Short-Term Investments	
1131	7	Certificates of Deposit	2,812.29
1133	7	Treasury Bills	20,029.72
1136	7	Investment Funds	33,154.28

- Complete the following field:
 - Company
- To begin with a specific account, complete the following optional field:
 - Skip to Object Account
- To limit the balances displayed, complete the following fields:
 - Thru Date/Period
 - Ledger Type
 - Cumulative/Period
 - Subledger and Subledger Type
 - Currency Code

Processing Options for T/B by Company

Display Options:

1. Enter a '1' to omit displaying accounts with zero balances.

Reviewing Trial Balances by Subledger

You can review account balances for a specific subledger or for all subledgers.

► To review a trial balance by subledger

On T/B by Subledger

The screenshot shows a window titled "09215] - T/B by Subledger" with a menu bar (Functions, Options, Tools, Help). The form contains the following fields:

- Subledger: 00006779 A
- Company: *
- Austin, Michael
- Ledger Type: AA
- Business Unit:
- Thru Date/Period: 06/30/98
- Object Account:
- Currency Code: *

Below the form is a table with the following data:

Account Number	Description	Current Balance
90.8720	Office Supplies Expense	50.00
	Total Object Acct	50.00
90.8740	Travel, Meals & Lodging	950.00
	Total Object Acct	950.00
	Total Business Unit	1,000.00
	Total Subledger 00006779 A	1,000.00

At the bottom, there are checkboxes for "Option: 1=Account Ledger Inquiry" and "F24=More Keys".

1. Display all subledgers, or complete the following fields to display account balances for a specific subledger and type:
 - Subledger
 - Subledger Type
2. To limit the balances displayed, complete the following fields:
 - Company
 - Ledger Type
 - Business Unit
 - Thru Date/Period

- Object Account
- Currency Code



Subledger detail information appears only if the Posting Edit field for an account is blank, L, or U. You define the Posting Edit code when you set up or revise an account.

Processing Options for T/B by Subledger

Default Ledger Type _____

Reviewing Trial Balances Using Wildcard Characters

You can group and review account balances across commonly numbered business units and companies. This is helpful if you use flexible chart of account numbers. This is also helpful when the account number is in a different format or when you do not know the entire account number.

You can group and review account balances by replacing wildcard characters, such as asterisks, with search characters in specific positions. You specify the wildcard character in the processing options.

This program uses IBM Structured Query Language (SQL) to search for exact matches. The use of SQL might require some time.

Example: Masked Trial Balance Entry

The sample form shows 10 in the third and fourth positions of the object portion of the account number. The rest of the account number remains masked by wildcards except for the account number separators, which in this case are periods. This will create a trial balance of all accounts with object numbers ending with 10.



To review trial balances using wildcard characters

On Masked Trial Balance

[09217] - Masked Trial Balance

Functions Options Tools Help

Account Number *****.***10.***** Thru Date/Period 06/30/98
 Subledger * Company 000000
 Ledger Type RA USD
 Cum/Period(C/P) C
 Currency Code *

Account Number	Description	Cumulative Balance
1.1110	Cash in Banks	
1.1110.BEAR	Bear Creek National	236,295.62
1.1110.FIB	First Interstate Ban	128,710.94
1.1110.FRANCE	First Bank of Paris	
1.1110.LONDON	First Bank of London	
1.1210	Trade Accounts Receiv	3,138,939.35
1.1810	Prepaid Insurance	50,000.00
1.4010	Current Liabilities	
1.4110	Accounts Payable-Trad	2,730,056.39-
1.4510	Income Taxes Payable	
1.4610	Notes Payable	
1.4910	Common Stock	1,515,000.00-
3.5010	Store Sales	625,258.38-

Opt: 1=Acct Led Inq 2=Acct Bal by Per F13/F14/F15=Trial Bal F24=More

- In the following field, replace the wildcard characters with the characters to be matched in the appropriate positions:
 - Account Number
- To limit the information displayed, complete the following fields:
 - Thru Date/Period
 - Company
 - Subledger
 - Subledger Type
 - Ledger Type
 - Currency Code

The system displays trial balances for all accounts containing the search characters in the exact positions you requested, with a total following the last account balance.

Field	Explanation
Thru Date/Period	A number that identifies either the period number or date upon which you want to inquire. If you leave this field blank, the system uses the ending date of the current period for the company that contains the business unit. Valid period numbers are from 1 through 14. <i>Form-specific information</i> If you enter a date that is not a period-ending date, the system displays balances for the entire period. For example, if you enter 06/15/98, the system displays the balances for period 06 of fiscal year 98 through 06/30/98.
Subledger	A code that identifies a detailed auxiliary account within a general ledger account. A subledger can be an equipment item number, an address book number, and so forth. If you enter a subledger, you must also specify the subledger type. <i>Form-specific information</i> You can view the trial balance for a specific subledger or for all subledgers (*). If you enter a specific subledger number, you must enter the subledger type in the field to the right of the subledger number.

What You Should Know About

Blanks in the account number

If you leave any position in the Account Number field blank, the system tries to match the blank with a blank in the account numbers during the search.

Trial balance for a different account code format

Replace every position in the account number, including wildcards, account separator characters, and search characters.

For example, to review a trial balance for a third account number, replace the wildcards with the user-defined symbol that indicates you are entering a third account number, and the entire third account number.

Non-posting accounts

The system displays all accounts that meet the search criteria, including non-posting title accounts.

Processing Options for Masked Trial Balance

Wildcard Symbol:

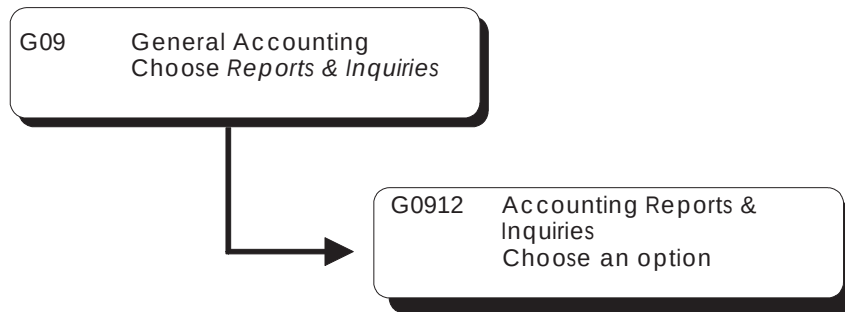
1. Enter the character to be used as the "wildcard" symbol. If left blank the '*' symbol will be used.

Note: You cannot use the period (.) or comma (,) symbols or your account separator symbol as specified in the General Constants. If any of these are entered the default of '*' will be used.

Display Options:

2. Enter a '1' to omit displaying accounts with zero balances.
-

Review Account Ledgers and Balances



Reviewing Account Ledgers and Balances

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 inquiries to facilitate your review.

Reviewing account transactions and balances consists of:

- ☐ Reviewing account ledgers
- ☐ Reviewing account balances by G/L period
- ☐ Reviewing account balances by subledger
- ☐ Reviewing statutory accounts
- ☐ Reviewing account balance comparison
- ☐ Reviewing daily or weekly comparisons

Which Online Inquiry Should You Choose?

These online inquiries 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 you choose depends on what you want to review and how you want to see it displayed, as follows:

Account ledger inquiry	Displays detailed transactions from the ledger table.
Account balances by month	Displays monthly net changes and cumulative monthly balances for each period of the fiscal year. The system includes net posting totals for income statement accounts and balance forwards for balance sheet accounts.
Account balances by subledger	Displays balances and posted amounts for the current period and for the year-to-date in sequence by subledger and subledger type.
Account balances by statutory accounts	Displays balances by company or organization structure using category codes that are set up for a government-defined (alternate) chart of accounts.
Account balance comparison	Displays balances from two different ledgers. This inquiry can include a calculated comparison or the cumulative balances for each ledger. This inquiry is helpful in comparing budgets to actual amounts, for example.
Daily or weekly comparisons (ledgers)	Displays detailed account transactions from two different ledgers in a choice of daily or weekly intervals. This inquiry includes a calculated comparison.

See Also

- *Setting Up Multi-Currency (P000909)* for information about posting account balances by currency code

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.

Reviewing account ledgers consists of the following tasks:

- Locating account ledger transactions
- Searching using additional selection criteria
- Reviewing source and details for a transaction

The system displays both posted and unposted transactions from the Account Ledger (F0911) and Account Balances (F0902) tables.

[09200] - Account Ledger Inquiry

Functions Options Tools Help

Account: 100.1110.BEAR
 Bear Creek National Bank

From Date/Period: 01/01/98
 Thru Date/Period: 06/30/98

Skip to Doc/Type: ☐
 Y-T-D Period End: 4,234,176.97
 Cumul Period End: 4,621,280.29

Ledger Type: RA
 Subledger: *
 Currency Code: *

DT	Document	Date	Explanation	Debit	Credit	P
PN	33480	06/30/98	Edwards & Edwards		600.00-	P
PK	69606	06/30/98	Edwards, J.D. & Co		70,543.79-	P
PK	3595	06/30/98	Bank Deposit	840,196.21		P
PK	69605	06/30/98	**VOID VOID VOID V			P
JE	1798	06/30/98	Paid-In Capital	1,000,000.25		P
JE	1523	06/30/98	R. McLind Car Allo		1,000.00-	P
				14,199,049.28	9,969,472.31-	
			Ledger Total	4,229,576.97		
			Unposted Total		4,600.00-	

Opt 1/2=Orig Entry 5=Details F21=Prt Ldg F17=Top F18=Totals F24=More

What You Should Know About

Highlighted fields

A highlighted field (such as document number) indicates that additional text was added when the entry (for example, the journal entry) was made.

Year-to-date and cumulative totals

The year-to-date period amount equals the posted ledger total if your date selection meets these criteria:

- The “from” date is the first day of the fiscal year
- The “thru” date is the last day of the month specified
- From and thru dates 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.

Posted and unposted totals

The system provides a ledger total (posted and unposted amounts) and an unposted total. The difference between these totals is the posted total.

Two ledger types for multi-currency review

Using a processing option, you can review transactions for two ledger types at the same time. A second ledger type is especially beneficial in multiple currency environments because you can see balances for foreign and domestic currencies at the same time.

► **To locate account ledger transactions**

On Account Ledger Inquiry

1. Complete the following field:
 - Account
2. To display a range of transaction dates, complete the following fields:
 - From Date/Period
 - Thru Date/Period
3. To review a ledger other than AA (actual amounts), replace the value in the following field:
 - Ledger Type
4. To review transactions for a second ledger type (if you set the related processing option), complete the additional field for the following:
 - Ledger Type

The Debit and Credit columns are replaced with General Ledger and Alternate Ledger columns.

5. To display one subledger, complete the following fields:
 - Subledger
 - Subledger Type

Field	Explanation
Ledger Type	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or FE (Field Estimate). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. <i>Form-specific information</i> Depending on how you set the processing option, you can specify two ledger types. With two ledger types, the system displays four types of totals: ledger, debit, credit, and unposted. The first ledger type for a document number must have values, or the system does not display values for the second ledger type. A document number with a blank amount indicates that only the second ledger type has a value. To see that value, rearrange the codes in the ledger type fields.

► To search using additional selection criteria

On Account Ledger Inquiry

1. Press F6 to access Additional Selections.

2. In the Additional Selections window, complete the following optional field:

- Document Type
3. Specify whether to include or exclude the specified document type in the following field:
 - Include/Exclude (1/0)
 4. Complete one or more of the following optional fields:
 - Document Number
 - Batch Number
 - Reconciled
 - G/L Posted Code
 - Reference 1

The displayed values remain effective until you do one of the following:

- Override the values on this window
- Clear the values on Account Ledger Inquiry

Field	Explanation												
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and time sheets. The reserved document type prefixes for codes are: <table><tr><td>P</td><td>Accounts payable documents</td></tr><tr><td>R</td><td>Accounts receivable documents</td></tr><tr><td>T</td><td>Payroll documents</td></tr><tr><td>I</td><td>Inventory documents</td></tr><tr><td>O</td><td>Order processing documents</td></tr><tr><td>J</td><td>General ledger/joint interest billing documents</td></tr></table> The system creates offsetting entries as appropriate for these document types when you post batches.	P	Accounts payable documents	R	Accounts receivable documents	T	Payroll documents	I	Inventory documents	O	Order processing documents	J	General ledger/joint interest billing documents
P	Accounts payable documents												
R	Accounts receivable documents												
T	Payroll documents												
I	Inventory documents												
O	Order processing documents												
J	General ledger/joint interest billing documents												

Field	Explanation
1/0	This code allows you to exclude or include records with a specified field of information. A field of information can be document type, G/L offset, and so on. This code is dependent on the other field which specifies the information to be included or excluded. Allowed values are: 1 If a value is specified in the other field of information, exclude all records that have the same value in that field but process all other records that do not have that value in the field (default). 0 If a value is specified in the other field of information, select only the records with this same value in that field. <i>Form-specific information</i> This code depends on the document type you enter.
G/L Posted Code	A code that designates the posting status of a transaction in the general ledger. Valid codes are: - P Posted. (You cannot alter posted transactions.) - M Model journal entry. - blank Unposted status. This code also designates the status of the posting of each particular transaction in the A/R and A/P Ledger tables. Valid codes are: - P Transactions that have been processed through cash entries programs and will require being edited again in the pre-post process. - X Transactions that were originally coded P from cash entries programs have been processed through pre-post. - D Transactions that have been successively posted or that have been processed through the cash entries programs with a one-to-one record relationship with the general ledger (for example, adjustments, journal entry from cash receipts, and so on).
Reconciled Code	A code that indicates whether a transaction in the Account Ledger table (F0911) is reconciled. The codes are defined in User Defined Code table under system 09 and code "RC". A blank character is defined to be the un-reconciled character. To set up a valid reconciled code make sure the following is done in the User Defined Code table: 1. The special handling code in fold area of the UDC screen must contain a "01". 2. The reconciled code must be only one character long and can be a numeric or alpha character.

► To review source and details for a transaction

On Account Ledger Inquiry

1. Do one of the following:

- Access the original document for the first ledger type.
- Access the original document for the second ledger type.

The system displays the original journal entry, voucher entry, or other originating entry.

2. Return to Account Ledger Inquiry.

3. Choose Details to review detailed information about the document on Account Ledger Detail Information.

The screenshot shows a window titled '092001W Account Ledger Detail Information'. It contains a menu bar with 'Functions', 'Tools', and 'Help'. The main area displays transaction details for document 1505 JE 00100. The details are organized into two columns. The left column includes 'Credit' (15.00-), 'Units', 'Document Number' (1505 JE 00100), 'G/L Date' (01/31/98), 'Sub Ledger', 'Business Unit' (100), 'Home Business Unit', 'Reference 1', 'Reference 2', 'Batch Number' (4591), 'Batch Date' (07/26/94), 'Invoice #', 'Currency Code' (USD), 'Explanation - Remark' (1/5 Wire Transfer), and 'Explanation - Name Alpha' (Wire Transfer Fee). The right column includes 'Journal Entry Lin' (2.0), 'User ID' (JS689549T), 'P.O. Number', 'Serv/Tax Date' (01/31/98), 'Reconciled', 'Address Number', 'Check Clear Date', 'Exchange Rate', and 'Wire Transfer Fee'. At the bottom, there are buttons for 'F3=Exit' and 'F24=More Keys', and a status bar with 'F3=Exit' and 'F24=More Keys'.

Credit	15.00-
Units	
Document Number	1505 JE 00100
G/L Date	01/31/98
Sub Ledger	
Business Unit	100
Home Business Unit	
Reference 1	
Reference 2	
Batch Number	4591
Batch Date	07/26/94
Invoice #	
Currency Code	USD
Explanation - Remark	1/5 Wire Transfer
Explanation - Name Alpha	Wire Transfer Fee

4. To review balances for multiple currencies, return to Account Ledger Inquiry.

5. Do one of the following to access balances on Account Balance by Currency:

- For the actual amounts balance (left column), press F8.
- For the currency amounts balance (right column), press F9.

[0902W] - Account Balance by Currency

Functions Options Tools Help

Account
 Bear Creek National Bank

Sub Ledger/Type

LT: AA USD

0	Amount	CA Amount	Cur
	4,621,280.29		***
	4,621,280.29		

Opt 1=Acct Ledger Inq 2=Acct Bal by Period F24=More

What You Should Know About

Multi-Currency

If you post transactions by currency to the Account Balances table (F0902), you can review currency-specific account balances for the AA and CA ledgers on Account Balance by Currency.

If you use Detailed Currency Restatement processing, you can review the reporting currency ledger along with one of the following on Account Ledger Inquiry:

- The alternate (stable) currency ledger (XA)
- The local currency ledger (AA)

Processing Options for Account Ledger Inquiry

Date Processing:

- 1) Enter a '1' to hold the from and through dates between subsequent calls from external programs (such as Video Trial Balance by Business Unit (P09210)). Leave blank to use the from and through dates from the external program between subsequent calls.

NOTE: This option will only affect processing when this program is being called upon several times from an external program.

Pre-Loaded Data Selections:

- 2) Any values entered in the following options will be loaded upon entry into the program:

Account	_____
From Date/Period.	_____
Thru Date/Period.	_____
Ledger Type	_____
Sub Ledger (*=All).	_____
Sub Ledger Type	_____

Option 1 Program Call:

- 3) Enter a '1' to exit to Journal Entries (P09101) when option 1 is entered next to a PK or PN document type. Leave blank to exit to Manual Payment With Voucher Match (P04102) or Manual Payment Without Voucher Match (P04106).

Display Option:

- 4) Enter a '1' to display amounts without commas. Leave blank to display amounts with commas.

Dual Ledger Display Option:

- 5) Enter a '1' if you wish to display a second ledger type entry field to allow you to view two ledgers at the same time. Leave blank to display only one ledger type entry field.

Reviewing Account Balances by G/L Period

You can review balances for a G/L period in your accounts for information such as:

- 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 online inquiry displays information from the Account Balances table (F0902).

► To review account balances by G/L period

On Account Balance by Month

	Net	Cumulative
PYE Net Posting	774,206.64	Bal FWD 774,206.64
Net Posting 01/31/98	518,738.29	1,292,944.93
02/28/98	259,323.94	1,033,620.99
03/31/98	493,628.36	1,527,249.35
04/30/98	315,571.65	1,211,677.70
05/31/98	38,693.06	1,250,370.76
06/30/98	3,749,197.85	4,999,568.61
07/31/98	904,885.00	4,094,683.61
08/31/98	146.96	4,094,536.65
09/30/98	658,661.35	4,753,198.00
10/31/98	42,050.41	4,795,248.41
11/30/98		4,795,248.41
12/31/98	3,182.03	4,792,066.38

1. Complete the following field:
 - Account
2. To view dates for a specific fiscal year, complete the following field:
 - Fiscal Year
3. To limit your search, complete the following fields:
 - Ledger Type
 - Subledger

- Subledger Type
 - Currency
4. Review the following fields:
- Prior Year End Net Posting
 - Balance Forward

Field	Explanation
PYE Net Posting	The prior year-end net postings. The system uses this number for profit and loss statement comparisons. NOTE: Do not confuse this number with the prior year-end cumulative balance. The prior year-end cumulative balance is typically used for balance sheet and job cost carry-forward amounts.
Balance Forward	The cumulative prior year-end balance. The system uses this amount as the beginning balance for balance sheet and job cost accounts. NOTE: Do not confuse this amount with the prior year-end net posting amount. The prior year-end net posting amount includes only the postings from the prior year. It does not include the ending balance of the previous year. The prior year-end net postings are typically used for profit and loss statement comparisons.

What You Should Know About

Period ending dates	Use Date Pattern Revisions to define the period-ending dates that appear on Account Balance by Month.

Reviewing Account Balances by Subledger

You can use online inquiry to review account balance information by subledger and subledger type for a particular account.

This online inquiry includes posted amounts and balances for the current period and year-to-date from the Account Balances table (F0902).

► To review account balances by subledger

On Account Balance by Subledger

The screenshot shows a window titled "[092131] - Account Balance by Subledger". It has a menu bar with "Functions", "Options", "Tools", and "Help". The window contains the following fields and table:

Account Number: 90.8740
Travel, Meals & Lodging

Thru Date/Period: 06/30/98
Ledger Type: AA USD
Currency Code: *

0	Subledgr	T	Bal FWD	Net Posting	Net Posting 01	Cumulative Actu
	00002605	W		500.00	500.00	500.00
	00002612	W		2,100.00	2,100.00	2,100.00
	00006779	A		2,750.00	2,750.00	2,750.00
				950.00	950.00	950.00
						6,300.00

At the bottom, there are buttons for "Opt: 1=Acct Ledger Inquiry", "2=Acct Balances by Period", and "F24=More Keys".

1. Complete the following field:
 - Account Number
2. To limit your search, complete the following fields:
 - Thru Date/Period
 - Ledger Type
 - Currency Code



The system displays subledger detail information on Account Balances by Subledger only if the Posting Edit field for the account is blank, L, or U.

What You Should Know About

Net posting totals

The Net Posting field shows the net balance posted year-to-date, while the Net Posting 01 field shows the net balance for the current period.

Reviewing Statutory Accounts

Some countries require businesses to submit reports using a government-defined, or statutory, chart of accounts. If you are using the account category codes as an alternate chart of accounts to accommodate this requirement, you can review account balances online.

You can review statutory accounts by company or organization structure. By doing so, you can review several companies that together are one legal entity.

You can:

- Roll up accounts
- Display subtotals
- View several companies together
- View accounts that make up an alternate account
- View different levels of detail in other J.D. Edwards inquiry programs, such as Account Ledger Inquiry, Account Balances Inquiry, and Trial Balance by Object
- Save inquiries for later review. See *Storing Online Consolidation Criteria* in the *General Accounting II Guide*.

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 program subtotals accounts based on the leading digits you specify. For example, 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, the program subtotals accounts each time one of the three leading digits changes.

The program rolls up accounts based on the digit you specify. All accounts in which the digit matches roll together. For example, if you specify the third digit, accounts from 1040000 through 1049999 roll together.

► To review statutory accounts

On Statutory Account Inquiry

The screenshot shows a window titled "[09218] - Statutory Account Inquiry" with a menu bar (Functions, Options, Tools, Help). The window contains several input fields for "Inquiry: Name", "Company", "Category Code", "Descr", "Store Inquiry (1/0)", "-OR- Type Structure", "Parent Business Unit", and "-OR- Masked Business Unit". Below these fields is a table with the following data:

0 Level	Business Unit	Description	Manager Name	Seq
	70	General Accounts		
	7001	Corporate Administration		
	7003	Consumer Electronics		
	7005	Consumer Services		
	7011	Commercial Electronics		
	7012	Commercial Services		

At the bottom of the window, there are buttons for "F6-Account Inquiry" and "F24=More".

1. Complete the following optional field:
 - Company
2. Complete either or both of the following fields:
 - Category Code
 - Value

3. Choose Account Inquiry.

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

OP	Number	Description	Balance
	10100	Capital souscrit	20,599,000-
	14	Bénéfice reporté ou Perte (-)	77,771,837-
	17170	Emprunts subordonnés	12,595,000-
	17173	Etablissements de crédit	
	17174	Autres emprunts	
	22221	Constructions	49,943,985
	23	Installations/Machines/Outils	42,546,303
	24	Mobilier et matériel roulant	5,322,490
	26	Autres immobil. corporelles	
	31310	Valeur d'acquisition	12,539,400
	33	Produits finis	
	33330	Valeur d'acquisition	8,623,945
	34340	Valeur d'acquisition	6,404,281

4. On Account Inquiry, complete the following field to specify how many leading digits of the category code to use for subtotaling:
 - Digits To Use For Subtotal
5. To display amounts for a specific period, complete the following field:
 - Thru Date/Period
6. To limit your search, complete the following fields:
 - From Account
 - Thru Account
7. To specify the digit of the category code to use for rollup, complete the following field:
 - Level of Rollup
8. To toggle between year-to-date and period totals, change the following field:
 - Cumulative or Period
9. To display a specific currency, complete the following field:
 - Currency Code

10. To display all accounts within a category code, choose Account Detail.

OP	Account Number	Description
	70.4920	Paid In Capital

Opt: 1=Acct Ledgr Inq 2=Acct Bal Inq 3= T/B By Object

11. On Account Detail, select one of the following:

- Account Ledger Inquiry
- Account Balances Inquiry
- Trial Balance by Object

Field	Explanation
Digit To Use For Subtotal	This field determines the digit in the alternate account number to define how accounts will subtotal. Example: Alternate Account – Amount 10100 – 100.00 10101 – 100.00 10400 – 100.00 10401 – 100.00 10500 – 100.00 10501 – 100.00 Grand Total – 600.00 If you specify a 3 in the digits to subtotal field, subtotalling will occur when any of the first 3 digits in the account number changes. The result is: Alternate Account – Amount 10100 – 100.00 10101 – 100.00 10400 – 100.00 10401 – 100.00 10500 – 100.00 10501 – 100.00 Grand Total – 600.00
From Account	Field that identifies the beginning account in a range of accounts. Only amounts posted to accounts in this range are displayed.
Thru Account	Field that identifies the ending account in a range of accounts. Only amounts posted to accounts in this range are displayed.
Level Of Rollup	This field determines the digit in the alternate account number to define how accounts will roll up. Example: Alternate Account – Amount 10100 – 100.00 10101 – 100.00 10400 – 100.00 10401 – 100.00 10500 – 100.00 10501 – 100.00 Grand Total – 600.00 If you specify a 3 in the digits to roll up field, rollup will occur at the 3rd position of the alternate account number, when that digit changes. The result will be: Alternate Account – Amount 101 – 200.00 104 – 200.00 105 – 200.00 Grand Total – 600.00

Field	Explanation
Cumulative or Period	A code that controls whether the system displays cumulative or period totals for the specified account. Valid codes are: C Displays cumulative (year-to-date) totals (default) P Displays period total

What You Should Know About

Selecting category codes Use a processing option to select the category code to be used for the alternate chart of accounts.

See Also

- *Printing Debit/Credit Trial Balance by Category Code (P09472)*
- *Printing General Ledger by Category Code (P09470)*

Processing Options for Statutory Account Inquiry

```
*****
* The first three processing options *
* are for use with the Business Unit *
* Selection video. The remaining *
* options are for the Trial Balance *
* video. *
*****
```

Default Processing:

1. Enter an index name to be preloaded on the Business Unit Selection video. Leave blank to not preload an index.

Display Options:

2. Enter a "1" to display the Index Name, Description and Store Index (1/0) option.
3. Enter a "1" to display the Index Name and Description only.
4. Enter a "1" to omit displaying accounts with zero balances.

Ledger Types And Column Headings:

5. Enter the ledger type for column 1. Leave blank for default ledger type 'BA' - Budget Dollars.
6. Enter the User Defined Code value for column heading 1. UDC table 14/CH will be used for this search.

See * Note 1

7. Enter the ledger type for column 2.
Leave blank for default ledger type
'AA' - Actual Dollars. _____
8. Enter the User Defined Code value for
column heading 2. UDC table 14/CH
will be used for this search. _____
See * Note 1

Ledger Comparison Calculation:

9. Select one of the following for
column 3 calculation: _____
 - 1 - Column 1 - Column 2
 - 2 - Column 1 / Column 2
 - 3 - Column 1 x Column 2
 - 4 - Column 1 + Column 2

This option applies only to the three
column screen format.

Default Processing:

10. Enter the Level of Detail to be
displayed. Default of blank will use
the value from the Data Dictionary. _____
11. Initial screen format to display: _____
' ' = Three column format
'1' = Four column format *(Note 2)
12. Enter the scaling factor to be used
on displayed amounts. Default of
blank will use the value from the
Data Dictionary. _____
13. Enter the default date: _____
' ' = Use Current Period Date
'1' = Use Financial Reporting Date

Negative Amounts:

14. Enter a '1' to print expense and
liability accounts as negative
amounts. If left blank, the accounts
will print as postive amounts. _____

* Note 1: The column titles are defined
in User Defined Codes System Code '14'
Record Type 'CH'. Specifying an Option
of AA means that you have a Code value
of 'AA' in this table whose description
will be used as the Column heading on
the video.

* Note 2: When using the four column
format, the ledger type and default
headings for columns 1 and 3 are the
same as those used for column 1 on the
three column format. Columns 2 and 4
are the same as column 2 on the three
column format.

Reviewing Account Balance Comparisons

You can analyze account balances between two different ledgers. This analysis is especially helpful for comparing budget amounts to actual amounts or analyzing budget variances.

You control the level of detail and whether fiscal period or cumulative amounts appear. You can also choose to compare ledger types from different fiscal years or specific G/L dates. And, you can compare actual amounts to foreign currency amounts for a specific currency.

Using processing options, you define:

- Which two ledger types you want to compare
- How you want the system to calculate the differences between the two ledger types (visible only in the three-column format)
- Which sequence you want the accounts to display, for example, business unit.object or business unit.subsidiary
- Which format (two-, three-, or four-column) sequence you use to view your account balances

This program performs faster if you choose one format (instead of a sequence of formats) for viewing purposes.

► To review comparisons of account balances

On Account Balance Comparison

[092121] - Account Balance Comparison

Functions Options Tools Help

Account: 90.8400

Level of Detail: 9
Scaling Factor: 1
Cum/Period(C/P): C
Subledger: *
Currency: *

Date: 06/30/98 LT: 06/30/98

OP	Description	Budget Amount	Actual Amount	LD
	Administrative Department			
	Supplies, Services & Other			5
	Advertising	19,000.00	45,006.75	6
	Bad Debt Expense	600.00	719.00	6
	Bank Charges		2,451.00	6
	Business Licenses	4,900.00	10,000.00	6
	Conventions/Seminars/Educ.	700.00	695.00	6
	Contributions	1,200.00	3,126.08	6
	Entertainment	5,200.00	6,470.00	6
	Dues & Subscriptions	100.00	1,045.00	6
	Legal, Accounting & Other	800.00	4,382.81	6
	Miscellaneous Expenses		2,950.00	6
	Moving Expense	2,400.00	375.00	6
	Office Supplies Expense	400.00	650.00	6

Opt: 1/2=Acct Ledger F2=Alt Format F13/F14/F15=Trial Balance F24=More

1. Complete the following field:
 - Account
2. To limit your search to amounts for a specific through date or period, complete the following field (which can be different for each ledger type):
 - Date
3. To further limit your search, complete the following fields:
 - Level of Detail
 - Scaling Factor
 - Cumulative/Period
 - Subledger
 - Subledger Type
 - Currency
 - Ledger Type

What You Should Know About

Multi-Currency

When you select a currency code, the system shows cumulative totals for the AA and CA ledgers. If an account is a monetary account, the currency code appears as the last four characters of the account description.

Processing Options for Account Balance Comparison

Ledger Types And Column Headings:

1. Enter the ledger type for column 1.
Leave blank for default ledger type
'BA' - Budget Amount. _____
2. Enter the User Defined Code value for
column heading 1. UDC table 14/CH
will be used for this search. _____

Note: The Column Heading That Appears
on the screen is the description
that is assigned to the user
defined code you specify.

3. Enter the ledger type for column 2.
Leave blank for default ledger type
'AA' - Actual Amount. _____
4. Enter the User Defined Code value for
column heading 2. UDC table 14/CH
will be used for this search. _____

Note: The Column Heading That Appears
on the screen is the description
that is assigned to the user
defined code you specify.

Ledger Comparison Calculation:

5. Select one of the following for
column 3 calculation: _____
 - 1 = Column 1 - Column 2 (Default)
 - 2 = Column 1 / Column 2
 - 3 = Column 1 x Column 2
 - 4 = Column 1 + Column 2

This option applies only to the three
column screen format.

Data Sequencing:

6. Enter a '1' to sequence by Business
Unit, Subsidiary. (Note: This
option will not work if you are
using the Flex Chart of Accounts).
Default of blank will sequence by
Business Unit, Object. _____

Default Processing:

7. Enter the Level of Detail to be
displayed. Default of blank will use
the value from the Data Dictionary. _____

8. Enter the sequence numbers (1-3) to indicate the order in which formats will appear. If all are left blank they will appear in default order:

Two Column Format _____
Three Column Format _____
Four Column Format _____

NOTE: For the four-column format, the ledger type and heading for columns 1 and 3 are the same as those for column 1, and columns 2 and 4 are the same as those for column 2 on the two and three-column format.

9. Enter the scaling factor to be used on displayed amounts. Default of blank will use the value from the Data Dictionary. _____
10. Enter a '1' to display the Account Number with the Account Description in the fold area. Leave blank to display the Account Description with the Account Number in the fold area. _____
11. Enter a '1' to display amounts without commas. Leave blank to display amounts with commas. _____
12. Enter a '1' to omit displaying accounts with zero balances. _____

What You Should Know About Processing Options

Processing option 8

For the three-column format, column 3 contains the result of the calculation you specify in processing option 5.

This program performs faster if you choose one format (instead of a sequence of formats) to view.

Processing option 9

Use this processing option if you do not want to display exact amounts. It allows you to divide the actual amounts by a specific increment. For example, you could enter a scaling factor if you only want to see amounts displayed to the nearest 1000 currency amounts.

Reviewing Daily or Weekly Comparisons

To compare summarized ledger activity for a single account, review daily or weekly comparisons online. For example, you can compare:

- Revenue or cost amounts to the number of units, showing the actual revenue or cost per unit
- Budget to actual amounts, showing the amount of variance

This inquiry displays up to 14 lines of comparisons, such as the last 14 weeks or the last 14 days. Using processing options, you define:

- The ledgers from which to derive amounts
- The interval (daily, weekly, or from one to seven days) into which the amounts are summarized
- An arithmetic operation (+, -, x, /) to perform on the two ledger amounts

The system derives amounts for all transactions, both posted and unposted, from the Account Ledger table (F0911).

► To review daily or weekly comparisons

On Daily or Weekly Comparisons

[0921] - Daily or Weekly Comparisons

Functions Tools Help

Day/Week (D/W) 7
Date - From 03/25/98
Thru 06/30/98
Equipment

Account Number 5001.1355.02600
Subledger * ☐ Posted(*-All) *

LT: RA USD LT: RU USD Calc: / Decimals: 4

Thru Date	Actual Amount	Actual Units	Ratio
06/30/98	200.00	8.00	25.0000
06/23/98	200.00	8.00	25.0000
06/16/98	200.00	8.00	25.0000
06/09/98			
06/02/98	200.00	8.00	25.0000
05/26/98	200.00	8.00	25.0000
05/19/98	200.00	8.00	25.0000
05/12/98			
05/05/98	200.00	8.00	25.0000
04/28/98	225.00	9.00	25.0000
04/21/98	200.00	8.00	25.0000
04/14/98	200.00	8.00	25.0000
04/07/98	250.00	10.00	25.0000
03/31/98			

F24=More Keys

1. Complete the following field:

- Account Number

1. Complete or replace the values in the following fields:
 - Day/Week
 - Date From (optional)
 - Date Thru (optional)
2. To limit the comparison to a specific subledger, complete the following fields:
 - Subledger
 - Subledger Type
3. To limit the comparison to posted transactions, replace the value in the following field with the code for posted transactions:
 - Posted

Field	Explanation
Days – In Interval	A code to indicate the time intervals into which transactions are to be summarized. Valid values are: Daily (D), Weekly (W), or a specific number of days (1-7).

Processing Options for Daily or Weekly Comparisons

Enter the following column information.
(Defaults are as indicated – see Note on second page-Column Heading Codes)

COL.	ITEM	DEFAULT	
1.	Ledger Type-Column 1	(BA)	_____
	Code for Col. 1 Heading (Col 1 LT)		_____
2.	Ledger Type-Column 2	(AA)	_____
	Code for Col. 2 Heading (Col 2 LT)		_____
3.	Calculation (+, -, /, X)	(-)	_____
	Number of Decimals (0-4)	(2)	_____

Enter the desired interval. Enter a 'D' for Daily, 'W' for Weekly, or 1-7.
(Default is '7'.)

Enter a '1' to suppress the display of the processing options on the video and prevent the user from altering the options entered above from the video.

*Note: Column headings will be the description associated with the User Defined Code, System Code '09', Record Type 'CH' specified for the column heading. The default is the description associated with the Ledger Type for the column, first, from System Code '09', Record Type 'CH', or second, from System Code '09', Record Type 'LT'.

Periodic



Financial Reports

Objectives

- To produce financial reports
- To understand the data on the reports
- To identify which reports your organization needs

About 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.

Working with financial reports consists of:

- ☐ Printing simple financial reports
- ☐ Defining and printing consolidated financial reports
- ☐ Printing monthly spreadsheets
- ☐ Printing analysis reports
- ☐ Forecasting G/L cash flow



What Are the Features of Financial Reports?

The following describes the features of financial reports.

Standard reports

You can use any of nine standard templates provided with the J.D. Edwards software. A report template contains a fixed format for your data, and predefines such items as the number of columns, their order, and headings.

Custom reports

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.

You can design additional, customized financial reports using FASTR.

Detail and summary information on your reports

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, or you can use the default fiscal period defined on Set Financial Report Date.

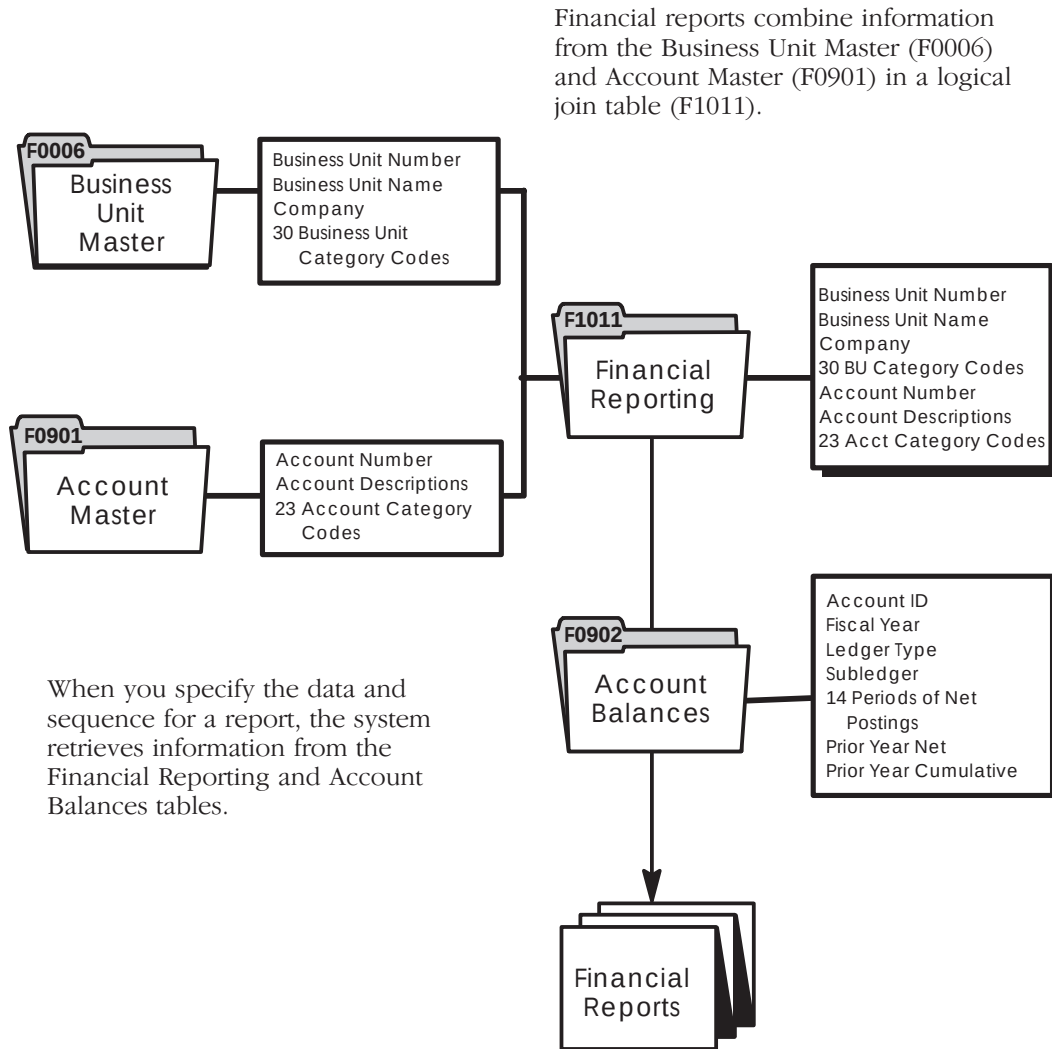
Through AAIs, you assign the account ranges and subtotals to be used for the reports.

Security

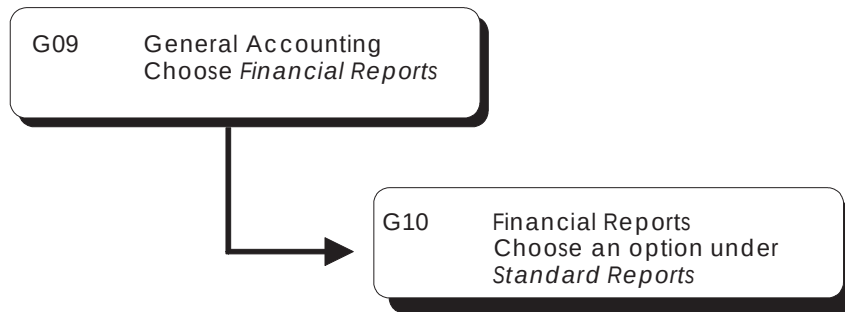
You can secure all other users from running, copying, deleting, or changing a report. Or, you can allow them to run or copy a report, but prevent them from deleting or changing it. You can set report security separately for each version of a report.

Where Do Financial Reports Get Their Information?

The following graphic illustrates the tables that provide information for financial reports.



Print Simple 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.

Printing simple financial reports consists of:

- ☐ Printing a simple income statement
- ☐ Printing a simple balance sheet

These DREAM Writer reports use information stored in the Account Balances table (F0902) and logical join table (F1011).

Printing a Simple Income Statement

A simple income statement tracks revenue and expenses and the net income or loss for a specific period of time. To print a simple income statement, all your profit and loss accounts must be grouped together in your chart of accounts and cannot be interrupted by any balance sheet accounts.

Before You Begin

- ☐ 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*.

00100 - Model Finan/Distrib Co (Mktg)				J.D. Edwards & Company Company 00100 Simple Income Statement 6 Months Ending 06/30/98		Page - 3 Date - 4/18/98			
Current Month		Last Year			Year to Date		. .Last Year To Date. .		%
Actual	%	Actual	%		Actual	%	Actual	%	Chng
				Revenues					
12,579,424.80	68.1	22,254,329.98	67.5	Sales - Product A	72,378,232.32	67.9	75,527,295.66	67.2	4.2
5,047,870.05	27.3	9,133,291.10	27.7	Sales - Product B	28,831,043.09	27.0	31,017,299.94	27.6	7.1
840,064.95	4.6	1,594,048.98	4.8	Sales - Other	5,451,295.73	5.1	5,792,234.13	5.2	5.9
18,467,359.80	100.0	32,981,670.06	100.0	Revenues	06,660,571.14	100.0	12,336,829.73	100.0	5.1
				Direct Costs					
14,007,772.88	75.9	26,358,049.26	79.9	Cost of Sales - Product A	81,239,604.14	76.2	87,099,988.40	77.5	6.7
1,210,525.27	6.6	2,068,430.34	6.3	Cost of Sales - Product B	7,019,348.02	6.6	7,263,328.66	6.5	3.4
150,572.93	0.8	515,933.32	1.6	Cost of Sales - Other	1,743,145.34	1.6	1,853,513.61	1.7	6.0
				Other Direct Expenses					
				Outside Operations					
267,814.20	1.5	485,742.74	1.5	Allocated Overhead	1,535,817.71	1.4	1,652,427.75	1.5	7.1
15,636,685.28	84.7	29,428,155.66	89.2	Direct Costs	91,537,915.21	85.8	97,869,258.42	87.1	6.5
2,830,674.52	15.3	3,553,514.40	10.8	Gross Margin	15,122,655.93	14.2	14,467,571.31	12.9	4.5
				General And Administrative					
				Administrative Salaries	11,260.09				
				General And Administrative	11,260.09				
309,272.37	1.7	441,263.46	1.3	Building Expense	1,701,089.95	1.6	1,583,155.75	1.4	7.5
51,928.49	0.3			Equipment Expenses					
				Supplies, Services & Other	108,460.33	0.1			
				Computer Expenses	1,600.38				
				Interest Expense					
437,151.61	2.4	441,263.46	1.3	Salary and Wages	1,982,047.21	1.9	1,583,155.75	1.4	25.2
2,393,522.91	13.0	3,112,250.94	9.4	Operating Income	13,129,348.63	12.3	12,884,415.56	11.5	1.9
13,870.00	0.1			Other Income	13,790.00				
12,000.00	0.1			Other Expense	12,000.00				
2,395,392.91	13.0	3,112,250.94	9.4	Net Profit Before Taxes	13,131,138.63	12.3	12,884,415.56	11.5	1.9
				Income Taxes					
1,870.00				Other Income and Expense	1,790.00				
2,395,392.91	13.0	3,112,250.94	9.4	Net Income (Loss)	13,131,138.63	12.3	12,884,415.56	11.5	1.9

The following are examples of special interim totals for this report:

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

Processing Options for Simple Income Statement

Fiscal Period/Year:

1. Enter fiscal period and year. Leave blank to use the financial reporting Year and Period.

Year: _____
Period: _____

Level Of Detail:

2. Enter the lowest account level of detail to be printed (e.g., 7).

Ledger Type:

3. Enter the ledger type. If left blank, 'AA' will be used.

Minus Amounts:

4. Enter a '1' to print expense and liability accounts as negative amounts. If left blank, the accounts will print as positive amounts.

Computations:

5. Enter a '1' to compute Profit and Loss Net Income. If left blank, no computations will be performed.

Interim Totals:

6. Enter a '1' to print Interim Totals as defined by "FS" Automatic Accounting Instructions. If left blank, no interim totals will be printed.

Format:

7. Enter a '1' to cause page skipping and to print headings with page number and run date on each page. Enter a '2' to cause page skipping and to print headings without page number and run date on each page. If blank, heading will print on the first page only.
8. Enter an '1' to print the long form on 198 column paper. If left blank, report will print within 132 columns.

Subledgers:

9. Enter a specific subledger or '*' for all subledgers.

10. Enter a subledger type if you have selected a specific subledger above. _____

Currency:

11. Enter a specific currency code or an '*' for all currency codes. _____
This option is applicable only if you post Account Balances by currency.

Data Selection and Data Sequence for Simple Income Statement

You must select the object accounts 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.

J.D. Edwards financial reports are designed to print in the following sequence:

- Company
- Business unit report codes
- Account master report codes
- Business unit
- Object account
- Subsidiary

For a business unit report

The data sequence should be:

- Business Unit
- Object Account
- Subsidiary

For a business unit consolidation report

The data sequence should be:

- Company
- Object Account
- Subsidiary

For a company consolidation report

The data sequence should be:

- Object
- Subsidiary

If you do not use company or business unit as your first sequence, the system uses company 00000 to determine the financial reporting date.

You must always sequence by object account and subsidiary to protect the integrity of your data and ensure that level of detail subtotals are accurate. To print a report across many business units or companies, sequence only by object account and subsidiary.

The sequence item that immediately precedes the object account determines page breaks and totals for all financial reports.

Printing a Simple Balance Sheet

A simple balance sheet tracks assets, liabilities, and equity by business unit or company. To print a simple balance sheet, all 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:

- Current period
- Prior period end
- Prior year end
- Net change for the period and year

Before You Begin

- ☐ Validate the operating 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, GLG5, GLG11, and GLG13. 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*.

How Is Operating Income Calculated?

The system does not perform calculations on the actual revenue and expense accounts (5000 – 9999) to derive an operating income amount. Instead, it uses the following equation:

$$\text{Assets} - (\text{Liability} + \text{Equity}) = \text{Operating Income}$$

This method of calculating the operating income saves a considerable amount of processing time when you produce a balance sheet.

Example: Operating Income Calculation

Assets	6,966,772.54
<u>Liability + Equity</u>	- <6,164,757.37>
Operating Income	13,131,529.91

This calculation is based on the following:

$$\text{Assets} = 6,966,772.54$$

Liability + Equity:

Current Liability	3,755,755.74
Long-Term Liability	27,576.49
Common Stock	267,500.00
Paid-in-Capital	1,535,017.77
Retained Earnings	<11,750,607.37>

$$\text{Total Liability} + \text{Equity} \quad <6,164,757.37>$$

(The system uses this computed total in the operating income calculation.)

00100 - Model Finan/Distrib Co (Mktg)			J.D. Edwards & Company A Model Financial Company, Co. 00100 Balance Sheet As of 06/30/98		Page - 3 Date - 4/18/98
	Current	Last Month End	Last Year End	This Month	This Year
Assets					
Current Assets					
Cash	1,020,527.89	346,925.04	120,652.31	673,602.85	899,875.58
Accounts Receivable	579,329.02	1,076,817.72	621,974.34	497,488.70-	42,645.32-
Work in Process	116,652.06	116,652.06	116,652.06		
Inventory	2,981,198.74	2,186,667.91	452,005.71-	794,530.83	3,433,204.45
Current Assets	4,697,707.71	3,727,062.73	407,273.00	970,644.98	4,290,434.71
Fixed Assets					
Property and Equipment	1,718,998.44	1,481,734.72	1,156,394.13	237,263.72	562,604.31
Accumulated Depreciation	493,848.80	315,475.02	367,494.31-	178,373.78	861,343.11
Other Assets	56,217.59	56,217.59	56,217.59		
Fixed Assets	2,269,064.83	1,853,427.33	845,117.41	415,637.50	1,423,947.42
Assets	6,966,772.54	5,580,490.06	1,252,390.41	1,386,282.48	5,714,382.13
Liabilities and Equity					
Current Liabilities					
Accounts Payable	3,501,612.77	3,716,829.23	880,233.21	215,216.46-	2,621,379.56
Accrued Payroll Liabilities	67,273.41	61,111.73	46,984.38	6,161.68	20,289.03
Other Accrued Liabilities	125,388.95	125,388.95	125,388.95		
Accrued Taxes	61,480.61	58,735.86	58,735.86	2,744.75	2,744.75
Current Liabilities	3,755,755.74	3,962,065.77	1,111,342.40	206,310.03-	2,644,413.34
Long-Term Liabilities					
Notes Payable	8,820.73	8,820.73	8,820.73		
Long Term Debt	18,755.76	18,755.76	18,755.76		
Long-Term Liabilities	27,576.49	27,576.49	27,576.49		
Stockholder's Equity					
Common Stock	267,500.00	267,500.00	267,500.00		
Paid In Capital	1,535,017.77	535,017.77	535,017.77	1,000,000.00	1,000,000.00
Translation Gain/Loss					
Retained Earnings	11,750,607.37-	9,955,729.37-	689,046.25-	1,794,878.00-	11,061,561.12-
YTD Income (Loss)	13,131,529.91	10,744,059.40		2,387,470.51	13,131,529.91
Stockholder's Equity	3,183,440.31	1,590,847.80	113,471.52	1,592,592.51	3,069,968.79
Liabilities and Equity	6,966,772.54	5,580,490.06	1,252,390.41	1,386,282.48	5,714,382.13

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

Data Selection and Data Sequence for Simple Balance Sheet

You must select the object accounts you want to include on the report. For example, if your profit and loss accounts begin with object account 5000, select Object Account LE (less than or equal to) 4999.

J.D. Edwards financial reports are designed to print in the following sequence:

- Company
- Business unit report codes

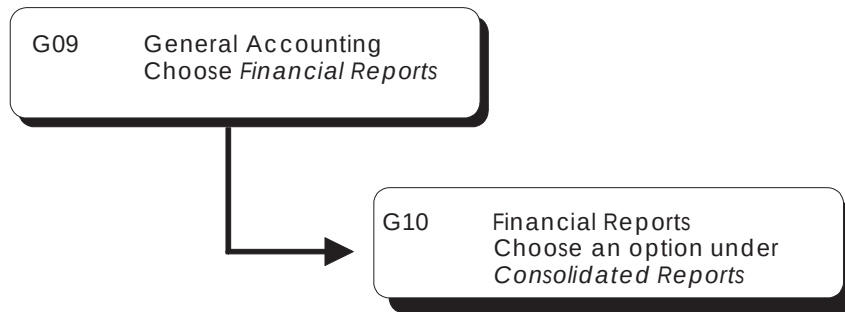
- Account master report codes
- Business unit
- Object account
- Subsidiary

If you do not use company or business unit as your first sequence, the system uses company 00000 to determine the financial reporting date.

You must always sequence by object account and subsidiary to protect the integrity of your data and ensure that level of detail subtotals are accurate. To print a report across many business units or companies, sequence only by object account and subsidiary.

The sequence item that immediately precedes the object account determines page breaks and totals for all financial reports.

Define and Print Consolidated Financial Reports



Defining and 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.

Before you print consolidated financial reports, you must:

- ☐ Define columns for the report

After defining the columns, you can:

- ☐ Print consolidated income statements
- ☐ Print consolidated balance sheets

What You Should Know About

Report formats

- You can define 7 or 12 columns for income statements and up to 7 columns for balance sheets.
- You define the column titles for the report.
- Each financial report includes a consolidated column (an eighth or thirteenth column for income statements and an eighth column for balance sheets). 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.

Defining Columns for the Report

Before you print consolidated reports, you must first define the data you want to appear in each column of the report. You define:

- The data item that determines whether companies or business units appear in the columns
- The selection values that determine which companies, business units, or category codes appear in the columns

The data items are available fields from the Business Unit Master (F0006) and the Account Master (F0901) tables.

What You Should Know About

Data item names

The data item name is the combination of the file prefix (F# for the F1011 table used in the financial reports) and the data item name as defined in the Data Dictionary. Typical names you might use are listed below.

From Business Unit Master:

- F#CO – Company
- F#MCU – Business Unit
- F#RP01 – Business Unit Report Code 1 through F#RP30 – Business Unit Report Code 30

From Account Master:

- F#MMCO – Company
- F#MMCU – Business Unit
- F#OBJ – Object Account
- F#SUB – Subsidiary Account
- F#R0001 – Account Master Report Code 01 through F#R0020 – Account Master Report Code 20

Report column

The first column within the detail area defines the column number on the report to which information on that line applies. Be sure which report you are defining. The income statement has both a 7-column and a 12-column version. The balance sheet provides 7 columns.

► To define columns for the report

1. Select the report version you want to run to access Consolidating Values Input.

Rep	Upper Heading	Lower Heading	Selection Values
01	Model	Financial	00100
02	Model	Distribution	00200
03	Model	Const Mgmt	00050
04	Model	Multi-Nat'l	00070
05			
06			
07			
08			
09			
10			
11			
12			

The preceding sample shows consolidation by company (data item F#CO = company). It selects company numbers 50, 70, 100, and 200 to be consolidated. The company descriptions shown will appear as the column headings.

2. On Consolidating Values Input, complete the following fields:
 - Data Item
 - Upper Heading
 - Lower Heading (optional)
 - Selection Values
3. To define more than three selection values per column, access Extra Values.

Field	Explanation
Data Item	The data dictionary item name. Examples include F#MMCO or F#CO for company; F#MMCU or F#MCU for business unit; and F#RP01-30 for business unit category codes 01 through 30. Special characters are not allowed as part of the data item name, with the exception of #, @, \$. If you want to create protected data names without J.D. Edwards' interference, use \$xxx and @xxx, with xxx being user-defined. DREAM Writer NOTE: Within the Processing Options Setup form, the field name is used during data entry to edit field size and other field attributes.
Upper Heading	The first line of description that will be used in column headings on a report or form. This description should be no larger than the data item size, if possible. If the column heading is only one line, it should be placed in this column.
Lower Heading	The second line of description to be used in column headings on a report or form. This description should be no larger than the data item size, if possible. If the column heading is only one line, it should be placed in the first column.
Selection Values	The list of values associated with a data selection item in the DREAM Writer. These values include specific companies, business units, and category codes. You can have up to 12 values in each column.

Printing Consolidated Income Statements

To see income (profit and loss) information combined for companies or business units, print the consolidated income statement. You can include information for the current period or year-to-date.

The consolidated income statement has two versions:

- A 7-column format, which consolidates up to 7 different columns. Amounts include a maximum of 999 billion with separators and 999 trillion without separators.
- A 12-column format, which consolidates up to 12 different columns. Amounts include a maximum of 999 million with separators and 999 billion without separators.

The following report is an example of a 7-column consolidated income statement printed at a high level of detail (5).

J.D. Edwards & Company
Consolidating Income Statement
By Company

Page - 1
Date - 7/24/98

6 Months Ending 06/30/98

	Consolidated	Model Financial Co	Model Distribution	Model Const Mgmt	Model Multi-Nat'l
-----	-----	-----	-----	-----	-----
Cost of Sales					
-----	-----	-----	-----	-----	-----
Direct Costs	70,235,369	70,235,369			
Primary COS	13,575,340	11,004,343			2,570,997
Re-Packaging Costs					
Other COS	9,789,375	8,761,225	496,647-	428,815	1,095,982
Cost of Sales	93,600,084	90,000,938	496,647-	428,815	3,666,979
Salaries	549,310	549,310			
Sales Commissions	755,556	755,556			
Telephone	230,952	230,952			
General And Administrative	11,260	11,260			
Salary and Wages	729,295	185,641		12,307	531,348
Building Expense	42,543	42,543			
Entertainment	310,040	310,040			
Travel					
Travel	1,677,466	1,349,232		2,288	325,946
Equipment Expenses	3,332,503	109,086	2,573,792	62,533	587,093
Computer Expenses	4,227	1,600		2,626	
Other Income and Expense					
Other Income	10,502,368	10,500,507		1,582-	3,443
Other Direct Expenses	2,859,216-	6,955,287-	2,573,792	81,335	1,440,944
Net Income (Loss)	21,678,083	23,614,920	2,076,907-	310,650-	450,720

Processing Options for Consolidated Income Statement - 12 Column

Fiscal Period/Year:

1. Enter the fiscal year and period.
Leave blank to use the financial reporting year and period.

Year: _____
Period: _____

Level Of Detail:

2. Enter the lowest account level of detail to be printed (e.g., 7).

Ledger Type:

3. Enter the ledger type. If left blank, 'AA' will be used.

Minus Amounts:

4. Enter a '1' to print expense and liability accounts as negative amounts. If left blank, the accounts will print as positive amounts.

Computations:

5. Enter a '1' to compute Profit and Loss Net Income. If left blank, no computations will be performed. _____

Current Period:

6. Enter a '1' for Current Period amounts only. If left blank, Year-to-Date amounts will print. _____

Interim Totals:

7. Enter a '1' to print Interim Totals as defined by "FS" Automatic Accounting Instructions. If left blank, no interim totals will be printed. _____

Format:

8. Enter a '1' to cause page skipping and to print headings with page number and run date on each page. Enter a '2' to cause page skipping and to print headings without page number and run date on each page. If blank, heading will print on the first page only. _____
9. Enter a '1' to print the long form on 198 column paper. If left blank, report will print within 132 columns. _____
10. Enter a '1' to suppress commas when displaying amount fields. This will allow the printing of additional significant digits in each amount field. _____

Subledgers:

11. Enter a specific subledger or '*' to select all subledgers. _____
12. Enter a subledger type if you have selected a specific subledger above. _____

Currency:

13. Enter a specific currency code or an '*' for all currency codes. _____

Data Selection and Sequence for Consolidated Income Statement

The first data selection must be the object account range for your profit and loss accounts. For example, if you selected companies 100, 200, and 300 on Consolidating Values Input, you should also select Company EQ (equal to) *VALUE of 00100, 00200, and 00300.

You must sequence by object and subsidiary account only. If you do not, your column data will spread over many pages.

This report uses company 00000 to determine the default financial reporting date.

Printing Consolidated Balance Sheets

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.

In the following report, each column is a separate company.

Define and Print Consolidated Financial Reports

J.D. Edwards & Company
Model Companies
Consolidating Balance Sheet
As of - 06/30/98

Page - 3
Date - 4/19/98

	Consolidated	Model Accounting	Model Payroll	Model Const Mgmt	Model Multi-Nat'l	Model Financial	Model Distribution
Assets							
Current Assets							
Cash	141,879,240	694,764	41,803-	53,020-	546,868	1,020,528	139,711,903
Accounts Receivable	14,174,112	4,968,367	16,102	452,786	149,132	579,329	8,008,397
Work in Process	233,304					116,652	116,652
Cost in Excess of Billing							
Inventory / WIP	5,417,383			5,380,008			37,375
Current Assets	161,704,039	5,663,131	25,702-	5,779,774	696,000	1,716,509	147,874,326
Inventory	735,864				86,240		649,625
Inventory	4,775,767			23,221	189,437	2,971,399	1,591,711
Prepaid Expenses	78,998	66,000			3,198	9,800	
Contract Revenues	4,492,249	66,000		1,075,159-	278,874	2,981,199	2,241,335
Fixed Assets							
Assets	166,196,287	5,729,131	25,702-	4,704,615	974,875	4,697,708	150,115,662
Fixed Assets							
Property and Equipment							
Heavy Equipment	282,254			13,879	53,225	172,458	42,692
Vehicles	869,755	535,658			98,512	215,713	19,871
Furniture & Office Equipm	747,300	352,007		4,028	391,266		
Computer	63,664					39,411	24,253
Repair Equipment							
Accumulated Depreciation							
Property and Equipment	7,601,680	3,512,665		124,867	1,088,755	1,718,998	1,156,394
Accum Depr - Equipment	49,317-			1,403-		33,398-	14,515-
Accum Depr - Vehicles	107,115-	80,000-		962-	8,303-	11,094-	6,756-
Accum Depr - Office Furn/	69,839-	11,200-		2,626-	56,012-		
Accum Depr - Computer	21,646-					13,400-	8,246-
Other Assets	112,435					56,218	56,218
Accumulated Depreciatio	870,724-	891,200-		107,686-	110,627-	550,066	311,277-
Fixed Assets	6,730,956	2,621,465		17,181	978,128	2,269,065	845,117
Liabilities and Equity							
Current Liabilities							
Accounts Payable	25,258,672	2,820,452		4,934,520	91,686	3,497,393	13,914,620
Billings in Excess-Costs/							
Accrued Provision - Job L	192,178	187,959				4,220	
Accrued Payroll Liabiliti	3,324,349	342,033	31,515	104,808		67,273	2,778,719
Other Accrued Liabilities	625,466	193,742		967	26,758	125,389	278,611
Accrued Taxes							
Accrued Sales or VAT Tax	2,614,377	73			17,678	61,481	2,535,146

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

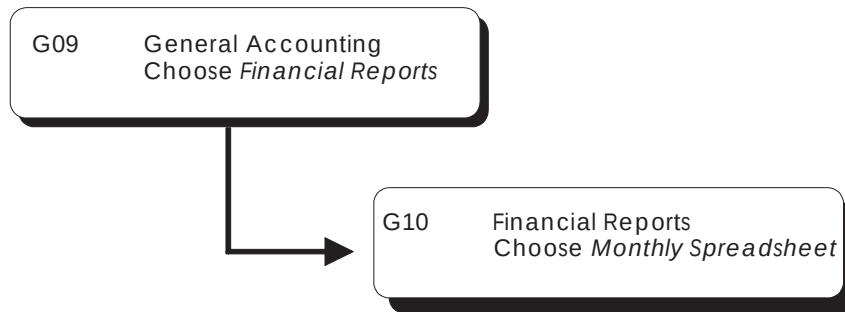
Data Selection and Data Sequence for Consolidated Balance Sheet

The first data selection must be the object account range for your balance sheet accounts. For example, if you selected companies 100, 200, and 300 on Consolidating Values Input, you should also select Company EQ (equal to) *VALUE of 00100, 00200, and 00300.

You must sequence by object and subsidiary account only. If you do not, your column data will be spread over many pages.

This report uses company 00000 to determine the default financial reporting date.

Print Monthly Spreadsheets



Printing Monthly Spreadsheets

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 DREAM Writer report uses information stored in the Account Balances (F0902) and Financial Report Master (F1011) tables.

Before You Begin

- ☐ Verify that your financial reporting period is set correctly. See *Changing a Financial Reporting Date*.

General Accounting I

J.D. Edwards & Company													Page - 3	
Model Financial Company (Co. 00100)													Date - 4/18/98	
Income Statement by Month														
Last 12 Months Actual														
	02/28	03/31	04/30	05/31	06/30	07/31	08/31	09/30	10/31	11/30	12/31	01/31	Total	Avg.
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act		
Revenues														

Sales - Product A														
Store Sales			44	16775	7336	69	135	52	147	62	57	81	24758	2063
Wholesale Sales														
Direct Ship Sales				12715	5165							58	17938	1495
Contract Sales				15614	6529								22143	1845
Interplant Sales				9487	3760								13247	1104
Interplant Sales-Modesto														
Interplant Sales-Valley Forge														
Interplant Sales-Memphis														
Interplant Sales				9487	3760								13247	1104
Interplant Sales														
Less Returns & Allowances				465-	185-			25-					675-	56-
Less Sales Discounts				406-	163-								569-	47-
Freight Out				492-	188-								680-	57-
Service Sales														
Sales - Product A			44	53229	22254	69	135	52	121	62	57	140	76163	6347
Sales - Product B														
Store Sales				9683	4182							8	13872	1156
Wholesale Sales														
Direct Ship Sales				7744	3182								10926	911
Contract Sales				4582	1824								6405	534
A/R Discounts Allowed				124-	55-								179-	15-
Interplant Sales														
Interplant Sales-Modesto														
Interplant Sales-Valley Forge														
Interplant Sales-Chicago														
Interplant Sales														
Less Returns & Allowances														
Less Sales Discounts														
Freight Out														
Service Sales														
Sales - Product B				21884	9133							8	31025	2586
Sales - Other														
Consulting Revenue														
Training Revenue														
Finance Charge Income Credit				4198	1594								5792	483
Other Revenue														
Sales - Other				4198	1594								5792	483
Revenues			44	79311	32982	69	135	52	121	62	57	148	12980	9415

What You Should Know About

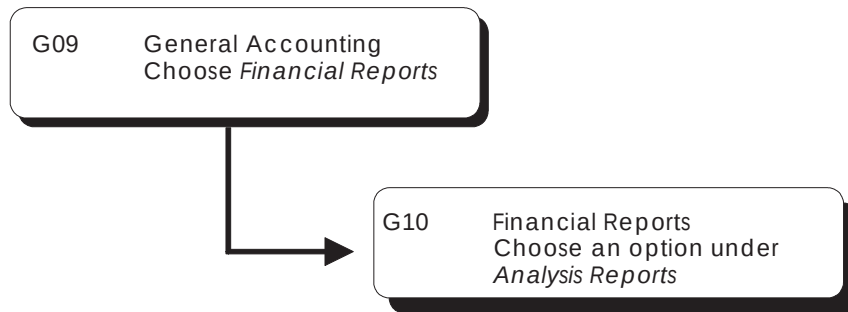
Rounding

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 using the FASTR report writer.

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

Print Analysis Reports



Printing Analysis Reports

You can compare and compute variances and ratios that reflect your company's financial activity. Do this by:

- ☐ Printing variance analysis reports
- ☐ Printing financial ratios reports

Printing Variance Analysis Reports

To compare actual to budget amounts and compute current period and year-to-date variances, use the variance analysis reports. Two formats are available:

- Variance Analysis
- Variance Analysis with Five Months Actual

Variance Analysis

J.D. Edwards & Company
Model Consolidation
Variance Analysis

Page - 3
Date - 7/19/98

6 Months Ending 06/30/98

Current Month						Year-to-Date						
Budget	%	Actual	%	Variance	%		Budget	%	Actual	%	Variance	%
						Revenues						
16749900	72.3	12579662	69.4	4170238-	24.9-	Sales - Product A	98755200	72.4	72378470	67.7	26376730-	26.7-
5388100	23.3	5047870	27.9	340230-	6.3-	Sales - Product B	31692800	23.2	28831043	27.0	2861757-	9.0-
1019400	4.4	840065	4.6	179335-	17.6-	Sales - Other	5996300	4.4	5451296	5.1	545004-	9.1-
		351902-	1.9	351902-	100.0-	Contract Revenue			199500	.2	199500	100.0
23157400	100.0	18115696	100.0	5041704-	21.8-	Revenues	136444300	100.0	106860309	100.0	29583991-	21.7-
						Direct Costs						
15111800	65.3	14007773	77.3	1104027	7.3	Cost of Sales - Produc	88892500	65.2	81234751	76.0	7657749	8.6
1304400	5.6	1210525	6.7	93875	7.2	Cost of Sales - Produc	7672900	5.6	7019348	6.6	653552	8.5
238500	1.0	586762-	3.2	825262	346.0	Cost of Sales - Contra	1402500	1.0	450550	.4	951950	67.9
104500	.5	87711	.5	16790	16.1	Inventory Adjustments	614600	.5	985388	.9	370788-	60.3-
						Other Direct Expenses						
						Outside Operations						
287600	1.2	267814	1.5	19786	6.9	Allocated Overhead	1689600	1.2	1535818	1.4	153782	9.1
17046800	73.6	14987061	82.7	2059739	12.1	Direct Costs	100272100	73.5	91225855	85.4	9046245	9.0

Variance Analysis with Five Months Actual

J.D. Edwards & Company
Model Consolidation
Variance Analysis w/ 5 Months Actual

Page - 3
Date - 7/19/98

6 Months Ending 06/30/98

	Budget Annual	YTD	Actual YTD	Variance	Actual 06/30/98	Actual 05/31/98	Actual 04/30/98	Actual 03/31/98	Actual 02/28/98
Revenues									
Sales - Product A	10,365,200	98,755,200	72,378,470	26,376,730	2,579,662	9,024,796	215,654	216,609	202,052
Sales - Product B	31,692,800	31,692,800	28,831,043	2,861,757	5,047,870	3,770,870			4,215
Sales - Other	5,996,300	5,996,300	5,451,296	545,004	840,065	4,611,231			
Contract Revenue			199,500	199,500	351,902	211,391	14,850	72,781	163,046
Revenues	48,054,300	36,444,300	06,860,309	29,583,991	8,115,696	7,618,288	230,505	289,390	369,313
Direct Costs									
Cost of Sales - Product A	88,892,500	88,892,500	81,234,751	7,657,749	4,007,773	7,032,808	73,440	33,828	39,891
Cost of Sales - Product B	7,672,900	7,672,900	7,019,348	653,552	1,210,525	5,808,823			
Cost of Sales - Contracts	1,402,500	1,402,500	450,550	951,950	586,762	1,091,518	22,528	2,000	22,222
Inventory Adjustments	614,600	614,600	985,388	370,788	87,711	609,651	13,916	68,000	153,000
Other Direct Expenses									
Outside Operations									
Allocated Overhead	1,689,600	1,689,600	1,535,818	153,782	267,814	1,268,004			
Direct Costs	00,272,100	00,272,100	91,225,855	9,046,245	4,987,061	5,810,803	64,828	103,828	215,113
Gross Margin	47,782,200	36,172,200	15,634,453	20,537,747	3,128,635	1,807,485	165,677	185,562	154,200
General And Administrative									
Protective Services Salaries	1,670,000	1,520,000	11,260	1,508,740			11,260		
General And Administrative	1,670,000	1,520,000	11,260	1,508,740			11,260		
Building Expense									
Salary and Wages	562,018	550,484	184,603	365,881	81,898	61,115	31,134	10,455	
Depr-Building & Improvements	145,117	139,659	133,252	6,407	23,355	102,616	1,950	1,950	1,950
Depr-Office Furn/Equipment			962	962	160	160	160	160	160
Depr-Other Assets	1,318,750	1,313,350	1,216,581	96,769	225,925	987,255	656	1,211	771
Equipment Expenses									
Building Expense	1,851,683	1,744,117	1,703,378	40,739	309,712	1,265,120	32,072	32,627	32,187

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

Printing Financial Ratios Reports

To analyze financial information, such as debt to total assets, inventory turnover, and profit margin on sales, use the Financial Ratios report. This report includes the following standard ratios:

- Liquidity
- Leverage
- Activity
- Profitability

You can print this report as a consolidated ratio analysis across all companies or on a company-by-company basis. Use data sequencing to do so.

How Do AAls Affect Financial Ratios?

The Financial Ratios report uses the account ranges that are set up in AAI items F01 through F20. The accounts within these ranges are accumulated balances.

To calculate ratios based on other AAls, you need to define a custom financial ratios report using the FASTR report writer.

The following examples show how the system calculates different types of financial ratios:

Liquidity Ratios

Current Ratio	Current Assets (F01 through F06) / Current Liabilities (F08 through F09)
Quick/Acid Test	Current Assets less Inventories (F01 through F06) – (F04 through F05) / Current Liabilities (F08 through F09)

Leverage Ratios

Debt to Total Assets	Long Term Debt (F10 through F11) / Total Assets (F01 through F08)
Times Interest Earned	Earnings before Interest and Taxes (Net Income – (F19 through F20) – (F17 through F18)) / Interest Payments (F17 through F18)

Activity Ratios

Inventory Turnover	Cost of Goods Sold (F15 through F16) / Inventory (F04 through F05)
Average Collection Period	Accounts Receivable (F02 through F03) / Sales per Day (F13 through F14) / (fiscal period x 30)
Fixed Asset Turnover	Sales (F13 through F14) / Fixed Assets (F06 through F07)
Total Asset Turnover	Sales (F13 through F14) / Total Assets (F01 through F08)

Profitability

Profit Margin on Sales	Net Profit before Taxes (net income) – (F19 through F20) / Sales (F13 through F14)
Return on Total Assets	Net Profit before Taxes (net income) – (F19 through F20) / Total Assets (F01 through F08)
Return on Net Worth	Net Profit before Taxes (net income) – (F19 through F20) / Net Worth (F01 through F12)
After Tax Profit on Sales	Net Profit after Taxes (net income) / Sales (F13 through F14)

General Accounting I

Company - 00100

J.D. Edwards & Company
Company 00100
Financial Ratios Report

As of - 06/30/98

LIQUIDITY RATIOS

1. Current Ratio	Current Assets	4,697,708	1.250
	Current Liabilities	3,755,756	
2. Quick/Acid Test	Current Assets Less Inventories	1,726,309	.459
	Current Liabilities	3,755,756	

LEVERAGE RATIOS

3. Debt To Total Assets	Long Term Debt	27,577	.003
	Total Assets	6,966,773	
4. Times Interest Earned	Earnings Before Interest & Taxes	13,131,139	
	Interest Payments		

ACTIVITY RATIOS

5. Inventory Turnover	Cost of Goods Sold	90,002,098	30.289
	Inventory	2,971,399	
6. Average Collection Period	Accounts Receivable	579,329	.977
	Sales Per Day	592,559	
7. Fixed Asset Turnover	Sales	106,660,571-	48.200
	Fixed Assets	2,212,847	
8. Total Asset Turnover	Sales	106,660,571-	15.309
	Total Assets	6,966,773	

PROFITABILITY

9. Profit Margin On Sales	Net Profit Before Taxes	13,131,139	12.311 %
	Sales	106,660,571-	
10. Return On Total Assets	Net Profit Before Taxes	13,131,139	188.482 %
	Total Assets	6,966,773	
11. Return on Net Worth	Net Profit Before Taxes	13,131,139	412.482 %
	Net Worth	3,183,440	
12. After Tax Profit On Sales	Net Profit After Taxes	13,131,139	12.311 %
	Sales	106,660,571-	

See Also

- *Printing a Simple Income Statement (P10211)* for the processing options for this program

What You Should Know About Processing Options

Processing option 1

If you leave the fiscal period and year blank, the system uses the financial reporting date for each company if company or business unit is the first data sequence item. Otherwise, it uses the financial reporting date for company 00000.

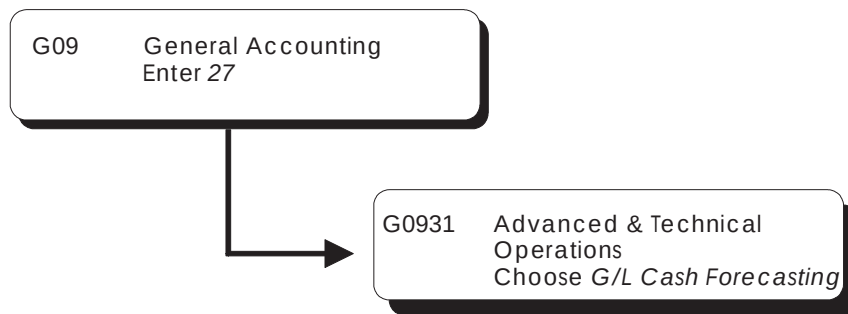
Data Sequence for Financial Ratios

Depending on the type of ratio report you want to print, sequence by one of the following:

- Object account and subsidiary for a total consolidated ratio report
- Company, object account, and subsidiary for an individual ratio computation by company report

If region is a reporting function that provides a full range of accounts for meaningful ratios, use this business unit category code in your data sequence.

Forecast G/L Cash Flow



Forecasting G/L Cash Flow

As part of your daily cash forecasting activities, you can review a summary of current balance information in your general ledger. To do so, run G/L Cash Forecasting.

You can use World Writer to view the information created by this DREAM Writer program. The information can also be downloaded to a standard PC spreadsheet program or used by custom programs to perform cash analysis.

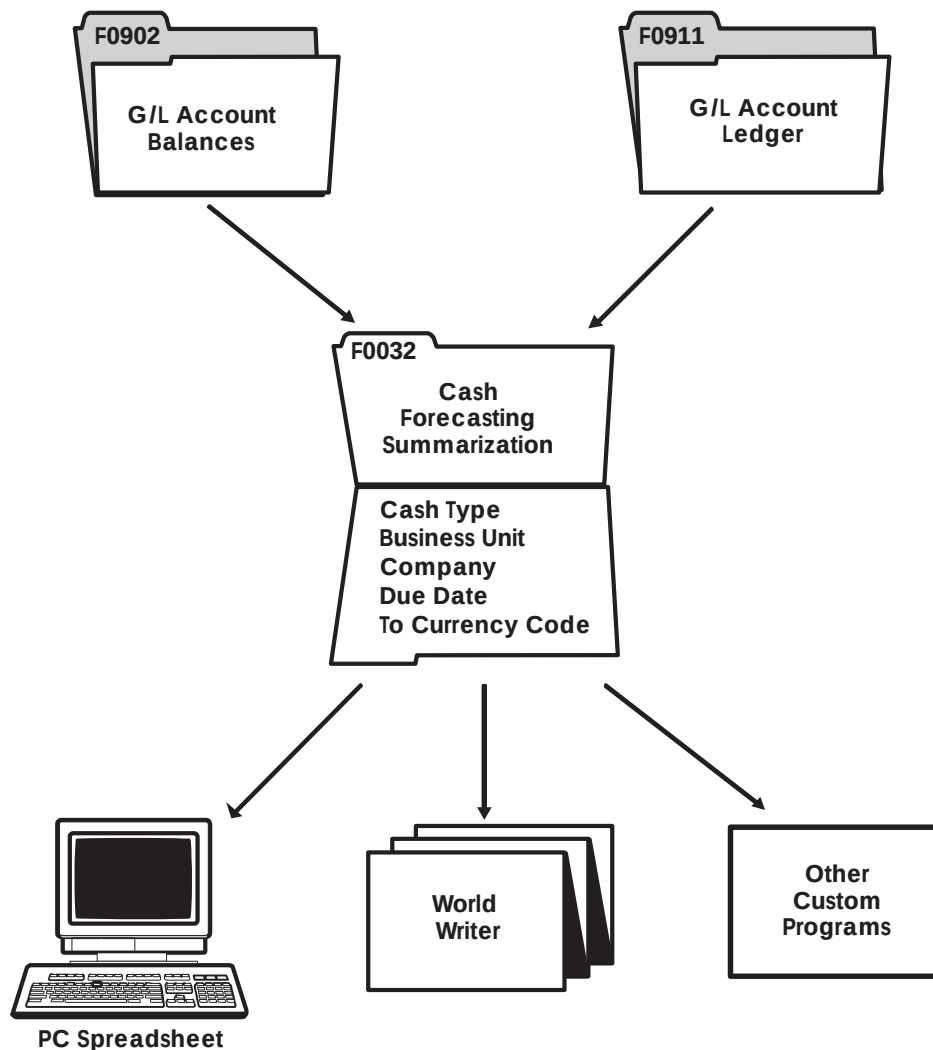
What Happens When You Run G/L Cash Forecasting?

When you run G/L Cash Forecasting, the system:

- Consolidates information from the Account Balances table (F0902) and posted records in the Account Ledger table (F0911)
- Summarizes information by G/L account, currency, and “as of” date
- Reflects a current balance as of a selected date
- Updates account summary records in the G/L part of the Cash Forecasting Summarization table (F0032)

J.D. Edwards recommends that you use the same cash type each time you run this program if you want one set of G/L account information. Cash type indicates the system in which the information originated, and can be up to five alphanumeric characters. If this program has previously been run with a different cash type, the result will be two sets of G/L account information under two separate cash types in the Cash Forecasting Summarization table.

The following graphic illustrates the G/L cash forecasting process.



What You Should Know About

Multi-Currency

The Cash Forecasting Summarization table contains Amount and Currency Code fields for both domestic and foreign amounts.

- The domestic amount appears in the Amount Open field and its corresponding currency code appears in the Currency Code-From field.
- The foreign amount appears in the Amount Open-Foreign field and, if a monetary account exists, its corresponding currency code appears in the Currency Code-To field.
- For non-monetary accounts, the system displays the domestic amount and currency code in the Foreign Amount and the Currency Code fields as previously described.

Processing Options for G/L Cash Forecasting

Cash Forecasting 'Beginning' Date:

1. Enter the method of calculation used to retrieve G/L Account balances. _____
' ' = Year to 'As Of' date
'1' = Period to 'As Of' date
'2' = Inception to 'As Of' date

Cash Forecasting 'As Of' Date:

2. Enter the "As Of" date to retrieve G/L Account balances. If left blank, the current system date will be used as the 'As Of' ending date. _____

Cash Type:

3. Enter the cash type to designate a G/L record in the Cash Forecasting file. If left blank, '09' will be used as the cash type. _____

Data Selection and Data Sequence for G/L Cash Forecasting

You should include a range of specific accounts in the data selection. If you include all accounts, the processing time for this program is very lengthy.

Account ID is the first sequence item in the DEMO version and should not be changed.

Account Reconciliation

Objectives

- To set up account reconciliation
- To reconcile accounts manually
- To reconcile accounts automatically

About Account Reconciliation

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.

Account reconciliation consists of:

- ☐ Reconciling voided payments
- ☐ Creating the reconciliations worktable
- ☐ Working with manual reconciliations
- ☐ Working with bank tape reconciliations

Which Method Should You Choose?

There are two methods of account reconciliation:

Manual reconciliation

Use this method to manually reconcile your bank accounts, or debits and credits, for transit or clearing accounts.

Bank tape reconciliation

Use this method to have the system reconcile your bank account. You can use this method only if your bank provides a magnetic tape with transaction information. This method reconciles payments and receipts.



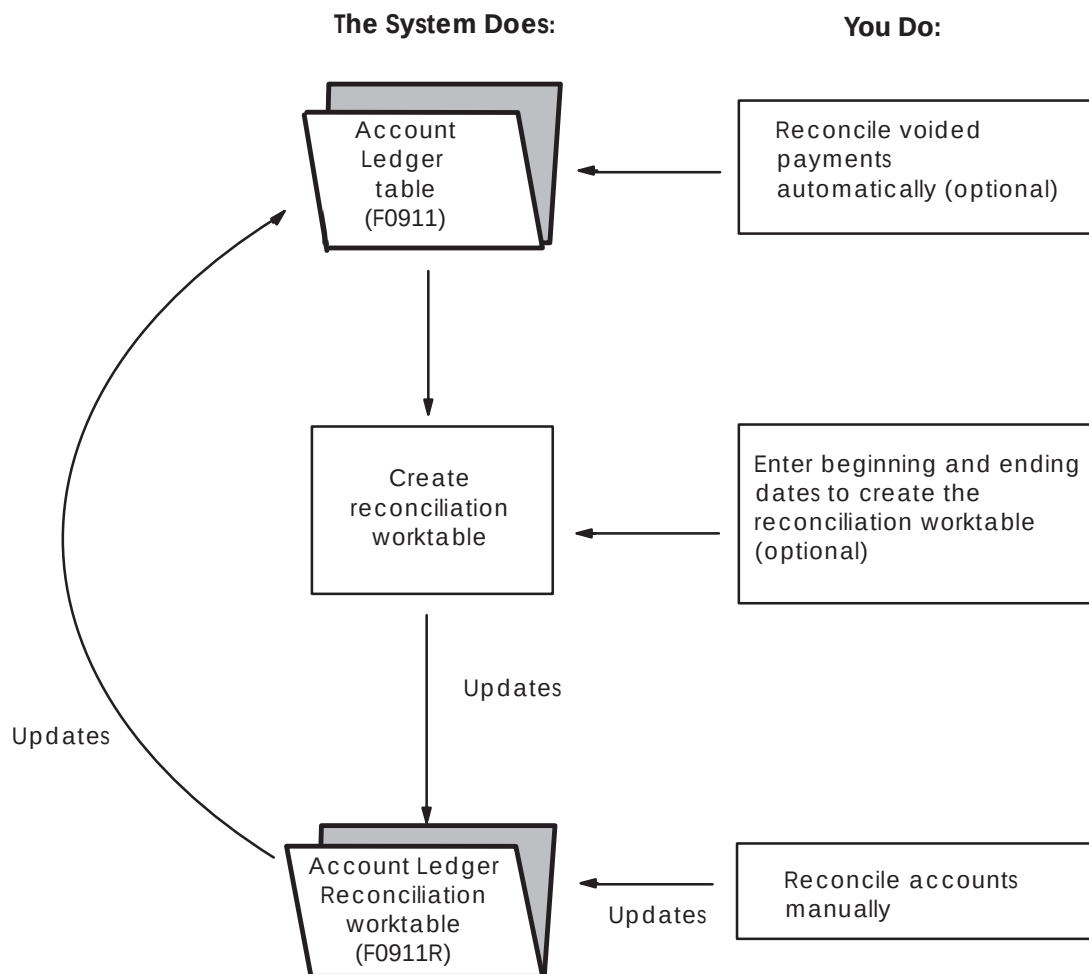
Whichever method you choose, you can create your own reconciliations worktable for accounts you are responsible for reconciling. This allows you to reconcile accounts without affecting the accounts assigned to another person for reconciling.

Manual Reconciliation

Manually reconciling your accounts consists of three steps:

1. Reconciling voided payments with zero amounts automatically (optional).
2. Creating or refreshing the reconciliations worktable for unreconciled transactions.
3. Performing the manual reconciliation for bank accounts, or for transit or clearing accounts.

The following illustration provides an overview of the manual reconciliation process.

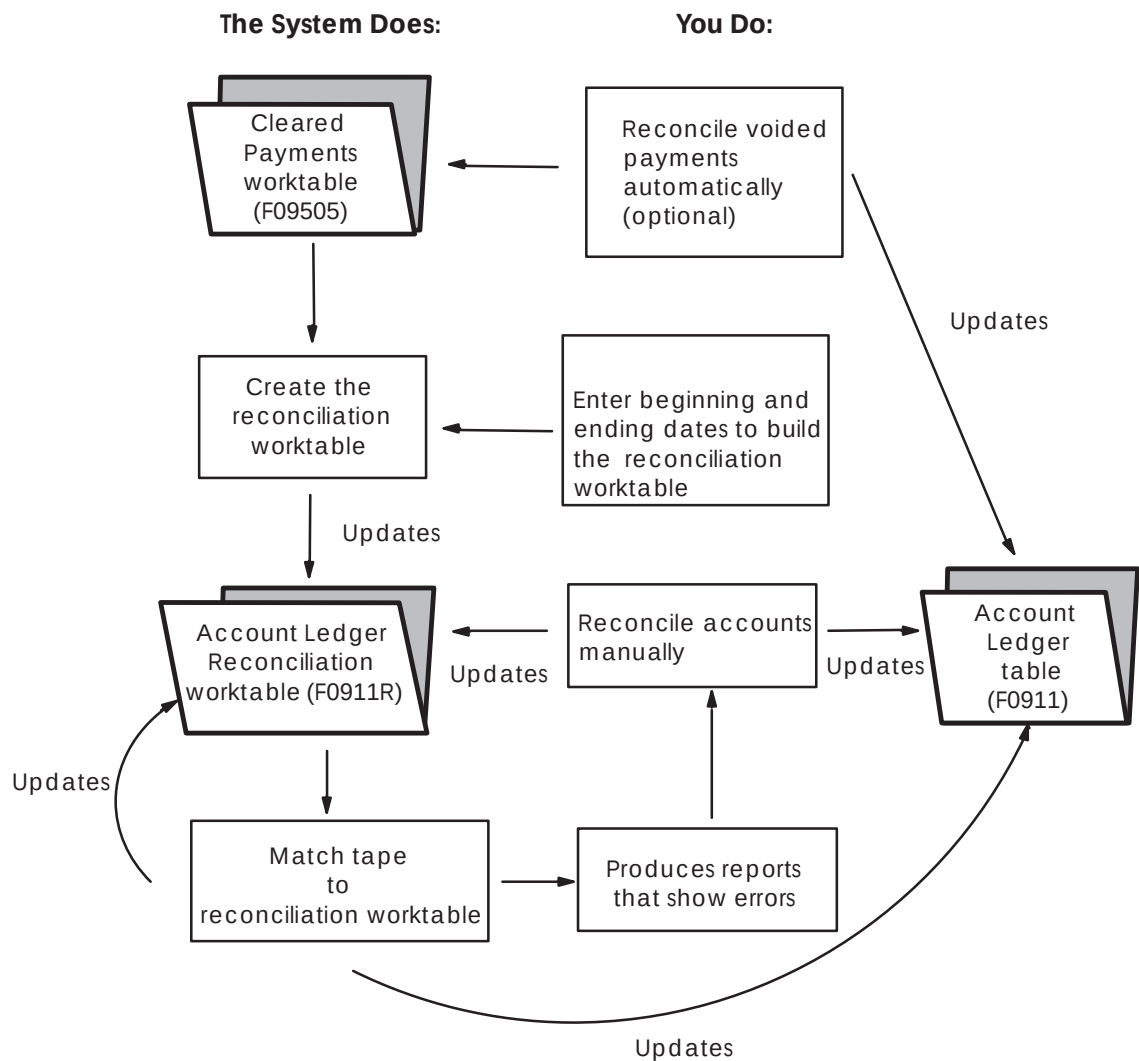


Bank Tape Reconciliation

Reconciling your accounts using a bank tape consists of four steps:

1. Reconciling voided payments with zero amounts automatically (optional).
2. Creating or refreshing the reconciliations worktable for unreconciled transactions.
3. Reconciling cleared payments and receipts automatically using the Match Tape in Reconciliation File program.
4. Reconciling manually any accounts that were in error from the automatic reconciliation.

The following illustration provides an overview of bank tape reconciliation.



What Should You Consider Before Using Account Reconciliation?

You can avoid manually reconciling old transactions in each account when you first set up your system for account reconciliation. The General Accounting system provides a “catch-up” procedure that globally updates selected accounts in the Account Ledger table (F0911) as already being reconciled. Use the global data reset procedure only if you want your account history reconciled.

Generally, you run the reset procedure only once, for each reconcilable account. However, in certain situations, you might use this procedure to globally unreconcile all transactions within an account.



You can damage your data if you run the reset procedure for an account that has already been reconciled for the period.

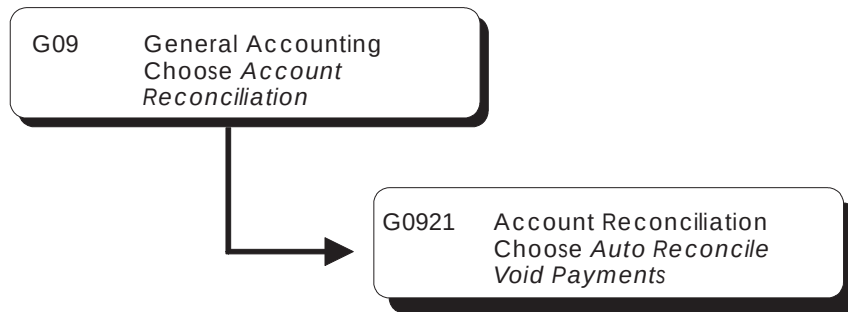
Before You Begin

- ☐ Set up AAIs to identify account ranges that must be reconciled
- ☐ Set up a DREAM Writer version for each account that must be reconciled using Start Up Global Data Reset
- ☐ Set up a reconciliation code in the user defined code list 09/RC to use in manual reconciliation

See Also

- *Setting Up AAIs for Reconcilable Ranges (P00122)*
- *Setting Up User Defined Codes for General Accounting (P0005A)* for information about the reconciliation code

Reconcile Voided Payments



Reconciling Voided Payments

Instead of manually reconciling voided payments, you can save time during account reconciliation and have the system automatically reconcile voided payments and those with zero amounts. The system selects payments that were voided manually or during automatic payment processing.

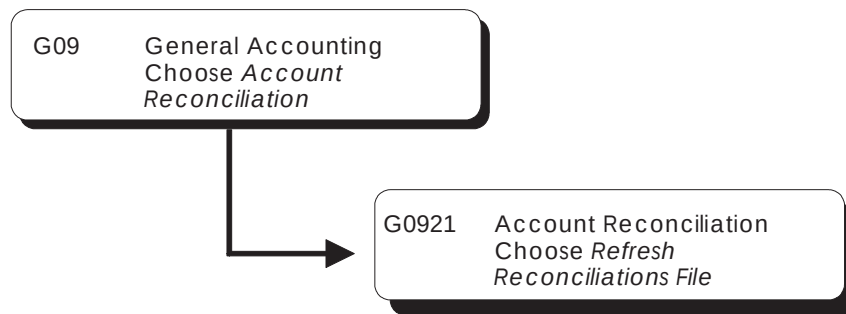
Auto Reconcile Void Payments marks voided payments as reconciled and updates the Account Ledger table (F0911). You should run this program before you run Refresh Reconciliations File to create the reconciliation worktable so that zero-amount and voided payments are not included in the worktable.

Auto Reconcile Void Payments is a DREAM Writer program.

Data Sequence for Automatic Reconcile of Void Payments

Do not change the data sequence in the DEMO version of this program. The processing logic for this program is based on this sequence. If you change it, you will get unexpected results.

Create the Reconciliations Worktable



Creating the Reconciliations Worktable

Before you reconcile your accounts, you must create a new reconciliations worktable.

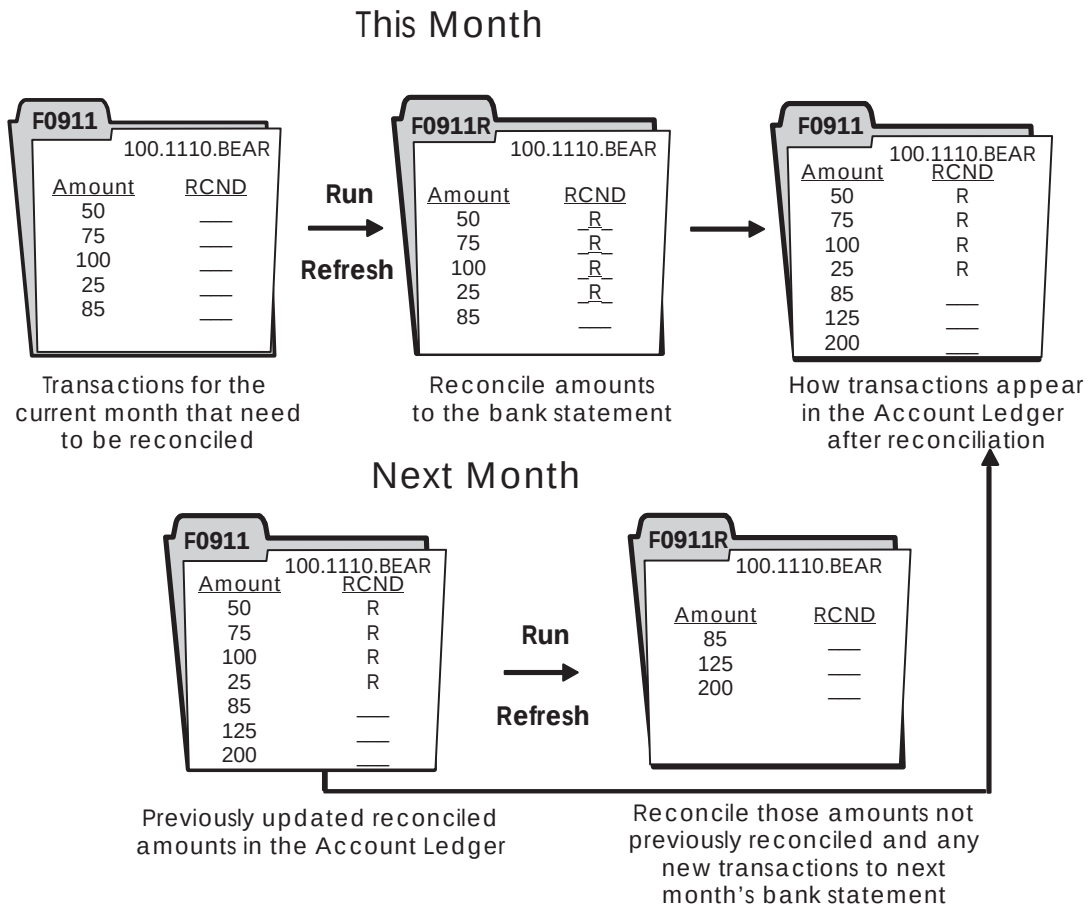
The Refresh Reconciliations program copies the unreconciled transaction detail for all reconcilable accounts from the Account Ledger table (F0911) into the Account Ledger Reconciliation worktable (F0911R). This worktable is:

- Based on the AAI's for reconcilable ranges
- Based on the beginning and ending dates entered in the processing options
- Created without zero-amount payments that were voided by the system, if you ran the Auto Reconcile Void Payments program first

Each time you create a new reconciliations worktable, the system removes all previously reconciled transactions in the table and replaces them with new transactions entered since you last created the table.

You can create your own worktable for the accounts you reconcile by setting the processing option to create multiple members. This allows you to work without affecting the accounts assigned to another person for reconciling.

The following example illustrates how the system stores reconciled transactions.



Before You Begin

- ☐ Reconcile any voided payments, if applicable

Processing Options for Refresh Reconciliation File

Beginning And Ending Date Range:

1. Enter the date you want to use as a Beginning date for the build of the reconciliation file. _____
2. Enter the date you want to use as a Ending date for the build of the reconciliation file. _____

Reconciled Status:

3. Enter a '1' to see both reconciled and unreconciled records. Default of blank will include unreconciled only. _____

Ledger Type Filter:

4. Enter a valid ledger type to see F0911 transactions in only that ledger type. The default of blank will use all ledger types.

Document Type Filter:

5. Enter a '1' to include 'AE' document type transactions. If left blank (the default) 'AE' document type transactions will not be written to the file

Multiple Members:

6. Enter a '1' to create or refresh a specific member of file F0911R. The name of the member will be the version ID. Leave blank to use a single member only (F0911R). The version ID must start with an alpha character and can be a maximum of ten characters.

What You Should Know About Processing Options**Processing option 3**

The Account Ledger Reconciliation worktable (F0911R) can become unmanageable if you choose to see 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.

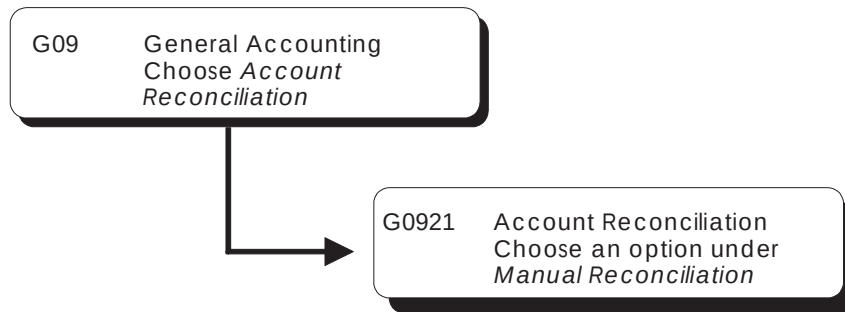
Processing option 6

Use the Multiple Members processing option to create a worktable for your own use without affecting the larger (complete) worktable.

Data Selection for Refresh Reconciliations File

If you set the processing option to create your own worktable, specify the accounts to include, using the short account ID.

Work with Manual Reconciliations



Working with Manual Reconciliations

You can manually reconcile your accounts, transaction by transaction. If you use bank tape reconciliation, use manual reconciliation for any items that are not reconciled with the bank tape. You can also manually reconcile debits and credits for transit or clearing accounts.

Working with manual reconciliations consists of:

- ☐ Manually marking transactions as reconciled
- ☐ Manually changing transactions from reconciled to unreconciled

When the reconciliation is complete, the system updates the reconciled transactions in the Account Ledger Reconciliation worktable (F0911R) and Account Ledger table (F0911).

Before You Begin

- ☐ Run the Refresh Reconciliations program to create your Account Ledger Reconciliation worktable

Manually Marking Transactions as Reconciled

To make the manual reconciliation process easier, you might want to reconcile transactions for an account one at a time. You can:

- Manually mark bank account transactions as reconciled
- Manually mark debit/credit transactions as reconciled

What You Should Know About

Manually reconciling other types of transactions

You can use the Manual Reconciliation form to manually reconcile journal entries, cash receipts, transit or clearing accounts, and other types of unreconciled transactions.

► To manually mark a bank account transaction as reconciled

On Account Reconciliation (accessed from Bank Account Reconciliation)

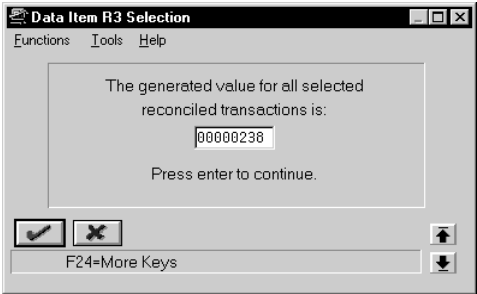
G/L Date	P/C	Reference	Amount	Explanation	G/L Date
		1 2			
07/31/98	*		16,811.78	Transfer from Bear to BBL	07/31/98
06/14/98		00000001 00005848	2,000.15-	Glenco Inc.	06/14/98
06/14/98		00000002 00005805	18,500.25-	Central Electric	06/14/98
01/31/98		00003571	32,951.25	Bank Deposit	01/31/98
02/28/98		00003572	64,060.51	Bank Deposit	02/28/98
04/23/98	*	00003575	148,951.21	Bank Deposit	04/23/98
06/03/98	*	00003576	112,085.27	Bank Deposit	06/03/98
06/30/98		00003595	840,196.21	Bank Deposit	06/30/98
10/15/98	*	00004077	495,760.21	Bank Deposit	10/15/98
09/30/98		00004081	204,951.55	Bank Deposit	09/30/98
06/30/98		00004500 00004345		**VOID VOID VOID VOID VOID	06/30/98
06/30/98		00004501 00004345		**VOID VOID VOID VOID VOID	06/30/98
06/30/98		00004502 00004345		Value Worldwide Paper Supp	06/30/98
06/30/98		00004503 00004345		Value Worldwide Paper Supp	06/30/98
06/30/98		00004504 00004345		Value Worldwide Paper Supp	06/30/98
06/30/98		00004505 00004345	1,230,713.75-	Value Worldwide Paper Supp	06/30/98

F6=Additional Selections F5=G/L Rec. F11=Reconcile F24=More MW

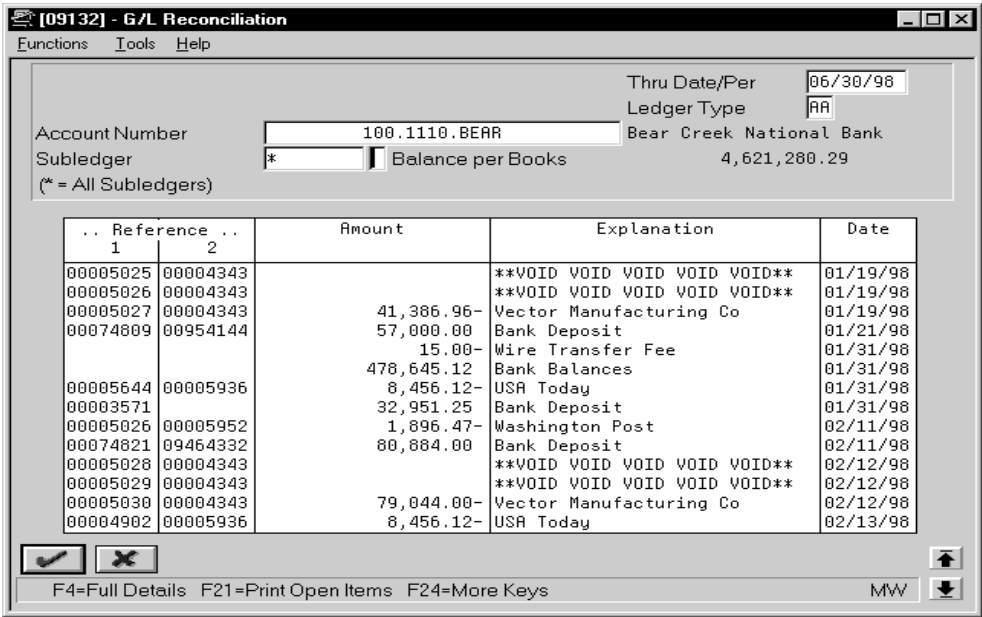
1. Locate the bank account by completing the following field:
 - Account Number
2. To limit the transactions for an account, access Additional Selections.

3. On Additional Selections, complete the following optional fields:
 - Reference 1
 - Reference 2
4. On Account Reconciliation, review the following field, if necessary:
 - G/L Consolidator Indicator (GC)
5. To mark a transaction for reconciliation, enter a user defined code in the following field:
 - Option
6. To reconcile all marked transactions, press F11.

If you set the processing option to assign a reconciliation number, the system displays Data Item R3 Selection. This displays a reference number that you can use to search for your reconciled transactions on Additional Selections.



7. To review and print unreconciled transactions, access G/L Reconciliations.



Field	Explanation
G/L Consolidation Indicator	A flag which is used to indicate when the subfile line consists of more than one transaction. An asterisk (*) is displayed when multiple F0911R records have been consolidated for presentation on the subfile line.

Field	Explanation
Reference 1	A number that provides an audit trail for specific transactions, such as a payment number for payment processing.
Reference 2	A number that provides an audit trail for specific transactions, such as an asset, supplier number, or document number.

What You Should Know About

Searching for specific transactions

Use the reference fields on Additional Selections as follows:

- To search for a specific payment number, use Reference 1.
- To search for a specific supplier or document number, use Reference 2.
- To search for your reconciled transactions, use Reference 3.

Reviewing and printing unreconciled transactions

On the G/L Reconciliation form, you can:

- Review all unreconciled transactions, the general ledger balance, and the adjusted balance for an account.
- Move to the end of the detail to review the books plus open and balance per books amounts. The difference between these amounts is the total of the transactions you have processed but not reconciled to your bank account. The books plus open amount should equal the bank statement ending balance adjusted for any bank errors.
- Print a list of unreconciled transactions, the total open amount, balance per books, and books plus open amount. If the account is a bank account, this list serves as a list of outstanding transactions.

Processing Options for Bank Account Reconciliation

Video Consolidation Option:

1. Enter a '1' to consolidate transactions with the same Account ID and Reference 1 value in the Manual Reconciliation video.

Note: If a '1' is entered, DREAM Writer Data must be sequenced by Account ID, Reference 1.

Bank Statement File Information:

- Enter a '1' to require that G/L transactions have a corresponding set of Bank Statement transactions before any reconciliation occurs.

NOTE: If a '1' is entered, DREAM Writer Data must be sequenced by Account ID, Reference 1.

Multiple Members:

- If using multi-member processing of F0911R, enter the version name of the Refresh Reconciliation File program (P09130) to be used for reconciliation.

Assign Reconciled Number:

- Enter a '1' to automatically assign a reconciliation number. This number can be overridden at the time of reconciliation. The number will be written to the Reference 3 field. If left blank, Reference 3 will not be used.

► To manually mark a debit/credit transaction as reconciled

On Account Reconciliation (accessed from Debit/Credit Match)

[09131] - Account Reconciliation

Functions Options Tools Help

Account Number: 100.4111
Total Reconciled Items: 0000000

Tolerance
Total Debits
Total Credits
Difference

G/L	P/C	Reference 1	Reference 2	Amount	Explanation	G/L Date
				30.00-	Vector Manufacturing Co	08/02/98
				30.00	Vector Manufacturing Co	08/02/98
				30.00-	Vector Manufacturing Co	08/02/98
				50.00-	Vector Manufacturing Co	08/02/98
				50.00	Vector Manufacturing Co	08/02/98
				50.00-	Vector Manufacturing Co	08/02/98
				84.00-	Value Worldwide Paper Supp	05/15/98
				84.00	Value Worldwide Paper Supp	05/16/98
				84.00-	Value Worldwide Paper Supp	05/20/98
				84.00	Value Worldwide Paper Supp	06/03/98
				84.00-	Value Worldwide Paper Supp	06/03/98
				84.00	Value Worldwide Paper Supp	06/03/98
				84.00-	Value Worldwide Paper Supp	06/09/98
				160.00-	Vector Manufacturing Co	08/02/98
				160.00	Vector Manufacturing Co	08/02/98
				160.00-	Vector Manufacturing Co	08/02/98

✓ ✗

F6=Additional Selections F5=G/L Rec. F11=Reconcile F24=More MW

Follow the steps for reconciling bank account transactions manually.

Processing Options for Debit/Credit Match

Matching Debits And Credits:

1. Enter a '1' to require Total Debits and Total Credits to balance for selected records. _____
2. If matching debits and credits, enter a tolerance limit. _____
If left blank, the tolerance is zero.

Note: Enter this amount as a whole number with no decimals.

Absolute Value Sort:

3. Enter a '2' to sort transactions by absolute value. Transaction amounts will be sorted regardless of their positive/negative sign. _____
If left blank, all transactions will be sorted by G/L Date.

Multiple Members:

4. If using multi-member processing of F0911R, enter the version name of the Refresh Reconciliation File program (P09130) to be used for reconciliation. _____

Assign Reconciled Number:

5. Enter a '1' to automatically assign a reconciliation number. This number can be overridden at the time of reconciliation. The number will be written to the Reference 3 field. If left blank, Reference 3 will not be used. _____

Manually Changing Transactions from Reconciled to Unreconciled

If you inadvertently mark transactions for reconciliation and need to change them, you can:

- Change transactions to unreconciled in the current period
- Change transactions to unreconciled outside the current period

When you change a transaction from reconciled to unreconciled, the system deletes the assigned reconciliation number from that transaction.

► **To change a transaction to unreconciled in the current period**

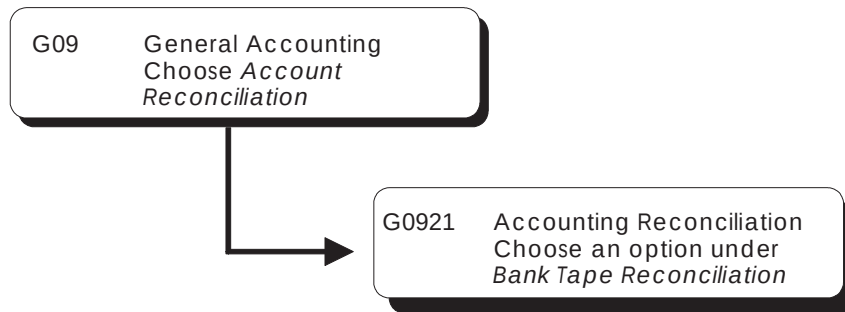
On Account Reconciliation (accessed from Bank Account Reconciliation)

1. Locate the account by completing the following field:
 - Account Number
2. Access Additional Selections.
3. On Additional Selections, enter the user defined code used previously to reconcile your transactions in the following field:
 - Reconciled Code
4. Return to Account Reconciliation where the system will display only the reconciled records.
5. To mark a transaction to be unreconciled, clear the reconciled code in the following field:
 - Option
6. To unreconcile the transaction, press F11.

► **To change a transaction to unreconciled outside the current period**

1. Run Refresh Reconciliations File and set the processing options as follows:
 - Change the beginning and ending date range to include the transactions that were reconciled in error
 - Set the reconciled status to include reconciled transactions
2. Follow the steps to unreconcile a transaction in the current period.

Work with Bank Tape Reconciliations



Working with Bank Tape Reconciliations

You can automatically reconcile items that have cleared your bank account if you arrange to have your bank provide a bank tape. To automatically reconcile your accounts, you use the same reconciliation processes and steps as manual reconciliation, with one exception. You must customize the custom reformat program in order to use the Bank Tape Reconciliation program.

Working with bank tape reconciliations consists of:

- ☐ Customizing the reformat program
- ☐ Matching the bank tape to the reconciliations table
- ☐ Verifying the bank tape reconciliation

See Also

- *Reconciling Voided Payments (P09551)*
- *Creating the Reconciliations Worktable (P09130)*

Customizing the Reformat Program

To automatically reconcile items that have cleared your bank account, your system administrator must customize the reformat program that is used for reconciling bank tapes. This program:

- Reads the information on the tape supplied to you by your bank
- Transfers the information to the Bank Cleared Payments worktable (F09505)

There are two programs that can be used as models when customizing the reformat program:

CLP J09501	You add the code that transfers the tape or diskette to disk.
RPG P09501	You enter the correct format of the tape that will be copied to the Bank Cleared Payments worktable.

These model programs:

- Omit all unused records, such as header records, from the tape
- Convert information for the payment number, payment amount, and payment cleared date to the worktable

To customize the reformat program for your company, your system administrator must:

- Write the payment amount as a negative amount.
- Write the cleared date as a six-position Julian date. The first position represents the century, the next two positions represent the year, and the last three positions represent the day of the year (up to 366).

For example, February 28, 1998, would appear as 098059, where:

0 = 20th century

98 = the year 1998

059 = February 28 (the 59th day of the year)

After this program is customized, your system administrator will access it only if the bank tape format changes.

Processing Options for Custom Reformat Program

Enter the short account number of the bank account for the payments being reconciled. (This is the 8-digit number. You must enter leading zeros.)

Matching the Bank Tape to the Reconciliations Worktable

After the reformat program is customized, you can reconcile payments and receipts that have cleared your bank.

The system compares the information on your bank tape to the information in the reconciliations worktable. The Match Tape File to Reconciliations File program:

- Compares the following:
 - Cleared payments from the bank tape in the Bank Cleared Payments worktable (F09505)
 - Unreconciled payments in the Account Ledger Reconciliations worktable (F0911R)
- Marks as reconciled all transactions that have matching document numbers, matching amounts, and cleared dates greater than the document date in the Account Ledger Reconciliations worktable and the Account Ledger table (F0911)
- Prints four reports that show the results and list any errors that occurred during the automatic reconciliation

Before You Begin

- ☐ Customize the reformat program for your bank tape
- ☐ Create the reconciliations table by running Refresh Reconciliations File

Processing Options for Match Bank Tape File to Reconciliations File

Enter the 8 digit account id for the bank account of the payments that you are reconciling.

Verifying the Bank Tape Reconciliation

When you match your bank tape to the reconciliations table, the system produces four reports. Use these reports to verify the accuracy of your bank tape reconciliation and, if applicable, to determine the cause of any errors. If there are errors, the system does not mark the transactions as reconciled. You must manually reconcile them using the Bank Account Reconciliation program.

Bank Tape Reconciliation Reports

**Reconciliation Report
(R09510)**

This report prints a detail line for every transaction and, if there are errors, prints a message such as:

- 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)**

This report summarizes any payments that cleared the bank but do not exist in the Account Ledger table. Payments appear on this report if:

- A manual payment number was entered in error.
- A manual payment was issued but not entered in the system.
- A MICR (Magnetic Ink Character Recognition) code on a payment was damaged and misrepresented on the bank tape.

**Cleared Before Issued
Report (R09512)**

This report summarizes payments that have a cleared date prior to the payment date. Payments appear on this report if:

- A date was entered in error.
- The bank cashed a post-dated payment.
- The payment was released before it was supposed to be released.

**Amounts Not Equal
Report (R09513)**

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:

- An amount was entered in error.
- A bank error allowed the payment to be cashed for an amount different from the actual amount.



Allocations

Objectives

- To understand, at an overview level, all the allocation methods provided by J.D. Edwards
- To understand, at a detail level, the indexed allocation method
- To determine the appropriate allocation method to use
- To create a calculation for an indexed allocation
- To calculate and print an indexed allocation
- To review and post journal entries created by an allocation

About Allocations

You define allocations for many purposes, for example, distributing expenses or creating annual or periodic budgets. Use allocations to redistribute amounts in one or more business units to accounts in other business units.

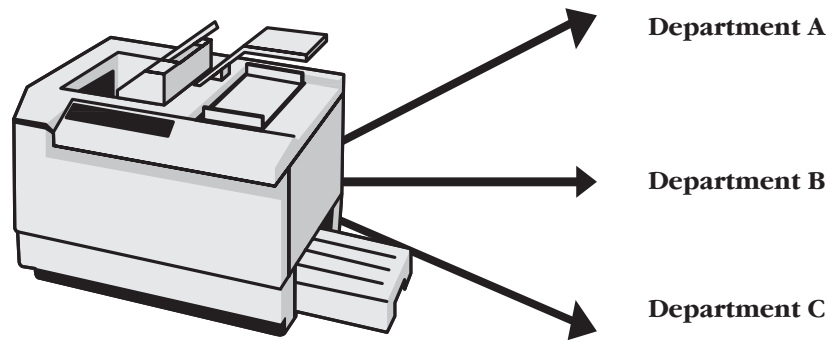
Working with allocations consists of:

- ☐ Working with indexed allocations
- ☐ Reviewing and posting allocations

Why Use Allocations?

A common use of allocations is to distribute expenses that are categorized as overhead to individual departments. A simple example of this is the expense for a photocopier that is distributed to multiple departments.





What Are the Types of Allocations?

J.D. Edwards provides three types of allocations:

- Indexed allocations
- Cost allocations
- Variable numerator allocations

Although some features are common to all three types of allocation, other features are unique to a particular method. To set up and calculate cost allocations and variable numerator allocations, follow the steps in *Working with Cost Allocations* and *Working with Variable Numerator Allocations* in the *General Accounting II Guide*.

Are There Other Ways to Set Up Allocations?

You can set up model journal entries and FASTR reports to work as allocations. Use model journal entries or recurring vouchers or invoices if the amounts never change. Use a FASTR report rather than allocations if you have a complex set of calculations to determine the allocation. To set up model journal entries and FASTR reports to work as allocations, follow the steps in *Working with Model Journal Entries* in the *General Accounting I Guide* and the *FASTR Guide*.

How Can You Use Indexed Allocations?

This type of allocation is the most flexible and most commonly used because of its copy feature. For example, you can copy this year's actual amounts to next year's budget. With this method, you can also:

- Allocate from one company to another.
- Multiply by a positive or negative factor before allocating.
- Set up either annual or monthly budgets.
- Convert currencies. For example, you can restate U.S. dollars to Canadian dollars for consolidated reporting with other Canadian companies. You

- Create allocations transaction-by-transaction in the Account Ledger table (F0911) or update account balances in the Account Balances table (F0902).

amount _____ * .25 _____ amount

Company 00100
AA (Actual Amounts)
Ledger

Company 00100
BA (Budget Amounts)
Ledger

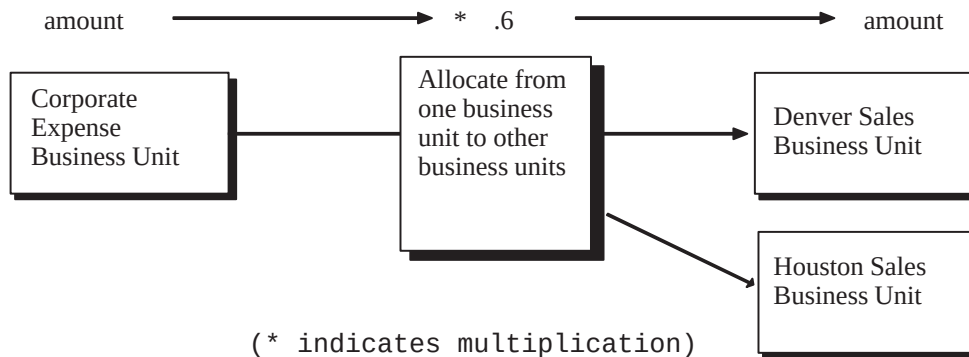
Allocate from many business units to many other business units

(* indicates multiplication)

How Can You Use Cost Allocations?

- Allocate an amount from only one business unit to one or more business units.
- Allocate an amount to more than one contra/clearing account. This feature is unique to this method.
- Multiply by a positive or negative rate before allocating.
- Create recurring journal entries.
- Set up periodic budgets.

The following graphic illustrates how you can allocate an amount from one business unit to one or more business units using cost allocations.



For example, to set up a cost allocation for the photocopier, you could choose to distribute the expense based on:

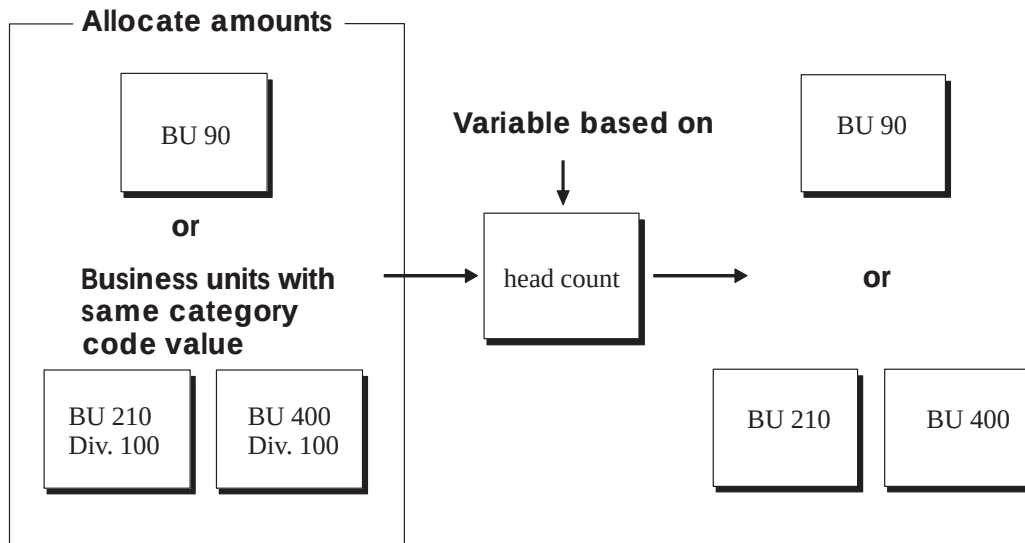
- The number of copies made by each department
- A fixed percentage for each department
- A fixed currency amount for each department

How Can You Use Variable Numerator Allocations?

This type of allocation is the least flexible, but the most dynamic. With variable numerator allocations, you can:

- Allocate amounts from one business unit to other business units with a common category code value. This feature is unique to this method.
- 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 unique to this method.
- Set up budget amounts.

The following graphic illustrates how you can allocate amounts from one or more business units (BU) to other business units using variable numerator allocations.



For example, to set up an allocation using the variable numerator method for the photocopier, you could distribute the expense based on the number of copies each department made during the period.

What Are the Similarities Among the Different Types?

All allocations can create journal entries when the system computes the allocation. J.D. Edwards recommends that you use document type JA for allocations. All allocations also:

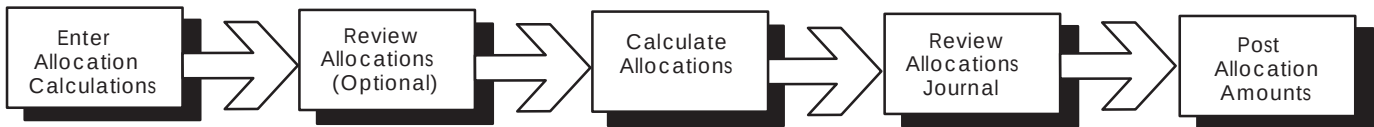
- Require that you complete the same steps for setup and calculation
- Use the same three dates (G/L date, special period/year, and stop date)

With all allocations, you can:

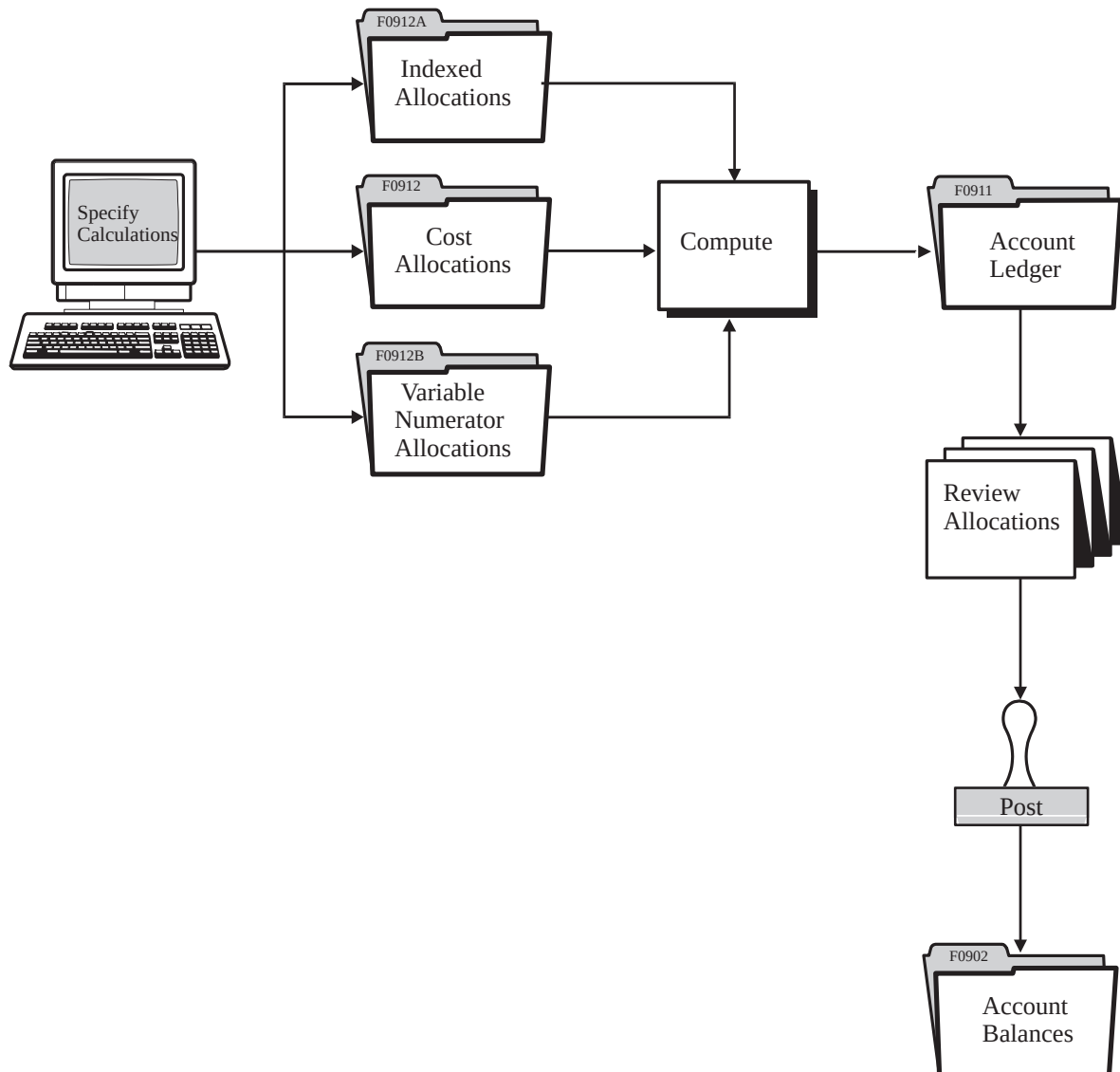
- Create multi-tiered allocations
- Specify recurring frequencies
- Specify the rate factor
- Allocate account balances
- Create reversing journal entries

Setup and Calculation Steps

All allocations require that you complete the same five steps.



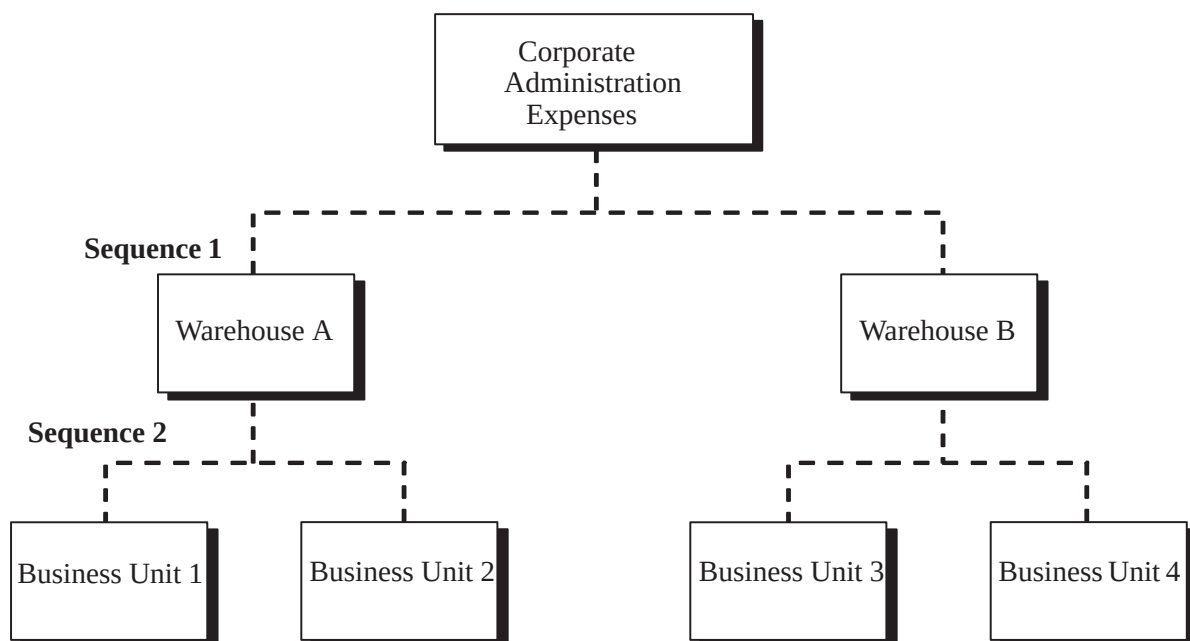
The following graphic illustrates how an allocation creates journal entries for the AA (actual amounts) ledger.



Multi-Tiered 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 multi-tiered allocations.



This type of sequence is necessary:

- When all of the corporate costs are passed through the warehouses to the business units
- When warehouse costs (not just corporate costs) are allocated to the business units

The system can perform calculations sequentially only if all calculations in the sequence use the same type of allocation. If you want to use different types for sequential calculations, you must compute each calculation separately and in the correct sequence.

Recurring Frequencies

You can specify any of the following frequency intervals for all allocations:

- Weekly
- Monthly
- Quarterly

- Semi-annually
- Annually

Rate Factor

You can specify an index or rate factor for all allocations. The system multiplies by this factor before allocating amounts. For example, if inflation for the year is 5%, you can specify a factor of 1.05. When setting up next year's budget, you can multiply this year's actual amount of 100,000 by 1.05 to create a budget amount of 105,000.

Account Balances

You can allocate a period-to-date balance, a year-to-date balance, or a balance for a specific period and year for all allocations.

Reversing Journal Entries

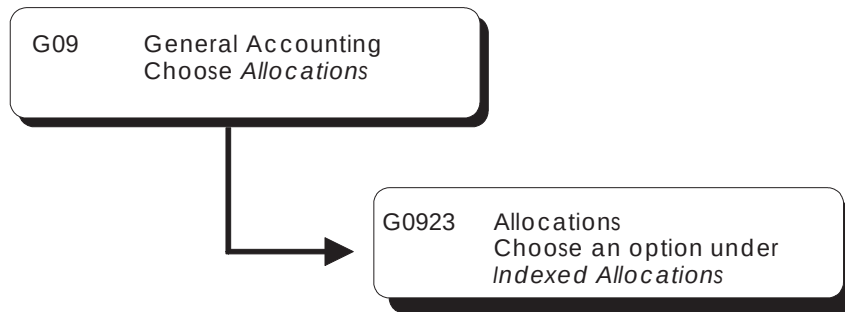
You can create reversing journal entries for accrual accounting or year-to-date performance calculations for all allocations.

Dates

All allocation methods are affected by three dates:

G/L date	The date that determines the accounting period to which the journal entry posts. This date defines the currency exchange rate against which to edit. When you execute the Compute Indexed Allocations program, the system rolls the G/L date forward.
Special period/year	The date used to determine the <i>source</i> balances for the allocation. The system extracts 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 that the allocation becomes ineligible for processing by the Compute Allocations program.

Work with Indexed Allocations



Working with 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. For example, you can distribute expenses categorized as overhead among business units or companies in your organization.

Working with indexed allocations consists of:

- ☐ Setting up indexed allocation calculations
- ☐ Reviewing indexed allocations
- ☐ Calculating indexed allocation amounts

The system maintains indexed calculations in the Indexed Allocations table (F0912A).

Setting Up Indexed Allocation Calculations

You can apply an index (rate) to the balance of an account or a range of accounts. The system will distribute the resulting balance to another account, range of accounts, period, or ledger.

Setting up indexed allocations consists of:

- Setting up the allocation identifiers
- Setting up the indexed allocation basis
- Setting up the G/L distribution

Example: Indexed Allocations

In this 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 110% increase). The results are placed in the same account numbers in the BA (budget amounts) ledger for the following year. For example:

YTD account balance 50,000

Index or rate 1.1

Budget to be distributed for next year 55,000

[09121] - Specify Indexed Computations

Functions Tools Help

Document Type: JA Explanation: Budget Basis-Prior Yr Actuals
 J. E. Number: 1898 Company: 00100 Recur Freq: AN
 G/L Date: 12/31/98 Stop Date: Status: A
 Method (B/T/U): B Sequence Number:

Reverse or Void (R/V) ☐

Contra/Clearing Acct:

Computations Based On:
 Using MTD or YTD (M/Y) ☒ Special Period: 12 Year 98

... FROM TO ...

Bus. Unit	From Acct	Thru Acct	LT	Index or Rate	Bus. Unit	Acct	LT	Explanation
*00100	6110	6320	AA	1.10000000	*	*	BA	Costs @ 110%
*00100	8600	8740	AA	1.08000000	*	*	BA	Supplies @108%

F4=Full Details F13=Account Master Revisions F24=More Keys MW

What You Should Know About

Budgeting

To create a budget using indexed allocations, use the balance (B) method and complete the budget fields in the detail area of Specify Indexed Computations.

Reversing an allocation

Often, companies reverse allocations when they want estimated distributions to be reversed in the first day of the following period. When you reverse an allocation, the system reverses the journal entry that was created when you ran the Compute Indexed Allocations program in final mode.

After you reverse the allocation, post the journal entry to the general ledger.

To set up the allocation identifiers

On Specify Indexed Computations

1. Complete the following fields:
 - Document Type
 - Explanation
 - G/L Date
 - Company
 - Recurring Frequency
 - Method of Allocation
2. If you are allocating to the AA ledger type, complete the following field:
 - Contra/Clearing Account
3. Complete the following optional fields:
 - Status
 - Stop Date
 - Sequence Number

After you complete these steps, follow the steps to set up the indexed allocation basis.

Field	Explanation												
Document Type	A user defined code (system 00/type DT) that identifies the origin and purpose of the transaction. J.D. Edwards reserves several prefixes for document types, such as vouchers, invoices, receipts, and time sheets. The reserved document type prefixes for codes are: <table><tr><td>P</td><td>Accounts payable documents</td></tr><tr><td>R</td><td>Accounts receivable documents</td></tr><tr><td>T</td><td>Payroll documents</td></tr><tr><td>I</td><td>Inventory documents</td></tr><tr><td>O</td><td>Order processing documents</td></tr><tr><td>J</td><td>General ledger/joint interest billing documents</td></tr></table> The system creates offsetting entries as appropriate for these document types when you post batches. <i>Form-specific information</i> The reserved document type for journal entries created during the Allocations program is JA.	P	Accounts payable documents	R	Accounts receivable documents	T	Payroll documents	I	Inventory documents	O	Order processing documents	J	General ledger/joint interest billing documents
P	Accounts payable documents												
R	Accounts receivable documents												
T	Payroll documents												
I	Inventory documents												
O	Order processing documents												
J	General ledger/joint interest billing documents												
Explanation	A description, remark, explanation, name, or address. <i>Form-specific information</i> This text describes the allocation and is required. The text appears in the first two description lines for each journal entry that the computation creates.												
G/L Date	A date that identifies the financial period to which the transaction is to be posted. The company constants table for general accounting specifies the date range for each financial period. You can have up to 14 periods. Generally, period 14 is for audit adjustments. <i>Form-specific information</i> The system increments this date to the next period's ending date based on the value you specify in the Recurring Frequency field. The Compute and Print program edits this field.												
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries. <i>Form-specific information</i> The system uses the current period, fiscal year, and general ledger date from this company for calculations and for determining errors per the G/L Date field. This number does not affect the journal entries created.												

Field	Explanation
Recurring Frequency	A code that identifies the frequency interval for the allocation. The system uses this field to determine how to increment the G/L Date field for recurring allocations. Valid codes are: - WK Weekly - MO Monthly - QT Quarterly - SA Semiannually - AN Annually - Blank Not recurring (only valid for annual budget allocations) NOTE: For annual budgets, only blank or AN are valid.
Status Code	A code that identifies the status of a transaction. Valid codes are: - A Approved. The system only creates journal entries and updates accounts for approved transactions. - H On hold. - Blank All allocations. Generally valid only for online inquiries.
Method of Allocation	Indicates how you want to create allocation journal entries or updates. Codes are: - B Balance Method. Create journal entries based on the balance of an account or the balance of a range of accounts. Balances are maintained in the Account Balances table (F0902). See note below for annual budgets. - T Transaction Method. Create journal entries on a one-for-one basis for each posted transaction in the Account Ledger table (F0911) for the account range specified. - U Update Method. Update the account balance for non-AA ledger types and do not create any journal entries. NOTE: For annual budgets, you must use B (Balance Method). Journal entries will not be created.
Stop Date	A date that indicates when the allocation becomes inactive. When the G/L date is less than this date, the allocation is active. When the G/L date is greater than or equal to this date, the allocation is inactive.

Field	Explanation
Sequence Number	A number that controls the sequence for multi-tiered allocations. Leave this field blank for stand-alone allocations. Use a number if you have several related specifications and the result of one specification is to be included in subsequent specifications in the same batch. For example, if the telephone company sends monthly bills to your corporation for all long distance calls, you could set up tiers to allocate the bill to the departments in your regional offices: 1 Tier 1 – Regional offices. This tier could identify the rates or percentages to allocate the bill among regions A, B, and C. 2 Tier 2 – Departments in Region A. This tier could identify rates or percentages to allocate the bill for region A among departments X, Y, and Z.
Contra Clearing Account	A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: • Structured account (business unit.object.subsidiary) • 25-digit unstructured number • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909). <i>Form-specific information</i> Identifies the account for a balancing or offsetting journal entry. You can leave this field blank for non-balancing ledger types, such as budgets, and use the annual budget fields in the fold area. This field is required for all other ledger types.

► To set up the indexed allocation basis

After you enter the information that identifies the allocation, enter the detail lines that set up the allocation.

On Specify Indexed Computations

1. Complete the following fields:
 - Using MTD or YTD
 - From Business Unit

- From Account
 - Thru Account
 - Ledger Type
 - Index or Rate
2. If the basis amount is not based on the current period, complete the following fields:
 - Special Period
 - Special Year
 3. To specify subsidiary, subledger, and budget code and year information, access the detail area.

[09121] - Specify Indexed Computations

Functions Tools Help

Reverse or Void (RV) ☐

Document Type Explanation
 J. E. Number Company Recur Freq
 G/L Date Stop Date Status
 Method (B/T/U) Sequence Number
 Contra/Clearing Acct

Computations Based On:
 Using MTD or YTD (M/Y) ☒ Special Period Year

FROM TO

Bus. Unit	From Acct	Thru Acct	LT	Index or Rate	Bus. Unit	Acct	LT	Explanation
*00100	6110	6320	AA	1.10000000	*	*		BA Costs @ 110%
	From Sub	Thru 99999999						To Subsidiary
	From Subledger							To Subledger
	From Budget Code							To Budget Code 1 Budget Year 99
*00100	8600	8740	AA	1.08000000	*	*		BA Supplies @108%
	From Sub	Thru						To Subsidiary
	From Subledger							To Subledger
	From Budget Code							To Budget Code 1 Budget Year 99

F4=Full Details F13=Account Master Revisions F24=More Keys

4. Complete the following optional fields:
 - From Subsidiary
 - From Subledger
 - Subledger Type
 - From Budget Code

After you complete these steps, follow the steps to set up the G/L distribution.

Field	Explanation
Using MTD or YTD	A code that controls whether the allocation is based on month-to-date or year-to-date amounts. Valid codes are: M Month-to-date. The basis is period activity for the month (net monthly postings). These do not include prior month corrections in the allocation base. Y Year-to-date. The basis is the period-end balance. For profit and loss accounts, this is the sum of all net postings for the year. For balance sheet accounts, this is the cumulative balance (inception-to-date). These include prior month corrections in the allocation base. If you have recurring annual allocations, set them up as automatically reversing entries (R in the Reverse/Void field).
Special Period	A number that identifies the G/L period to use for based-on amounts. The system uses this field to determine the total amount to allocate for month-to-date allocations. If you allocate month-to-date amounts and leave this field blank, the default is the current period for the company you specified.
Year	A number that identifies the fiscal year from which the based-on amounts are extracted. If you leave this field blank, the default is the current fiscal year for the company you specified.
From Business Unit	A code that identifies the first business unit in a range of business unit numbers. The system includes only amounts that are posted to accounts in the range. <i>Form-specific information</i> Either enter a specific business unit on each line, or enter *xxxxx (asterisk and a company number) to specify all business units in company xxxxx. When you use *(company number), the system uses all business units for that company, bypassing any business unit security that is set up. For example, if you specify an allocation for *00001, the allocation will be for all business units in company 00001. Even if your access is normally restricted to business unit 3, the allocation will bypass business unit security. NOTE: You cannot enter *00000 to specify all business units in all companies.

Field	Explanation
From Account	Identifies the beginning object account in a range of accounts. Only amounts posted to accounts in this range are allocated. <i>Form-specific information</i> To indicate a single account, enter only the from object account, or enter the same account in both the From and Thru fields. You can identify a subsidiary account range in the fold area.
From Ledger Type	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> If you leave this field blank, the default is AA (Actual Amount).
Index or Rate	A number that identifies the index or rate for calculations. The system multiplies the "from" amounts by this factor to calculate the amounts to be distributed. You can specify either positive or negative numbers and eight or fewer decimals. If you specify more than eight decimal positions, the system rounds to eight positions. If you leave this field blank, the default is 1. If you specify a large whole number and a large number of decimal positions, the system might not be able to display the entire number. Even though all decimal positions cannot be displayed, they are stored (up to eight) correctly in the table. NOTE: For annual budgets, you can specify zero to remove all balances and start over.
From Subsidiary	Identifies the beginning subsidiary account in a range of accounts. The system uses these accounts to determine the basis for the allocation. Only posted amounts in the account range are included. For example, from 00000000 to 99999999.
From Subledger	Identifies the beginning subledger account in a range of accounts. A subledger provides detailed auxiliary accounting for a general ledger account. When amounts are distributed, only amounts posted to this subledger are included. Generally, you can type @ (at sign) in this field to specify all subledgers. If you leave this field blank, the system includes only posted transactions for a blank subledger. <i>Form-specific information</i> You can type @ (at sign) or * (asterisk) to specify all subledgers.

Field	Explanation
From Budget Code	A number that indicates the allocation base ("from" account) for budget ledgers. Numbers include: 1 Requested budget amount. 2 Approved budget amount. 3 Final budget amount. 4 Job cost budget amount. This is the sum of the prior year and current year net postings. Valid only with a Budget Code To Location of 3 (Final budget). Blank Not applicable for budget ledgers. <i>Form-specific information</i> Use this field only for annual budgets. Codes 1, 2, and 3 are valid only when you specify B (Balance) in the Method field and AN (Annual) in the Recurring Frequency field.

► To set up the G/L distribution

After you set up the indexed allocation basis, enter the detail lines that distribute the allocation to the G/L accounts.

On Specify Indexed Computations

1. Complete the following fields:
 - To Business Unit
 - To Account
 - To Ledger Type
2. Complete the following optional field:
 - Explanation
3. To specify subsidiary, subledger, and budget information for the posting program, access the detail area.
4. Complete the following optional fields:
 - To Subsidiary
 - To Subledger
 - Subledger Type
 - To Budget Code
 - Budget Year

5. To add the record, do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add

Field	Explanation
To Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table. <i>Form-specific information</i> Either enter a specific business unit or enter * (asterisk) to post to the business unit indicated in the From field.
To Account	The object account portion of a general ledger account. The terms "object account" and "cost type" are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object. <i>Form-specific information</i> Either enter a specific account or enter * (asterisk) to post to the same account indicated in the From field. You can identify a subsidiary account in the detail area.
To Ledger Type	A user defined code (09/LT) that specifies the type of ledger, such as AA (Actual Amount), BA (Budget Amount), or FE (Field Estimate). You can set up multiple, concurrent accounting ledgers within the general ledger to establish an audit trail for all transactions. <i>Form-specific information</i> If you leave this field blank for annual budgets, the default is BA (Budget Amount). If you leave this field blank for other ledger types, the default is AA (Actual Amount).

Field	Explanation
Explanation	A name or remark that describes an element in the J.D. Edwards systems. <i>Form-specific information</i> The second of two description lines for each journal entry that the allocation creates.

What You Should Know About

Subledgers

For allocations, you can use * (asterisk) in the To Subledger field. You can use * to carry the subledger and subledger type in the From account to the To account. The To object account must also contain *.

Reviewing Indexed Allocations

You should review your setup of the allocations before the system calculates them.

► To review indexed allocations

On Allocations Review

[09220] - Allocations Review

Functions Options Tools Help

Indexed Computation Instructions

..... Selection Criteria

D P	Do Ty	Document Number	Explanation	S T	Co	Fq	G/L Date	User ID
								DEMO
	JA	1898	Budget Basis-Prior Yr Actuals	A	00100	AN	12/31/98	DEMO
	JA	1899	Distrib Corp Costs to Regions	A	00100	MO	06/30/98	DEMO
	JA	9690	Budget Corp T&E to Employees	A	00100	AN	12/31/98	DEMO
	JA	9697	98 Final Budget to 99 Req Budg	H	00100	AN	01/01/99	DEMO

Option: 1=Entry F4=Details F5=Alternate Types F24=More Keys

1. Do one of the following:
 - Display all indexed allocations by clearing the following field:
 - User ID
 - To display specific allocations, complete any of the following fields:
 - Document Type
 - Document Number
 - Explanation
 - Status
 - Company
 - Frequency
 - G/L Date
 - User ID
2. Choose Entry to view the original calculation on Index Computation Entry.

Field	Explanation
Document Number	A number that identifies the original document, such as a voucher, an invoice, unapplied cash, or a journal entry. On entry forms, you can assign the original document number or let the system assign it through Next Numbers.
Explanation	A description, remark, explanation, name, or address. <i>Form-specific information</i> Type the entire text or the first few characters of the text followed by an (*) asterisk. For example, 1998 budget* shows all allocations that begin with the text "1998 budget."

See Also

- *Setting Up Indexed Allocations (P09121)* for information about Index Computation Entry, which is the same as Specify Indexed Computations

Processing Options for Allocations Review

Record Display Option:

1. Allocation type to review: _____
 - ' ' = Cost allocations
 - '1' = Indexed computations
 - '2' = Variable numerator

Selection Criteria Defaults:

2. Enter the company number to be loaded into the selection criteria field. _____

Blank (the default) will not preload the field.

3. Enter a "1" if the User ID is to be loaded into the selection criteria field. Blank (the default) will not preload the field. _____
4. Enter a "1" if the subfile is to be loaded with all existing data file records when no selection criteria defaults are specified. Blank (the default) will not load the subfile until enter is pressed on a blank selection criteria line. _____

Calculating Indexed Allocation Amounts

After you review the indexed allocations and determine they are correct, the system can calculate them. The Compute Indexed Allocations program is a DREAM Writer that processes allocations and prints the Allocations Journal report. This program:

- Reads balances from one or more accounts
- Multiplies each balance by the specified rate index
- Creates journal entries to distribute the results to another account or range of accounts
- Calculates an offset to balance the resulting journal entries, if needed, and distributes it to a contra/clearing account

Run this program in proof mode to review the report and determine whether to change any information. Run the program in final mode to:

- Print the report. The Indexed Computations Journal lists detailed allocation information and errors, for example, invalid accounts and PBCO (posted before cutoff).
- Create journal entries in the Account Ledger table (F0911).
- Update the allocation for subsequent processing.
- Update balances in the Account Balances table (F0902) for ledger types other than AA.

After you run this program in final mode, review and post the journal entries. To do this, follow the steps in *Reviewing and Posting Indexed Allocations*.

J.D. Edwards recommends that you create different versions of this program for recurring frequencies, specific companies, and specific document types. This lets you include specific groups of allocations.

Before You Begin

- ☐ Set next year's fiscal date pattern so that the program increments the dates correctly.
- ☐ Before you run Compute Indexed Allocations with multi-tiered calculations, make sure that the sequence numbers on Specify Indexed Computations are correct.

093021	J.D. Edwards & Company										Page -	3	
Batch Number	- PROOF										Indexed Computations Journal	Date -	4/19/98
Batch Date	-												
Document/Type	- 1898 JA												
Budget Basis-Prior Yr Actu													
Year To Date Thru Period/Year: 12*98 Method: Balances Company: 00100 Freq: AN Seq:													
Cost Center	Obj	Sub	LT	Document	Do Ty	G/L Date or FY	Explanation	B F	Basis Amount	Rate Factor	B T	Requested Budget	
10	6310		AA			12/31/98	Physical Inventory & Adj		13,134.00-				
10	6310		BA	1898 JA		99	Budget Basis-Prior Yr Actu Costs @ 110%		13,134.00-	1.10000000	1	14,447.40-	
20	6310		AA			12/31/98	Physical Inventory & Adj		3,134,604.89-				
20	6310		BA	1898 JA		99	Budget Basis-Prior Yr Actu Costs @ 110%		3,134,604.89-	1.10000000	1	3,448,065.38-	
30	6310		AA			12/31/98	Physical Inventory & Adj		68,234.58-				
30	6310		BA	1898 JA		99	Budget Basis-Prior Yr Actu Costs @ 110%		68,234.58-	1.10000000	1	75,058.04-	
190	6110		AA			12/31/98	Tools Expense		5,337.79				
190	6110		BA	1898 JA		99	Budget Basis-Prior Yr Actu Costs @ 110%		5,337.79	1.10000000	1	5,871.57	

What You Should Know About

Revising or deleting a journal entry

To revise or void a posted or unposted journal entry created by the Compute Indexed Allocations program, use the Journal Entry form. See *Working with Basic Journal Entries* and *Revising Posted Journal Entries*.

Recurring journal entries

When you run this program in final mode to create recurring journal entries, the system increments the G/L date according to the recurring frequency in the allocation. This ensures that the allocation is ready for future processing.

Standard abbreviated column headings

- LT - Ledger Type
- Do Ty - Document Type

**Optional abbreviated
column headings**

- BF - Budget From
- BT - Budget To

Invalid accounts

The report lists invalid accounts with *** (asterisks).

Processing Options for Compute Indexed Allocations

Allocations To Include:

1. Enter the "Thru Date" for the allocations included. If left blank, the current date will be used. Only allocations with a GL date less than or equal to this date and a stop date greater than this date will be selected for computation.

Mode:

2. Enter the mode the calculations and update are to be processed in:
'1' = Proof mode with report
'2' = Final mode to create transactions.

Multi-Tier Processing:

3. 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.

Audit Trail:

4. 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.

BEWARE: Depending on the nature of your allocation, a '1' could result in a lengthy report.

Journal Entry Explanations:

5. 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.

Data Selection for Compute Indexed Allocations

For multi-tiered allocations, include all document numbers for the tiered calculation.

Data Sequence for Compute Indexed Allocations

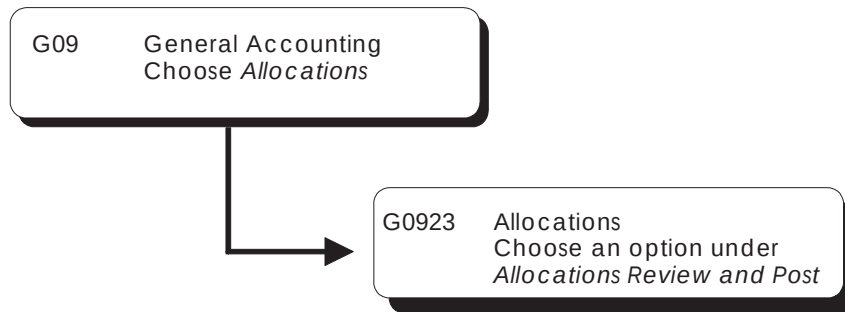
Do not change the data sequence provided in the Demo version of this program.



Exercises

See the exercises for this chapter.

Review and Post Allocations



Reviewing and Posting Allocations

You should review the journal entries created by the Compute Allocations programs for accuracy, and correct any errors. After correcting the errors, you must post the journal entries.

This task consists of:

- ☐ Reviewing allocations
- ☐ Posting allocations

Reviewing Allocations

You should review and correct journal entries in the batches before you post them. To do this, use Allocations Journal Review. All J.D. Edwards journal review programs work the same way. Allocations Journal Review displays only batches with batch type D (allocations). If you make changes to a batch, the system updates the Batch Control (F0011) and Account Ledger (F0911) tables.

See Also

- *Reviewing and Approving Journal Entries (P00201)*

Posting Allocations

After you review and correct journal entries created by the computation programs, you must post the batches. Use the Post Allocations program to do this. All J.D. Edwards post programs work the same way. This program updates the appropriate tables and creates the necessary journal entries.

Note that processing options 4 through 16 do not apply to allocation journal entries.

See Also

- *Posting Journal Entries (P09800)*

Budgeting

Objectives

- To create and assign budget pattern codes
- To create an annual budget
- To spread the annual amount to periods
- To review a budget
- To create a detailed budget
- To create a journalized budget
- To upload a budget from a PC

About 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.

Budgeting consists of:

- ☐ Working with budget patterns
- ☐ Working with annual budgets
- ☐ Reviewing budget comparisons online
- ☐ Entering detailed budget amounts
- ☐ Managing budget overages
- ☐ Working with journalized budgets
- ☐ Uploading budgets from a PC to the AS/400

See Also

- *Closing a Fiscal Year (P098201)* for information about the effect of the annual close on budgets



What Methods of Budgeting Can You Use?

You can create a budget using one of the following methods, which affect the table or tables shown:

Annual budgets by business unit or account

You enter annual budget amounts. Using the spread program, the system spreads them to periods based on budget pattern codes 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.

This method updates the Account Ledger table (F0911). You must review and post to update the Account Balances table.

PC budget upload

You enter amounts on a PC spreadsheet and upload the information to the AS/400.

This method directly updates the Account Balances table.

Are There Other Ways to Create Budgets?

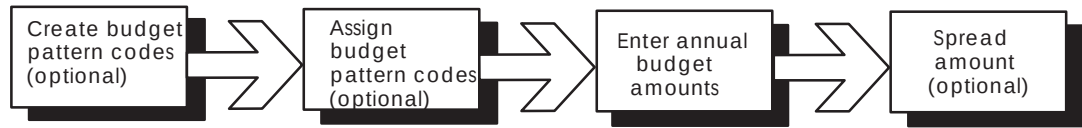
You can also create budgets using the Allocations function in the General Accounting system or using FASTR. For more information, see:

- *Working with Indexed Allocations*
- *FASTR Guide*
- *Working with Cost Allocations* and *Working with Variable Numerator Allocations* in the *General Accounting II Guide*

What Can You Do with Annual Budgets?

You can enter annual budget amounts and distribute (spread) them to each period as needed.

Annual budgeting includes the following steps:



You assign budget pattern codes to spread 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 an annual amount spread 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. This program updates the budget pattern codes for accounts in the Account Master table (F0901).

You can enter annual budget amounts either 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 phases (cycles) for your budget entries so an audit trail is produced. You can use each cycle or only the final cycle. The cycles are:

- Requested (cycle 1)
- Approved (cycle 2)
- Final (cycle 3)

Can You Enter Budget Amounts for Each Period?

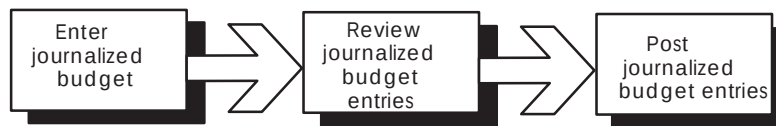
You can use the detailed budget method to enter a budget amount for each period for selected accounts, or for selected periods and accounts. This method

does not provide a formal audit trail, but directly updates each period budget in the Account Balances table.

What Type of Budget 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 need to record supplemental appropriations for the original budget most commonly need a formal audit trail.

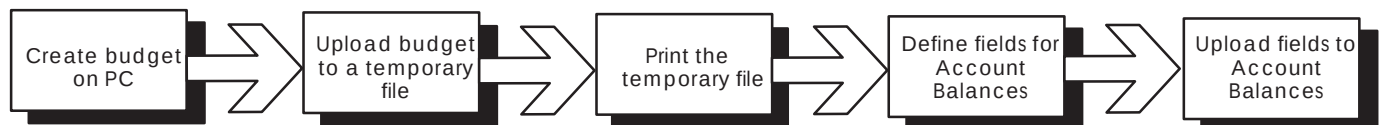
Journalized budgeting consists of three steps:



Can You Use Budgets You Created in Another System?

You can create budgets using a PC spreadsheet package and transfer them to the J.D. Edwards Account Balances table. You can then spread the annual budget amount to your fiscal periods.

The upload process includes the following steps:



How Can You Review Budgets?

You can review budgets with a printed Budget Worksheet Report or online.

- With the Budget Worksheet Report, you can:
 - 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 for the previous year
 - Show a projected amount and the percentage that the budget amount varies from the projected amount
- Using online review, you can compare budget amounts to actual amounts.

Work with Budget Patterns

Working with Budget Patterns

When a group of accounts have budgets that follow a predictable pattern, budget pattern codes are helpful. Use these codes to define the percentages for spreading annual budget amounts among periods.

Working with budget patterns consists of:

- ☐ Creating budget pattern codes
- ☐ Assigning budget pattern codes

You do not need to create and assign budget pattern codes if your company does either of the following:

- Creates only annual budgets (not monthly budgets)
- Manually creates monthly budgets for all accounts

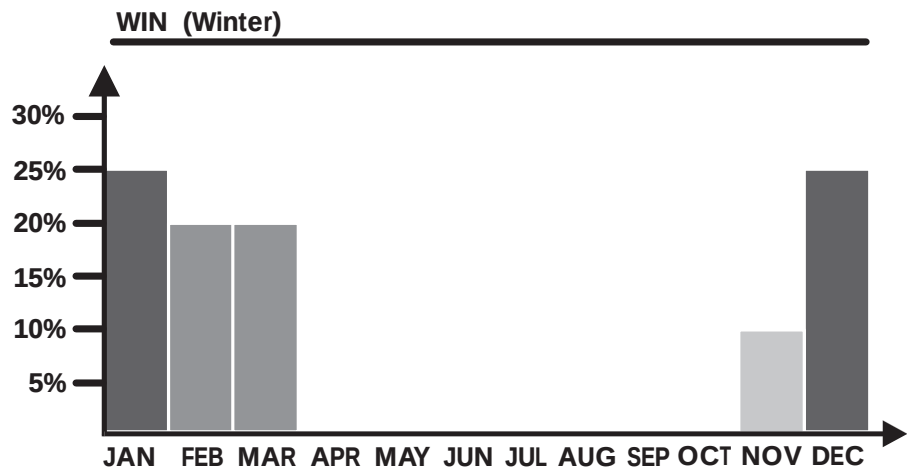
Examples: Budget Patterns

The following examples illustrate three different budget patterns and the associated codes used to spread annual budget amounts.

Seasonal Pattern

A sport 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 there is little activity for ski equipment in the summer months.

The WIN pattern code might appear as follows:

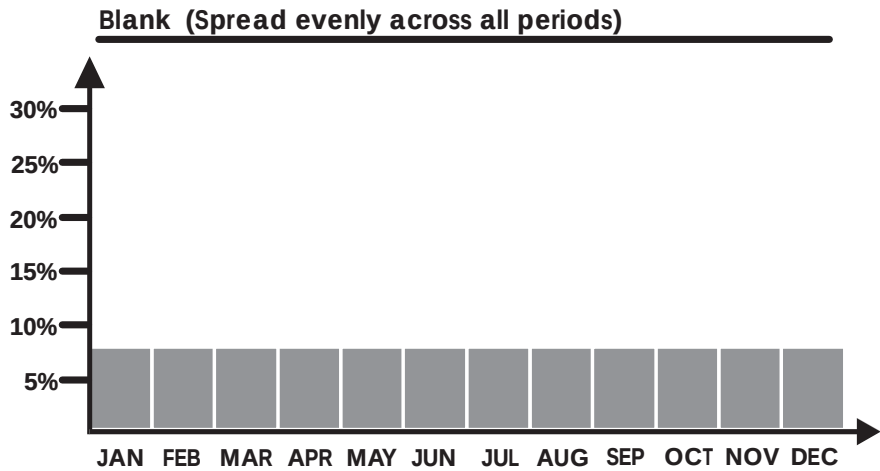


The sports shop creates an annual budget amount for each applicable account and assigns the seasonal pattern code WIN to the accounts. For example, the shop enters 120,000 to an account with a WIN pattern code.

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%), 30,000 each to December and January (25%), and 24,000 each to February and March (20%).

Default Pattern Code

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.



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%) to each period.

Do Not Spread Pattern

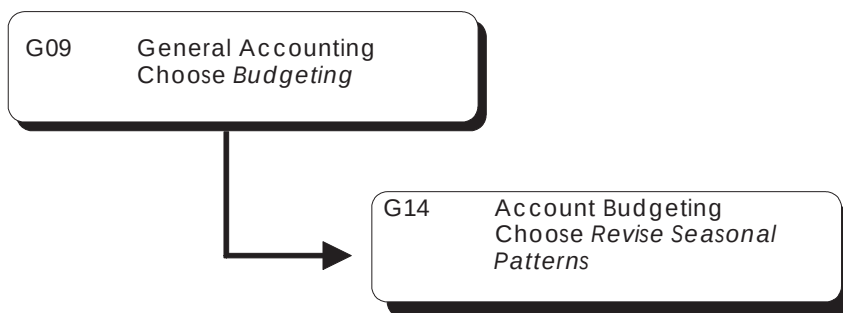
A company has an account with no predictable budget pattern, although the company spreads amounts for other accounts. The company enters an annual budget for the unpredictable account and assigns a budget pattern code of DNS (Do Not Spread) to that account.

When the company runs the program to spread annual amounts among the periods, the program bypasses the account coded DNS.

Before You Begin

- ☐ 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*.

Creating Budget Pattern Codes



You can specify the percent of the annual budget to be spread to each period with budget pattern codes. For each business year, you can:

- Create an unlimited number of seasonal pattern codes
- Spread amounts equally across the number of periods
- Bypass spreading amounts

► To create a budget pattern code

On Revise Seasonal Patterns

Period	Value
Period 1	25.0000
Period 2	20.0000
Period 3	20.0000
Period 4	
Period 5	
Period 6	
Period 7	
Period 8	
Period 9	
Period 10	
Period 11	10.0000
Period 12	25.0000
Period 13	
Period 14	
Total	100.0000

1. Complete the following field:
 - Budget Pattern Code
2. Complete the following field for each period that applies:
 - Period

Field	Explanation
Budget Pattern Code	A unique three-character code that identifies a seasonal pattern. The system uses this code to calculate budget amounts for an accounting period. For example: DNS Do not spread annual budget among the months. You cannot set up or change this code, defined as part of the system. Blank Spread annual budget evenly across all months. (Blank works this way unless your company changes it to mean otherwise.) SUM Spread according to percentages shown below. WIN Spread according to percentages shown below. SUM (Summer) Jan. 0% Feb. 2% 48% 50% Dec. 0% TOTAL – 100% WIN (Winter) Jan. 30% Feb. 30% ... 0% ... 0% Dec. 40% TOTAL – 100%
Period 1	A number that identifies the percentage of the total annual budget assigned to the period. You can specify: 1 Whole numbers (such as 20 for 20%). 2 Decimal numbers up to four decimals (such as .3333 for 33.33%). The system rounds more than four decimals to four decimals. 3 Zeros (no percentage). NOTE: The default periods for the fiscal year are set up on Date Pattern Revisions for company 00000. <i>Form-specific information</i> The total of all percentages for each budget pattern code must be 100%.

What You Should Know About

Frequently used patterns

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. Doing this speeds data entry of that code.

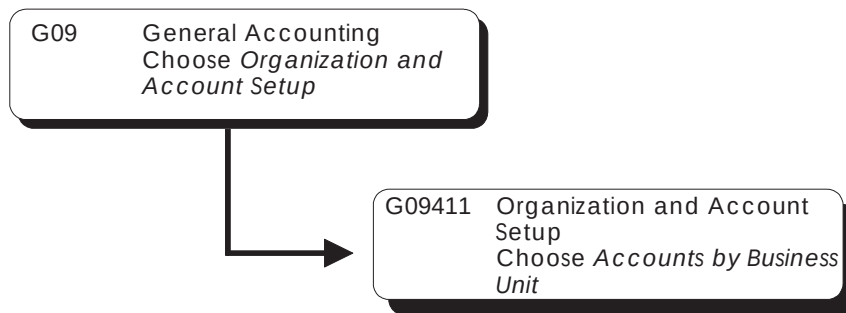
Assigning Budget Pattern Codes

After you create budget pattern codes, assign them to the accounts where they apply. You can assign codes at different times and in different ways, such as:

- Assign budget codes before budget entry
- Assign budget codes during budget entry
- Assign budget codes to groups of accounts or business units

The system updates assigned codes in the Account Master table (F0901).

Assigning Budget Codes before Budget Entry



Before you enter the annual budget amounts, you can assign budget pattern codes by business unit. You can also assign codes by object account and by single account number. The process is the same.

► **To assign a budget code before budget entry**

On Accounts by Business Unit

[0901] - Accounts by Business Unit

Functions Tools Help

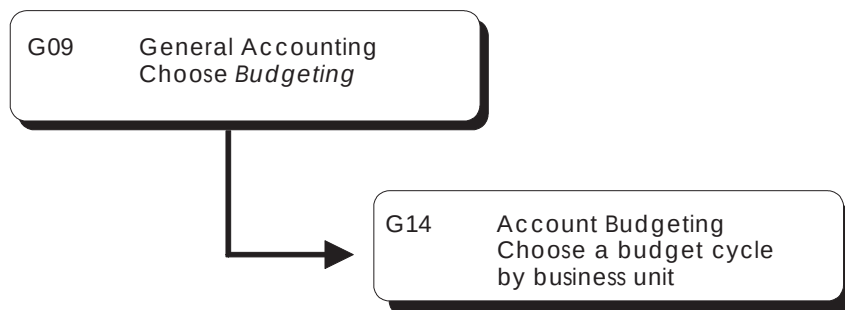
Business Unit: 90 Administrative Department
Skip To Account:
Level of Detail: 9

Acct	Sub	Description	L	Account No.	P	Budg Patt
8000		General And Administrative	4		N	
8100		Administrative Salaries	5		N	
8110		Salaries and Wages	6			
8115		Regular Pay	7			DNS
8116		Overtime Pay	7			
8116		Overtime Premium Pay	7			
8118		Miscellaneous Pay	7			
8120		Employee Benefits	6			
8125		Burden - Other	7			
8129		Employer Paid Benefits/T	7			
8130		Accrued Vacation & Sick	7			
8135		FICA/Medicare	7			DNS
8136		401K Contribution	7			
8138		Retirement Plan	7			
8140		Insurance-Health & Disab	7			

F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More

1. Locate the account by completing the following fields:
 - Business Unit
 - Skip to Account (optional)
2. Complete the following field for the account:
 - Budget Pattern Code
3. Use the Change action.

Assigning Budget Codes during Budget Entry



During any cycle of the annual budget process, you can assign budget pattern codes by business unit. You can also assign codes by account. The process is the same.

► To assign a budget code during budget entry

On Annual Budget by Business Unit Final

[14102] - Final (cycle 3)

Functions Tools Help

Skip to Account: 90 Administrative Department

Budg Act Ledger: BA
Fiscal Year: 98
Level of Detail: 9
Subledger:

Description	Account Number	Original or Annual Amount	Bud Pat
General And Administrati	90.8000		
Administrative Salaries	90.8100		
Salaries and Wages	90.8110	380,000.00	DNS
Regular Pay	90.8115	27,000.00	
Overtime Pay	90.8116	419.00	
Overtime Premium Pay	90.8116.PREM		
Miscellaneous Pay	90.8118	2,905.00	
Employee Benefits	90.8120	17,040.00	
Burden - Other	90.8125	14.00	
Employer Paid Benefit	90.8129		
Accrued Vacation & Si	90.8130	29.00	
FICA/Medicare	90.8135	2,350.00	DNS
401K Contribution	90.8136	244.00	
Retirement Plan	90.8138		

F4=Units Entry F5=Update w/Redisplay F24=More Keys

1. Locate the account by completing the following field:
 - Skip to Account
2. Complete the following field for the account:
 - Budget Pattern Code
3. Do one of the following:
 - In WorldSoftware, use the Change action and choose Update with Redisplay
 - In WorldVision, click Change and Redisplay

The codes shown in the above sample would change the budget pattern code from DNS to blank on all object and object.subsidiary accounts associated with business unit 90.

1. Complete one of the following fields:
 - Company
 - Business Unit
2. Complete the following optional fields:
 - From Account/Thru Account
3. Complete the following fields:
 - Old Code
 - New Code

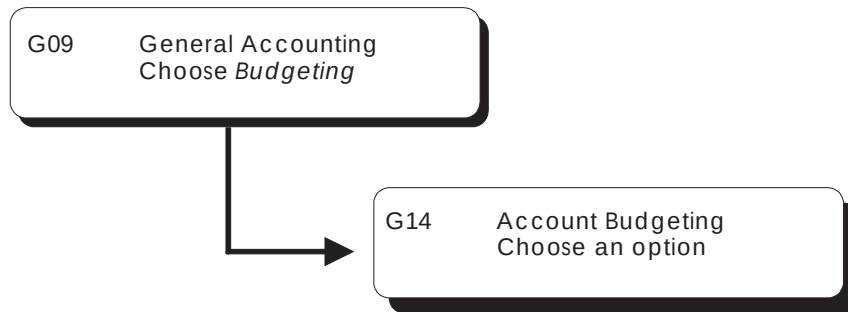
Field	Explanation
From Account/Thru Account	A field used with the chart of accounts number (the object and subsidiary). <i>Form-specific information</i> The From Account and Thru Account fields identify a range of object accounts. From Account field: • If you leave this field blank, the default is 0000. • If you specify an account in this field, you must also specify an account in the Thru Account field. Thru Account field • If you leave this field blank, the default is 9999.

What You Should Know About

Blank values

*** (three asterisks) represents a blank value. You can enter *** in the Old Code field to change a blank value to a new value. You can also enter *** in the New Code field to change an existing value to a blank value.

Work with Annual Budgets



Working with Annual Budgets

Using the annual budget method saves the time required to enter 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 you define.

You can organize your annual budget in either of the following two ways:

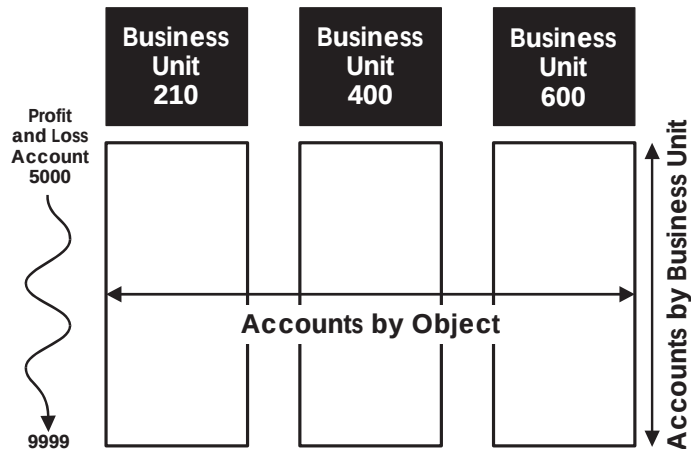
By business unit

This type of entry creates a budget for accounts 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.

The following illustrates the two ways to organize your annual budget amounts.



Working with annual budgets consists of:

- ☐ Entering annual budget amounts
- ☐ Reviewing budget worksheets
- ☐ Spreading annual amounts to periods

Before You Begin

- ☐ 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. You can do one of the following:

- Enter annual budget amounts by business unit
- Enter annual budget amounts by account

Depending on your business needs, you can use three budget cycles:

- Requested budget (cycle 1). You enter the initial budget amount.
- Approved budget (cycle 2). You change the initial budget amount.
- Final budget (cycle 3). You change the approved budget amount.

You define the cycles you will use in a processing option. Although you can use any combination of cycles, using all three cycles:

- Provides an informal audit trail for your budgeting process
- Saves time because you can carry the amounts forward to the next 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. 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 shows how the system updates amounts during each cycle.

Account Balances Table				
	Requested (BREQ)	Approved (BAPR)	Final (BORG)	
Cycle 1				
You enter	70000	70000	70000	The system updates requested, approved, and final.
Cycle 2				
You enter		60000	60000	The system updates approved and final.
Cycle 3				
You enter			50000	The system updates final. This represents the annual amount to be spread.

What You Should Know About

When you cannot enter a budget amount

You cannot enter an annual budget amount for an account when:

- The posting edit code is N (no posting).
- The budget pattern code of DNS (do not spread) was set in detailed (period) budget entry.

► To enter annual budget amounts by business unit

On Requested (cycle 1) under Annual Budget by Business Unit

The screenshot shows a software window titled "[14102] - Requested (cycle 1)". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar, there are input fields for "Skip to Account" (containing "90"), "Administrative Department", "Budg Act Ledger" (containing "8A"), "Fiscal Year" (containing "98"), "Level of Detail" (containing "9"), and "Subledger". Below these fields is a table with four columns: "Description", "Account Number", "Original or Annual Amount", and "Bud Pat". The table contains the following data:

Description	Account Number	Original or Annual Amount	Bud Pat
General And Administrati	90.8000		
Administrative Salaries	90.8100		
Salaries and Wages	90.8110	12,385.00	DNS
Regular Pay	90.8115	26,987.00	
Overtime Pay	90.8116	419.00	
Overtime Premium Pay	90.8116.PREM		
Miscellaneous Pay	90.8118	2,905.00	
Employee Benefits	90.8120	17,040.00	
Burden - Other	90.8125	14.00	
Employer Paid Benefit	90.8129		
Accrued Vacation & Si	90.8130	29.00	
FICA/Medicare	90.8135	2,325.00	DNS
401K Contribution	90.8136	244.00	
Retirement Plan	90.8138		

At the bottom of the window, there are several icons and a status bar with the text "F4=Units Entry F5=Update w/Redisplay F24=More Keys".

1. Locate a business unit by completing the following field:
 - Skip to Account
2. Complete the following optional fields:
 - Fiscal Year
 - Level of Detail
 - Subledger
 - Subledger Type
3. Complete the following field:
 - Original or Annual Amount

4. Complete the following optional field:
 - Budget Pattern Code
5. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Original or Annual Amount	For budgets, this is the amount of the annual budget for the account.

► **To enter annual budget amounts by account**

On Requested (cycle 1) under Annual Budget by Account

The screenshot shows a software window titled "[14103] - Requested (cycle 1)". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar, there are input fields for "Object/Sub", "Subledger", "Budg Act Ledger", "Company", and "Fiscal Year". The "Object/Sub" field contains "8600", "Subledger" is empty, "Budg Act Ledger" contains "BA", "Company" contains "00100", and "Fiscal Year" contains "98".

Description	L	Account Number	Original or Annual Amount	Bud Pat
Supplies, Services & 0	5	90.8600		
Advertising	6	90.8605		DNS
Advertising	6	210.8605	12,000.00	
Advertising	6	400.8605		
Advertising	6	600.8605		
Advertising	6	850.8605	12,000.00	
Bad Debt Expense	6	90.8620		DNS
Bad Debt Expense	6	210.8620		DNS
Bad Debt Expense	6	400.8620		
Bad Debt Expense	6	600.8620		
Bank Charges	6	90.8630	180.00	
Business Licenses	6	90.8635	10,000.00	
Conventions/Seminars/	6	90.8650	5,500.00	DNS
Contributions	6	90.8660	2,479.00	
Entertainment	6	90.8665	10,339.00	
Entertainment	6	210.8665	25,000.00	

At the bottom of the window, there are several icons and a status bar with the text: "F4=Units Entry F5=Update w/Redisplay F24=More Keys".

1. Locate all accounts or a group of accounts by completing any of the following fields:
 - Object/Subsidiary
 - Company
 - Subledger
 - Subledger Type
 - Fiscal Year
2. Complete the following field:

- Original or Annual Amount
3. Complete the following optional field:
 - Budget Pattern Code
 4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Processing Options for Annual Budget by Business Unit/Account

Ledger Type:

1. When entering budgets to the amounts and units ledgers, the ledger type "BA" and "BU" is assumed. If you wish to enter to a different ledger (such as a temporary budget or a revised budget), you must designate the alternate budget ledger types.

Budget Amounts Ledger: _____
Budget Units Ledger : _____

Note:

The ledger codes on this screen must be valid in User Defined Codes 09/LT. If not, the program will not function.

Budget Cycle:

2. Enter a '1' next to each item you wish to update in the Account Balances file (F0902). If all items are left blank, the default will only update the Final Budget.

Requested Budget: _____
Approved Budget: _____
Final Budget: _____

Display Options:

3. Enter a '1' to display Balance Sheet accounts, otherwise only Profit and Loss accounts will be displayed.

Fiscal Year:

4. Enter the last two digits of the fiscal year. Leave blank to use the current fiscal year.

What You Should Know About Processing Options

Processing option 2

If you use multiple budget cycles, be sure this processing option is set to update the cycle you are ready to use and any remaining cycles.

Reviewing Budget Worksheets

To review a printed version of your requested, approved, and final budgets, you can:

- 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

Depending on how you set the processing options, the Budget Worksheet Report provides:

Comparisons

Comparisons of amounts for any level of detail:

- 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:

- Actual amounts plus the remaining budget
- Remaining budgets
- 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

Budget Worksheet Report is a DREAM Writer program.

In addition, you can use this report to help estimate the annual budget for the next year. For example, you can print the previous year's actual amounts, and the current year's projected amounts, and leave the annual budget amount columns blank to make manual entries.

General Accounting I

210 - Denver Branch

J.D. Edwards & Company
Model Financial Company
San Francisco Branch Budget Worksheet
Requested Budget: Remaining Budget
Period Ending 06/30/98

Page - 1
Date - 12/12/98

	Last Year YTD Actual	YTD Budget	This Year YTD Actual	Projected	Requested Budget	% Change	Next Year Approved Budget	% Change	Adopted Budget	% Change
Store Sales	13,224,582	6,626,783	12,055,921	6,626,783	15,500,000	133.9	15,500,250	133.9	15,500,275	133.9
Direct Ship Sales	8,717,750	4,342,953	7,897,129	4,342,953	820,000	81.1-	820,500	81.1-	820,525	81.1-
Contract Sales	6,405,324	3,419,403	6,218,096	3,419,403	7,500,000	119.3	7,500,725	119.3	7,500,800	119.3
A/R Discounts Allowed	178,454-	89,519-	162,762-	89,519-	20,000-	77.6-	20,100-	77.5-	20,175-	77.4-
Sales - Other										
Finance Charge Income Cre	4,780,606	2,460,836	4,474,249	2,460,836	520,000	78.8-	520,225	78.8-	520,250	78.8-
Sales - Other	4,780,606	2,460,836	4,474,249	2,460,836	520,000	78.8-	520,225	78.8-	520,250	78.8-
Direct Costs										
Cost of Sales - Product A										
Prime Cost of Goods	42,942,535	21,823,110	39,678,381	21,823,110	475,000	97.8-	475,300	97.8-	475,350	97.8-
Scrap	788,426	379,367	689,758	379,367	8,550	97.7-	8,550	97.7-	8,650	97.7-
Freight	1,076,686	532,713	968,569	532,713	14,002,500	528.5	14,002,566	528.5	14,002,600	528.5
Cycle Count	1,319,283	674,887	1,227,068	674,887	150,000	77.7-	150,275	77.7-	150,280	77.7-
Rework Expense										
Repackaging										
Purchase Part Variance										
Cost of Sales - Product	46,126,930	23,410,076	42,563,777	23,410,076	14,636,050	37.4-	14,636,691	37.4-	14,636,880	37.4-
Cost of Sales - Product B										
Tools Expense	680,823	365,559	664,653	365,559	731,118	100.0	731,118	100.0	731,118	100.0
Prime Cost of Goods	869,230	475,856	865,193	475,856	951,712	100.0	951,712	100.0	951,712	100.0
Scrap	855,953	460,826	837,865	460,826	921,651	100.0	921,651	100.0	921,651	100.0
Freight	1,152,571	632,306	1,149,647	632,306	1,264,611	100.0	1,264,611	100.0	1,264,611	100.0
Cycle Count										
Rework Equipment Expense	84,977	42,989	78,161	42,989	85,977	100.0	85,977	100.0	85,977	100.0
Repackaging										
Purchase Part Variance	680,234	349,325	635,137	349,325	698,650	100.0	698,650	100.0	698,650	100.0
Damage Credit/Writeoff	663,649	349,453	635,369	349,453	698,905	100.0	698,905	100.0	698,905	100.0
Cost of Sales - Product	4,987,438	2,676,312	4,866,024	2,676,312	5,352,624	100.0	5,352,624	100.0	5,352,624	100.0
Direct Costs	51,114,368	26,086,388	47,429,801	26,086,388	19,988,674	23.3-	19,989,315	23.3-	19,989,504	23.3-
Net Income (Loss)	18,164,560-	9,325,933-	16,947,170-	9,325,933-	4,331,326	146.4-	4,332,285	146.4-	4,332,171	146.4-

What You Should Know About

Consolidating information

The data sequence in the version is the key to consolidating the information.

Updating budget information

You can 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

See *Entering Annual Budget Amounts* and *Entering Detailed Budget Amounts* for more information.

See Also

- *Defining and Printing Consolidated Financial Reports (P10311)* for more information about consolidations

Processing Options for Budget Worksheet Report**Level Of Detail:**

1. Specify the lowest level account to be printed (e.g.- 7). _____

Fiscal Period:

2. Enter fiscal year and period. Leave blank to use the financial reporting year and period.

Year: _____
Period: _____

Ledger Type:

3. Enter ledger type. (Leave blank for General Ledger Type "BA".) _____

Format:

4. Enter "1" to print expense and liability accounts as minus amounts. _____
5. Enter "1" to cause page skipping and to print headings with page number and run date on each page. Enter "2" to cause page skipping and to print headings without page number and run date on each page. If blank, heading will print on first page only. _____
6. Enter "1" to print the long form on 198 column paper or leave blank to print on 132 column paper. _____

Income Computations:

7. Select one of the following: _____
 - 1 - Compute B/S Net Income
 - 2 - Compute P&L Net Income
 Leave blank for no computation.

Interim Totals:

8. Enter a "1" to print Interim Totals as defined by "FS" Automatic Accounting Instruction. _____

Budget Calculations:

9. Select one of the following: _____
 - 1 - Requested Budget
 - 2 - Approved Budget
 - 3 - Final Budget
10. Select projected budget calculation: _____
 - 1 - Actual + Remaining Budget
 - 2 - Actual/Percent Complete
 - 3 - Remaining Budget
 Leave blank for no calculation.

11. Enter "1" to calculate the percent change based on the projected budget or leave blank to use the total annual budget. _____

Note: If option 10 is left blank the percent change calculation will be based on the total annual budget.

Subledger Information:

12. Enter specific subledger or '*' for all subledgers. (See Proc Opt #13) _____
13. Enter a subledger type if you have selected a specific subledger in processing option #12 above. _____

Currency Code Information:

14. Enter a specific currency code or '*' for all currency codes. _____

What You Should Know About Processing Options

Processing option 7

The program uses the GLGx series of AAIs to determine whether the liabilities and expense accounts print with a negative sign. Some examples are:

GLG8 – Beginning cost of goods
GLG13 – Beginning other expense

Processing option 8

The program uses the FSxx series of AAIs to determine where to print interim totals. Some examples are:

FS04 – Gross margin
FS05 – Operating income
FS99 – Net income (loss)

Processing option 14

This processing option is necessary only if you post to the Account Balances table by currency. It applies only to AA ledger types, not to BA ledger types.

Data Selection and Sequence for Budget Worksheet Report

You must specify the range of object accounts on the data selection form.

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 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)

You must 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, use the following sequences:

Business unit report	Business unit, object account, subsidiary account
Business unit consolidation	Company, object account, subsidiary account
Company consolidation	Object account, subsidiary account

Be careful if you change the data sequence. A sequence other than one of the above can have unpredictable results.

Spreading Annual Amounts to Periods

You can spread the annual budget amounts for the final cycle among accounting periods with the Spread Annual to Periods program. This program uses the budget pattern code 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 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%) to each period. If your company changes the meaning of the blank budget pattern code, the program divides the annual amount by the percentages you specify.
DNS budget pattern code	The program does not spread the amounts for accounts with this code.

This program uses information from the Budget Patterns table (F1401), Account Master table (F0901), and Account Balances table (F0902). It updates the Account Balances table.

J.D. Edwards provides a version of this program that spreads annual budgets for a specific fiscal year, all companies, and business units for ledger types BA and BU. To spread an annual budget for a specific company, business unit, or ledger type, create your own version.

You can rerun this program as many times as you need. You can change the amounts that the program spreads to periods by entering detailed budget amounts.

Using processing options, you control how the spread program rounds amounts.

What You Should Know About

Ledger types

If the budget pattern code is DNS, the system checks defined code list 00/LT to identify the spreading instructions for the ledger type, as follows:

- If the first character of the Description 2 field is S or B, the system overrides the DNS budget pattern code and spreads the annual budget amount evenly to the periods.
- If the first character of the Description 2 field is not S or B, or if the budget ledger type is not set up in user defined code list 00/LT, the system does not spread the annual budget to periods.

See Also

- *Working with Budget Pattern Codes (P09001)*
- *Entering Detailed Budgets (P14101)*

Processing Options for Spread Annual to Periods

Rounding Control:

1. Enter Rounding Increment for Amounts: _____
Result of rounding will be exactly
divisible by this entry.
(10.00 = round to nearest 10.00
1.00 = round to nearest 1.00
' ' = round to smallest company
currency unit)
2. Enter Rounding Increment for Units: _____
Result of rounding will be exactly
divisible by this entry.

Note: This option only applies if you are spreading a units ledger type 'xU'.

3. Identify Balancing Method:
 - ' ' = Do not force the the total of the rounded period amounts to equal the annual budget amount.
 - '1' = Force a balanced spread by rounding the annual budget amount prior to the spread.
 - '2' = Force a balanced spread by NOT rounding the last calculated period amount.

Note: This option only applies when an annual budget amount is not an even multiple of your specified rounding increment.

4. Identify Rounding Method:
 - ' ' = Round up or down to nearest increment.
 - '1' = Round up to next increment.
 - '2' = Round down to previous increment.

Data Sequence for Spread Annual to Periods

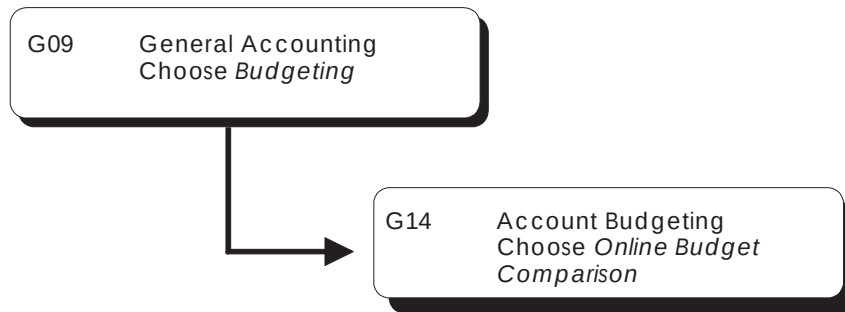
Do not change the data sequence.



Exercises

See the exercises for this chapter.

Review Budget Comparisons Online



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 and whether fiscal period or cumulative amounts appear. You can also compare ledger types from different fiscal years or specific G/L dates.

Using processing options, you define:

- Which two ledger types to compare.
- How the system calculates the differences between the two ledger types (visible only in the three-column format).
- Which sequence the system uses to display accounts, for example, business unit.object or business unit.subsidiary.
- Which format (two-, three-, or four-column) sequence you use to compare your budgets online. This program performs faster if you choose only one format (instead of a sequence of formats) for your comparison.

Online comparisons show information from the Account Balances table (F0902).

What You Should Know About

AAIs

This program uses 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 a budget comparison online

On On-Line Budget Comparison

The screenshot shows a window titled "[092121] - On-Line Budget Comparison". It has a menu bar with "Functions", "Options", "Tools", and "Help". Below the menu bar, there are input fields for "Account" (containing "90.8500"), "Level of Detail" (set to "9"), "Scaling Factor" (set to "1"), "Cum/Period(C/P)" (set to "C"), "Subledger" (set to "*"), and "Currency" (set to "*"). There are also date fields for "Date:" and "LT:" (both set to "06/30/98").

OP	Description	Budget Amount	Actual Amount	LD
	Administrative Department			
	Supplies, Services & Other			5
	Advertising	19,000.00	45,006.75	6
	Bad Debt Expense	600.00	719.00	6
	Bank Charges		2,451.00	6
	Business Licenses	4,900.00	10,000.00	6
	Conventions/Seminars/Educ.	700.00	695.00	6
	Contributions	1,200.00	3,126.08	6
	Entertainment	5,200.00	6,470.00	6
	Dues & Subscriptions	100.00	1,045.00	6
	Legal, Accounting & Other	800.00	4,382.81	6
	Miscellaneous Expenses		2,950.00	6
	Moving Expense	2,400.00	375.00	6
	Office Supplies Expense	400.00	650.00	6

At the bottom of the window, there are checkboxes for "Opt: 1/2=Acct Ledger" and "F2=Alt Format". There are also keyboard shortcuts listed: "F13/F14/F15=Trial Balance" and "F24=More".

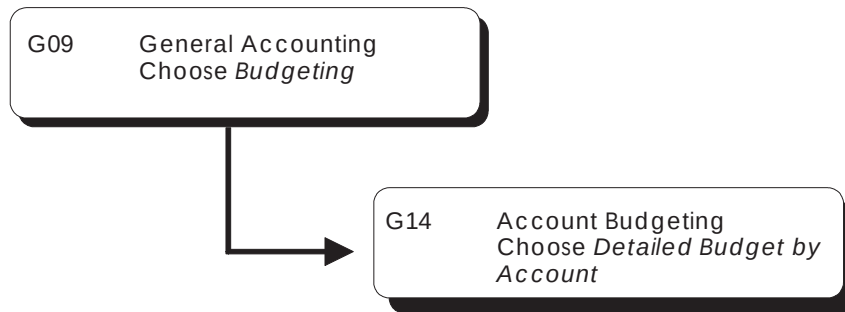
1. Complete the following field:
 - Account
2. To limit the information displayed, complete the following fields:
 - Level of Detail
 - Scaling Factor
 - Cumulative/Period

- Subledger
- Subledger Type
- Currency
- Date
- Ledger Type

See Also

- *Reviewing Account Balance Comparisons (P092121)* for more information this program, including the processing options

Enter Detailed Budget Amounts



Entering Detailed Budget Amounts

Even if you do most of your budgeting on an annual basis, you might need to:

- Set up budgets by periods for specific accounts that have no predictable seasonal pattern
- Change the results created by the Spread Annual to Periods program
- Review budget amounts by period both before and after annual budgets are spread

You can 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:

- Final budget 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 (Do Not Spread)

You cannot use the detailed budgeting method for accounts with a posting edit code of N.

► To enter a detailed budget amount

On Detailed Budget by Account

The screenshot shows a window titled "[14101] - Detailed Budget by Account". It has a menu bar with "Functions", "Tools", and "Help". The window is divided into several sections:

- Account Section:**
 - Account: 90.8605
 - Advertising
- Additional Text/Memo Section:**
 - Budget Actual Ledger: BA
 - Fiscal Year: 98
 - Subledger: (empty field)
- Budget Table:**

Period Ending	Net	Cumulative
01/31/98	4,000.00	4,000.00
02/28/98	4,000.00	8,000.00
03/31/98	2,500.00	10,500.00
04/30/98	2,500.00	13,000.00
05/31/98	3,000.00	16,000.00
06/30/98	3,000.00	19,000.00
07/31/98	3,500.00	22,500.00
08/31/98	3,500.00	26,000.00
09/30/98	4,500.00	30,500.00
10/31/98	4,500.00	35,000.00
11/30/98	5,000.00	40,000.00
12/31/98	5,000.00	45,000.00
- Footer:**
 - Buttons: F4=Units Entry, F5=Update w/Redisplay, F24=More Keys

1. Locate the account.
2. To limit your search, complete the following fields:
 - Fiscal Year
 - Subledger
 - Subledger Type
3. Complete the following field:
 - Net
4. Do one of the following:
 - In WorldSoftware, use the Change action and choose Update with Redisplay
 - In WorldVision, click Change and Redisplay
5. Review the following field:
 - Cumulative

Field	Explanation
Net	Identifies the amount updated to an accounting period. You set up the number of periods on the Company Numbers & Names form (P00105) and the dates for the periods on the Date Pattern Revisions form (P0008). <i>Form-specific information</i> Enter the budget amount as a net period amount. Enter revenues as credits, for example, 24000-.
Cumulative	The cumulative budget amount for this account for this fiscal year.

What You Should Know About

Changing detailed budget amounts	You can see changes you make to detailed budget amounts by choosing Update with Redisplay.
Copying amounts or units from one period to the next	You can copy the budget amount, or the budget units in the detail area, from one period to the next. To do this, remove the zeros from the Net or Net Units fields for the period to which you want to copy. The system copies the amount or unit from the preceding period.
What happens with budget pattern codes	When you enter amounts on Detailed Budget by Account, the system updates the account with a budget pattern code of DNS. This ensures that the spread program does not overwrite the amounts you enter.

Processing Options for Detailed Budget by Account

Ledger Type:

- When entering budgets to the amounts and units ledgers, the ledger type "BA" and "BU" is assumed. If you wish to enter to a different ledger (such as a temporary budget or a revised budget), you must designate the alternate budget ledger types.

Budget Amounts Ledger: _____
Budget Units Ledger : _____

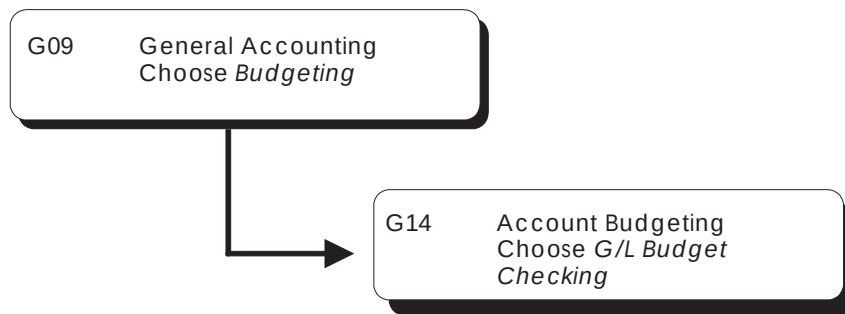
Note:

The ledger types on this screen must be valid in User Defined Codes 09/LT. If not, the program will not function.

Fiscal Year:

- Enter the last two digits of the fiscal year. Leave blank to use the current fiscal year.

Manage Budget Overages



Managing Budget Overages

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 program that checks your G/L budgets 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 formula, it:

- Calculates the available budget for each specified account or level of detail
- Adds new, unposted transactions to posted totals
- Determines whether posting new transactions will create a total that exceeds the budget
- Generates an exception report listing 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. It is sequenced by company, account, and detail. A warning message identifies each transaction that will create an overage if posted.

The program performs this calculation:

Primary ledger – (second ledger + third ledger)

Using the default ledgers, the calculation is BA – (PA + AA), or:

Budget Ledger – (Encumbrance Ledger + Actual Ledger)

You can substitute other ledgers for the default ledgers in processing options. You also choose the level of detail used for accumulating the balances and the calculation method to determine the total budget amount.

Example: G/L Budget Checking Calculation

The following ledgers contain these totals for the account 3.8605:

BA (budget amount) for the year: \$1000

AA (actual amount) balance to date: \$420

PA (encumbered amount) balance to date: \$320

$\$1000 - (\$420 + 320) = \$260$, 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 will be listed on the report.

Program ID . . P14115
Version. . . JDE0001

G/L Budget Checking Report

Report Date. . 03/21/98
Report Time. . 16:47:44

00100 Model Finan/Distrib Co (Mktg)

	LV DT	Budget Amount	Encumbr Amount	Actual Amount	Unposted Total	Available Amount	Amount Over Budget
850.8360	9	1,200.00		575.00		625.00	
		850.8360	JE	1532 AA	100.00		
		850.8360	JE	1535 PA	200.00		
		850.8360	JE	1533 PA	500.00		
		850.8360	JE	1534 PA	1,000.00		
		Account Total			1,800.00	625.00	1,175.00-
850.8665	9	600.00		450.00		150.00	
		850.8665	JE	1533 PA	50.00		
		850.8665	JE	1532 AA	100.00		
		850.8665	JE	1534 PA	100.00		
		850.8665	JE	1536 PA	100.00		
		Account Total			350.00	150.00	200.00-
850.8740	9	300.00		100.00		200.00	
		850.8740	JE	1532 AA	100.00		
		850.8740	JE	1534 PA	100.00		
		850.8740	JE	1536 PA	100.00		
		Account Total			300.00	200.00	100.00-

Before You Begin

- ☐ Run this program during off-peak hours, if possible. The number of records in the Account Ledger table might require significant processing time.

What You Should Know About

No budget amount

If an account has no record in the budget (primary) ledger, the program assumes 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 are budgeted amounts for which commitments or contracts have been made (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.

Processing Options for G/L Budget Checking

Ledger Type:

1. Enter the budget or primary ledger to be used for calculations. Blank will default to budget ledger ('BA'). _____
2. Enter a second ledger to be used for calculations. Blank will default to encumbrance ledger or commitment ledger ('PA'). _____
3. Enter a third ledger to be used for calculations. Blank will default to actual amount ledger ('AA'). _____

Budget Year:

4. Enter the budget year. Default is the current fiscal year. _____

Calculation Methods:

5. Specify the Budget Totaling Method to be used (1-3). Default of blank will use method '1'. _____
 - 1) Sum of original budget, additional period amounts for the year, and prior year end posting amount.
 - 2) Sum of period amounts for the year.
 - 3) Sum of original budget, additional amounts through the current period. Use option 1 or 3 only if the original budget is not spread to periods.

Level Of Detail

6. Specify lowest level of detail to be used in budgeting (e.g., 7). _____

Subledger Processing:

7. Enter a specific subledger or '*' for all subledgers. _____
8. Enter a subledger type if you have selected a specific subledger above. _____

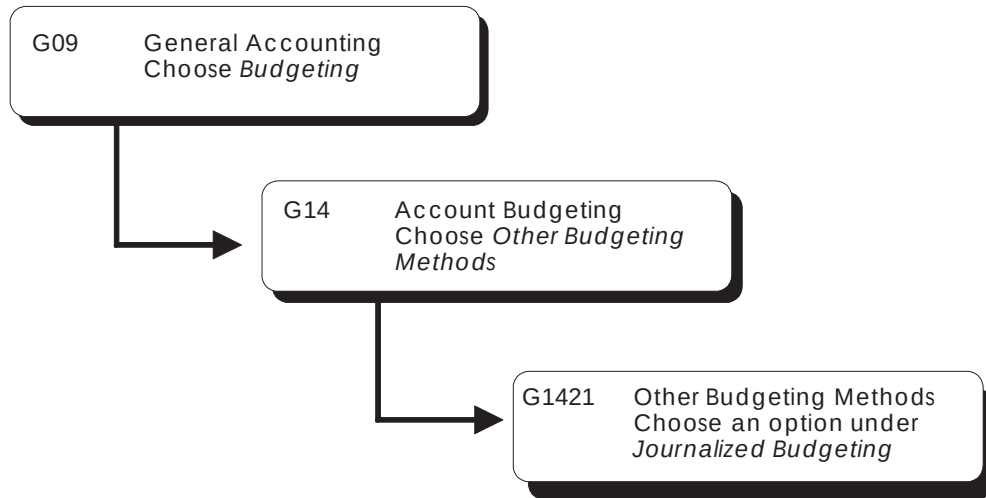
What You Should Know About Processing Options

Processing option 6

The program accumulates all account records from the Account Ledger table that can roll into the available budget.

The analysis of accounts will occur 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 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.

Work with Journalized Budgets



Working with Journalized Budgets

Although most companies do not need a formal audit trail for budgeting, construction companies that use cost accounting and governmental agencies that record supplemental appropriations for the original budget usually do. 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, reviewing, and posting 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).

Working with a journalized budget consists of:

- ☐ Entering journalized budgets
- ☐ Reviewing and approving journalized budgets
- ☐ Posting journalized budgets
- ☐ Locating journalized budgets

Before You Begin

- ☐ J.D. Edwards recommends that you set up a document type for budget journal entries instead of using document type JE. For more information, see *Setting Up User Defined Codes for General Accounting*.

What You Should Know About

Changing journalized budgets

Use the Budget 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.

Entering Journalized Budgets

To enter amounts for a journalized budget, you enter a journal entry. The only difference is that you use a budget ledger type.

Before You Begin

- ☐ Specify a budget ledger type, such as BA, in the related processing option for functional server XT0911Z1. See *Processing Options for Journal Entry* for more information.

► To enter a journalized budget

On Budget Entry

Account No.	Amount	Explanation 2	P
90.8665	12,000.00	Entertainment Increase	
90.8605	5,000.00	Advertising Increase	
90.8740	15,000.00	Travel Incr., Internl	

1. Follow the steps to enter a basic journal entry.
2. Complete the following field with BX:
 - Document Type
3. Complete the following field with BA:
 - Ledger Type

What You Should Know About

Balancing not required Budget journal entries do not have to be in balance. This is determined by the processing options for this program.

See Also

- *Entering Basic Journal Entries (P09101)*
- *Processing Options for Journal Entry* for the processing options for this program

Reviewing and Approving Journalized Budgets

After you enter journalized budgets, review and approve them just as you would journal entries.

Budget Review updates the Batch Control Record (F0011) and the Account Ledger (F0911) tables.

► To review and approve journalized budgets

On Budget Review

[00201] - Budget Review

Functions Options Tools Help

User ID Batch Number
 (Enter ¹ for all) Batch Date From:
 Batch Status ☐ (Blank will display unposted, ¹ all) Thru:

O	P	App	Batch Number	Ty	Date	Input	Difference Total	Documents	Status	User
			78721	G	04/03/95		3,200,000-	1-	Approv	DEMO

☒ ☐

Option: 1=Detailed Batch Review F24=More Keys

For each budget amount, follow the steps to review and approve journal entries.

After you review and approve journal entries, post them.

What You Should Know About

Batch type

Budget batches have the same batch type (G) as other journal entries.

See Also

- *Reviewing and Approving Journal Entries (P00201)*

Posting Journalized Budgets

After you review and approve journalized budgets, post them just as you would other journal entries.

The Post Budget Entries program posts batches with a batch type of G (General Accounting) and updates the Account Balances table (F0902).

Before You Begin

- ☐ 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

What You Should Know About

Customizing the post program

This program performs a number of complex tasks. J.D. Edwards strongly recommends that you do not customize it.

Making changes during the posting process

While the post is running, do not change accounts, AAls for the General Accounting system, general accounting constants, or processing options for the post program.

See Also

- *Posting Journal Entries (P09800)* for more information about this program, including the processing options

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 functional server processing option, in the processing option for the inquiry, or on the inquiry form itself.

► To locate a journalized budget

On Budget Inquiry

[09200] - Budget Inquiry

Functions Options Tools Help

Account	90.8665	From Date/Period	01/01/98
	Entertainment	Thru Date/Period	06/30/98
Skip to Doc/Type		Ledger Type	BA
Y-T-D Period End	5,200.00	Subledger	*
Cumul Period End	5,200.00	Currency Code	*

DT	Document	Date	Explanation	Debit	Credit	P
BK	9798	01/01/98	Changes to 1998 Bu	12,000.00		
				12,000.00		
			Ledger Total	12,000.00		
			Unposted Total	12,000.00		

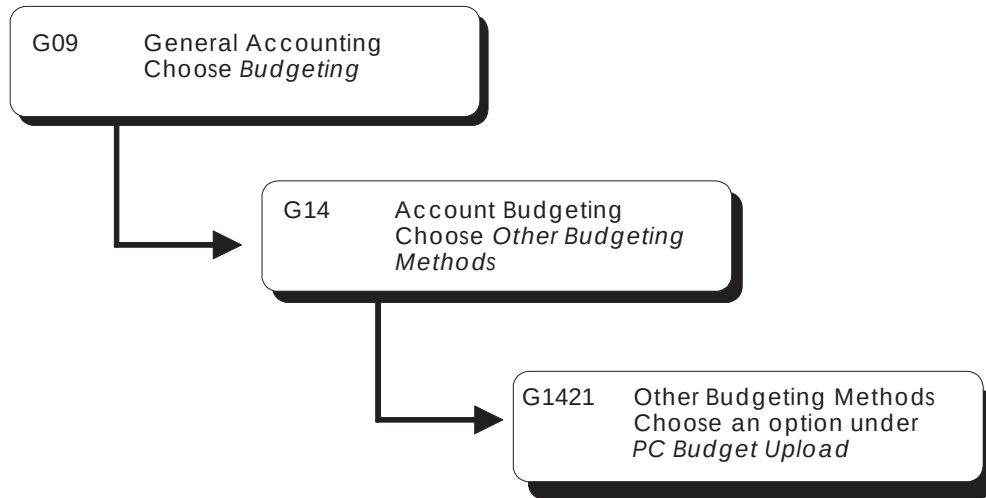
Opt: 1/2=Orig Entry 5=Details F21=Prt Ldg F17=Top F18=Totals F24=More

Follow the steps to locate and review account ledger transactions.

See Also

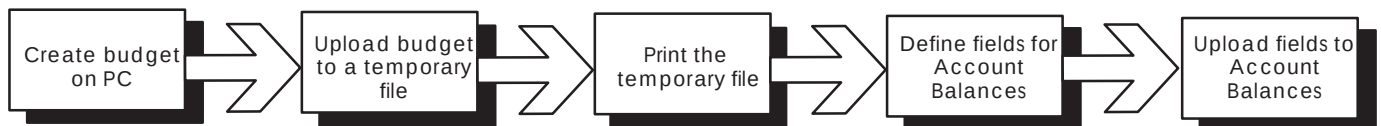
- *Reviewing Account Ledgers (P09200)* for more information about this program, including the processing options

Upload Budgets from a PC to the AS/400



Uploading Budgets from a PC to the AS/400

If you create budgets using a spreadsheet program on a PC, you can upload the budgets to the Account Balances table (F0902) on the AS/400. To do this, you complete these steps:



You must do the first two steps using PC software, not the J.D. Edwards' General Accounting system. You do the last three steps within the General Accounting system.

Uploading budgets consists of:

- ☐ Uploading budgets to a temporary file
- ☐ Printing the temporary file
- ☐ Defining the fields for Account Balances

- ☐ Uploading the fields to Account Balances

See Also

- *Appendix F - PC Budget Upload*

Uploading Budgets to a Temporary File

You must use a PC Support program to upload your budget from a PC to the AS/400. You move the budget to a temporary file on the AS/400, the PC Budget Upload file (F14112).

If your company needs to upload several budget spreadsheets (for example, if several departments in the company set up budgets), upload each with a different member name. Later, you can either process all budgets together or process each one individually, depending on layout and your preference:

- If all the budgets have identical layouts, you can process all of them together.
- If all the budgets do not have identical layouts, or if you want to process them individually, you must use a separate DREAM Writer to map each member.
- If the layout is the same and you want to process them individually, you can process them by member name using a single DREAM Writer.

For example, you might use the ID of the user who created the budget as the budget member name. Then you can process each budget member separately.

Before You Begin

- ☐ Enter the annual or periodic budget amounts on your PC using any spreadsheet software package.
- ☐ Verify that you have set up the following correctly.

You might need to consult the reference guide for your PC spreadsheet program for help.

Creating a budget spreadsheet

You must create the spreadsheet so that all the data needed to create one record is in a single row.

Delimited text file and line length

You must save your spreadsheet as a formatted text (space delimited) file or a delimited text file. A delimited text file is a file in ASCII format that uses characters to separate the data fields.

Some spreadsheet programs use a flat file to export data in ASCII format. Other programs use a print file to export data in ASCII format. If your software uses a flat file, retain cell formats.

Format

Data you enter *must* be in character format. The data conversion program will not handle packed, zoned, or other numeric data formats.

The fields in your PC budget should be in the following format:

- Text fields should be in character format. This includes business unit, object, subsidiary, subledger, and subledger type.
- If business unit, object, and subsidiary are in one cell or field, they should be left-justified. If business unit, object, and subsidiary are in three separate cells, justify as follows:
 - Business unit - right
 - Object - center (all objects the same length)
 - Subsidiary - left
- If you include a subledger and subledger type, they should be right-justified.
- Amount fields should be numeric fields. They can include decimal points. If you use a minus sign, it must be the first character to the left of the leading (non-zero filled) amount in the field. Amount fields cannot be in a packed or zoned format.

PC Support

The RFROMPC.EXE and RFROMPC.PKG files must be on your PC if you are using IBM PC Support.

- ☐ To upload the budget from the PC to the AS/400, follow the instructions in the the documentation for the PC Support program.

Printing the Temporary File

The file layout of your PC spreadsheet might differ from the layout in the Account Balances table, where your budget data will reside. In addition, the PC Support program handles the data from different spreadsheets or other software packages differently. For example, PC Support might insert blank characters and left-justify all fields.

You should print the PC Budget Source File Report to show the spreadsheet data that you uploaded to the PC Budget Upload file on the AS/400. This DREAM Writer report can help you identify the spreadsheet fields, their length, and their sequence. You need this report to determine whether the file layout of the temporary file:

- Changed when you uploaded it to the PC Budget Upload file
- Differs from the layout for the Account Balances table

If your company uploaded more than one budget spreadsheet format, run this program separately for each budget that is formatted differently.



Format here includes both column layouts and cell formats.

After you print the report, you can use it to define the fields to be uploaded to the Account Balances table.

5738SS1 V2R3M0 931217			COPY FILE		PGFDTA71/F14112 BUDGET		04/10/98 12:17:13		Page		1
From file : PGFDTA71/F14112			Member . . . : BUDGET		Record format : QDFTFMT						
Record length . . . : 625											
To file : *PRINT											
SEQNBR	*...+... 1	...+... 2	...+... 3	...+... 4	...+... 5	...+... 6	...+... 7	...+... 8	...+... 9	...+... 0	DATE
100	90.8115 3100	3100 3100	3100 3100	3100	3100	3100	3100	3100	3100	3100	
200	90.8116 7500	7500 7500	7500 7500	7500	7500	7500	7500	7500	7500	7500	
300	90.8118 6120	6120 6120	6120 6120	6120	6120	6120	6120	6120	6120	6120	
3 records copied to member or label *N in file QSYSPRT in library QSYS. 0 records excluded.											

Processing Options for Print PC Budget Source File

Upload File Name:

1. Enter the name of the file that contains the spreadsheet data to be converted.

Upload Member Name:

2. Enter the name of the file member that contains the spreadsheet data to be converted. If left blank, the

the default is *FIRST.

Defining the Fields for Account Balances

Your PC budget spreadsheet can have any file layout that you need. However, you must “map” or link the spreadsheet fields in the temporary file to those in the Account Balances table before you can finish uploading your budgets.

The exact format of your temporary file depends on the spreadsheet program you use and any changes made by the PC Support program during uploading. Print your temporary file to verify the contents of this file.

Using the printout of the temporary file, you can define the fields in your budget for the Upload Field Definition program. This program provides the map for the upload to the Account Balances table. When you define the fields, you need to know the following characteristics of each field in the temporary file:

- Starting position
- Length
- Justification
- Sequence

If your spreadsheet program uses a flat file to export data in ASCII format, all fields are left-justified. If your spreadsheet program uses a print file, numbers are right-justified and characters are left-justified.

The fields in the Account Balances table to which you can upload budget information are listed below. Their data dictionary names and length are included.

General ledger account number (ANI)	29 alphanumeric characters
Subledger (SBL)	8 alphanumeric characters
Subledger type (SBLT)	1 alphanumeric character
Requested budget amount (BREQ)	15 numeric characters
Approved budget amount (BAPR)	15 numeric characters

Final budget amount (BORG) 15 numeric characters

Detail period amounts (AN01 - AN14) 14 fields that are 15 numeric characters each

Example: File Layouts and Field Definitions

The following example represents a print file where each field is 10 characters long. Generally, it shows the differences in alignment between numeric and alphabetic fields. Specifically, it shows how a budget spreadsheet containing business unit.object.subsidiary in a single field would look.

```
* ---+---1---+---2---+---3---+--
210.8740.AIR. .... | | .....1500|
```

The first field begins in column 1, is left-justified, and contains 20 characters, ending in column 20. The next field begins in column 23, is right-justified, and contains 10 characters, ending in column 32.

To map a field for uploading to the Account Balances table, you specify both the beginning position and the length of the field. Use the format X Y, separating X from Y with a space, where

X specifies the starting position of the field

Y specifies the length of the field

Using the layout in the example, specify the first and second fields as follows:

1 20 (defines the first field, the business unit.object.subsidiary)

23 10 (defines the second field, the final budget amount)

This mapping is specific to the processing options for the Upload Field Definition program. Use it to define the contents of the PC Budget Upload file (F14112).

What You Should Know About

Uploading period or annual amounts

You need to upload either period budget information or annual budget information, not a combination of the two.

- To upload fields for a period budget, provide mapping instructions for each period you want to upload. The system totals the period amounts and updates the appropriate annual budget in the Account Balances table.
- To upload fields for an annual budget, provide mapping instructions for the fields for one of the budgets: Requested, Approved, or Final.

Processing multiple spreadsheets

If your company uploads several PC budget spreadsheets, you can process them together or separately.

- To process all budgets together, you need only one version of this program to map the fields.
- To process each budget separately, you must create a separate version for each budget, or change the member selection each time you process.

Omitting a field

To omit a field (not upload it to the Account Balances table), leave the related processing option blank. The system will fill period amount fields with zeroes.

Processing Options for Budget Upload Field Definition

The following processing options allow you to map the starting column and corresponding field length of PC spreadsheet records to be transferred to F0902.

Example:

Business Unit MCU X_Y_____
Enter the X value followed by a space and then the Y value.

X = The starting column of the field.

Y = The length of the field.

Account Id Information:

Account Criteria - Type 1

1. Business Unit	MCU	12	_____
2. Additional Mapping Area			_____
3. Additional Mapping Area			_____
4. Account Object	OBJ	6	_____
5. Additional Mapping Area			_____
6. Additional Mapping Area			_____

7. Subsidiary	SUB	8	_____
Account Criteria - Type 2			
8. Short Account ID	AID	8	_____
Account Criteria - Type 3			
9. 3rd Account Number	ANS	25	_____
Account Criteria - Type 4			
10. Single Account Number	ANI	29	_____
(Business Unit, Object, Subsidiary are a single field on the PC spreadsheet.) or FLEX			
Optional Account Information:			
11. Subledger	SBL	8	_____
12. Subledger Type	SBLT	1	_____
Period/Monthly Budget Information:			
13. Net Posting 01	AN01	15	_____
14. Net Posting 02	AN02	15	_____
15. Net Posting 03	AN03	15	_____
16. Net Posting 04	AN04	15	_____
17. Net Posting 05	AN05	15	_____
18. Net Posting 06	AN06	15	_____
19. Net Posting 07	AN07	15	_____
20. Net Posting 08	AN08	15	_____
21. Net Posting 09	AN09	15	_____
22. Net Posting 10	AN10	15	_____
23. Net Posting 11	AN11	15	_____
24. Net Posting 12	AN12	15	_____
25. Net Posting 13	AN13	15	_____
26. Net Posting 14	AN14	15	_____
Annual Budget Information:			
27. Requested Budget	BREQ	15	_____
28. Approved Budget	BAPR	15	_____
29. Original/Final Budget	BORG	15	_____
Open Query Section:			
You can use IBM based OPNQRYF commands to limit your selection.			
30. Command Line 1			_____
31. Command Line 2			_____
32. Command Line 3			_____
33. Command Line 4			_____

Uploading the Fields to Account Balances

After you define the fields for your PC budget, run the Upload/Conversion program to upload the information to the Account Balances table. This DREAM Writer program uses the information in the PC Budget Upload file and the mapping information you specified in the Upload Field Definition program.

For period budgets, the program sets the budget pattern code to DNS (do not spread). For annual budgets, the program updates the fields for the budget cycles you specify in the processing option.

You can run this program in proof or final mode. If you choose proof mode, the system only prints a report that you can review to determine whether to change or delete any information. It does not upload the fields to the Account Balances table. To upload, you must run the program in final mode.

In final mode, the system prints a report and uploads the fields to the Account Balances table.

The report contains no amount information. It lists the records created or changed in the Account Balances table and any errors that occurred. Examples of 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

14110	J.D. Edwards & Company	Page No. . . . 2
	Process PC Budget Upload - Proof	Date - . . . 4/10/98
.pa		
Proof Mode		
Account Activity	Account Description	
-----	-----	
Account to be changed	90.8115	
Account to be changed	90.8116	
Account to be changed	90.8118	

See Also

- *Entering Annual Budget Amounts (P14102)* for more information about budget cycles
- *Defining the Fields for Account Balances (P014110MAP)* for more information about processing more than one budget at a time

Processing Options for PC Budget Upload/Conversion

Reference Data:

1. The member name to be uploaded. If left blank, the default is *FIRST.

NOTE: If multiple members exist *ALL is valid. For *ALL, the individual members MUST have identical formats.

2. The (P14110MAP) DREAM Writer version that contains the mapping instruction. If left blank, the

default is ZJDE0001.

Budget Period:

3. Century number and Fiscal Year.

Century: _____

Year: _____

NOTE: Century is 19 for 1900's or
20 for 2000's.

Ledger Type:

4. The Ledger Type to receive the
budget records. If left blank, the
default is BA. _____

Account Validation:

5. The Account Criteria Type _____

1 - Business Unit, Object,
Subsidiary (3 separate fields)

2 - Short Account ID

3 - 3rd Account Number

4 - Business Unit, Object,
Subsidiary (a single field) or
FLEX account

Period To Budget:

6. Enter 1 for an annual period.
If left blank, the default is
monthly. _____

Budget Cycle:

7. Enter a '1' next to each item you
wish to update in the Account
Balances file (F0902). If all items
are left blank, the default will
only update the Final Budget.

Requested Budget: _____

Approved Budget: _____

Final Budget: _____

Numeric Edits:

8. Enter 1 to add/subtract the current
budget with previous budget entries.
If left blank, the default is to
overlay existing budget entries. _____

9. Enter 1 for no sign reversal on
revenue accounts. If left blank,
the default is to reverse the sign. _____

NOTE: If revenue credit entries are
positive on the PC Spreadsheet this
option should be left blank.

Job Cost:

10. Enter 1 for Job Cost Budgeting.
Annual budget amounts will not be
updated in F0902. Default of blank
will update annual budget amounts. _____

Mode:

11. Enter 1 for final mode. If left
blank, the default is Proof mode. _____

NOTE: Proof mode does not update
F0902. It generates a report only.
Final mode updates F0902 and also
generates a report.



Periodic and Annual Processes

Objectives

- To understand why you need to run integrity reports
- To close the current accounting period
- To change the financial reporting date
- To close the current fiscal year

About Periodic and Annual Processes

There are several tasks you should complete as part of your periodic and annual processes. These tasks include:

- ☐ Running integrity reports
- ☐ 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 periodic and annual tasks and include them in your internal documentation.



What Happens When You Close an Accounting Period?

When you close an accounting period, the system resets the date it uses for date editing purposes. If you create entries with G/L dates after the current period and the one following it, you receive a warning or hard error such as PACO (Post After Cut Off). If you create entries in an accounting period that is closed, you receive a PBCO (Post Before Cutoff) warning or error.

What Happens When You Close a Fiscal Year?

When you close a fiscal year, the system calculates and updates retained earnings, then carries beginning balances forward to the next fiscal year. You should close the Accounts Receivable, Accounts Payable, and General Accounting systems for a company so the system can calculate retained earnings correctly. You can close only one year at a time.

When you close a fiscal year, the system:

- Updates records in the Account Balances table (F0902).
- Updates information for the next fiscal year.
- Includes entries posted to the retained earnings account in the final retained earnings figure and prints a retained earnings report.
- Does not set profit and loss accounts to zero. The system retains inception-to-date amounts for these accounts, but shows their balance forward amounts as zeros.
- Does not change the current accounting period or fiscal year. You must do this manually.

The Close Year program uses the retained earnings account assigned to AAI item GLG4, and updates the following fields:

Prior Year-End Net Posting

A summary of year-to-date activity for all accounts for the current fiscal year.

Balance Forward

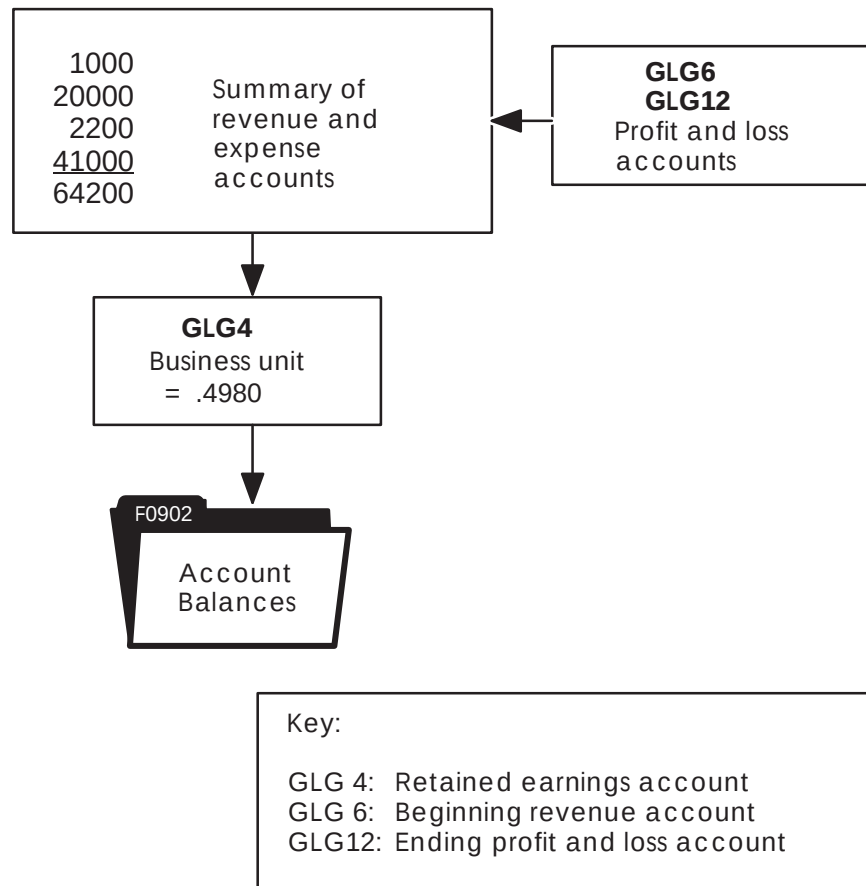
A summary of the balance forward for the current fiscal year and the total year-to-date activity of all accounts, including profit and loss accounts, for the same year.

On reports and forms, the balance forward amount for profit and loss accounts is zero. The system stores the balance forward for these accounts to use for inception-to-date reporting.

**Original/Beginning
Budget**

The original or beginning budget is the balance record of the current fiscal year that the system uses to copy budgets to the balance record of the new year. This copy feature is particularly useful for job costing, where rolling over budget amounts from one year to the next is common.

The following graphic illustrates the annual close process.



What AAIs Are Used?

The following AAI items are used when you close a fiscal year:

GLG4 (retained earnings)

This 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, J.D. Edwards recommends that you set up this item for each company.

If all companies close to the same object account for retained earnings, you can set up a single GLG4 item for company 00000 with a blank business unit. The program uses the company number for the business unit. For example, company 00100 would close to business unit 100.

If you store account balances by currency, the system summarizes the retained earnings account for each currency in the Account Balances table. The Originated In Currency field for retained earnings is blank. Even if item GLG4 is in the range of accounts to include account detail, the system summarizes the amount.

GLG6 (beginning revenue account)

This defines the beginning of your range of profit and loss accounts.

GLG12 (ending profit and loss account)

This defines the end of your range of profit and loss accounts. If you do not define GLG12, the system uses account 999999.99999999 as the default.

If you change any of these AAI items after you close the year and then re-close it, you might get different results.

See Also

- *Working with AAIs (P00121)*

What Ledger Types Are Used?

The system calculates retained earnings for your ledger types based on two user defined codes:

- 09/LA. Assign ledger types to this user defined code if the ledgers do not need to balance.

-
- 09/LP. Assign ledger types to this user defined code if the ledgers must balance.

The system calculates retained earnings for the AA (actual amounts) and AZ (cash basis) ledger types, even if you assign them to one of the user defined code lists.

See Also

- *Working with User Defined Codes for General Accounting (P00051)*

What Happens with Budgets?

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 forward 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)

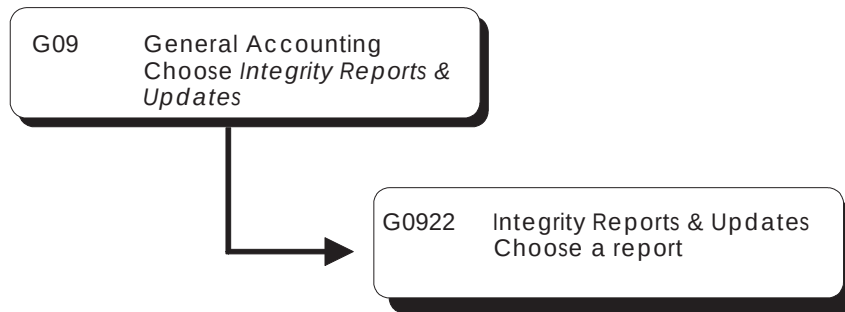
You control how to handle the original budget amount with a processing option and user defined code list (00/LT). The following rules apply to budget ledger types:

- If you want the system to update budget amounts, you must set up each budget ledger type in user defined code list (00/LT). If you do not set up a ledger type, the system will not roll amounts to the new fiscal year.
- If next year's record in the Account Balances table 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 the original budget amount.

See Also

- *About User Defined Codes (P00051)* for more information about how to control whether budgets amounts are rolled to the new year

Print Integrity Reports



Printing Integrity Reports

Integrity reports supplement your internal balancing procedures and locate any data inconsistencies. You should print 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. Integrity reports are also an integral part of the installation of and conversion to the J.D. Edwards system.

There are two types of integrity reports:

- ☐ Batch header integrity reports
- ☐ General ledger integrity reports

These DREAM Writer reports are current the day that you print them. That is, you cannot print them as of a specific date. Some of the integrity reports are exception reports that:

- Print only discrepancies
- Alert you to discrepancies between ledgers



If you do not print integrity reports on a periodic basis, you risk compromising your accounting data.

See Also

- *Printing and Correcting Integrity Reports (P04701) in the Accounts Payable Guide*
- *Printing and Correcting Integrity Reports (P03701) in the Accounts Receivable Guide*

Batch Header Integrity Reports

Use batch header reports to locate and correct problems in the Batch Header table (F0011).

Unposted Batches

Print the Unposted Batches report to locate any unposted batches. This report:

- Should be run prior to period-end procedures
- Is sequenced by batch type, then batch number
- Is a printed version of General Journal Review

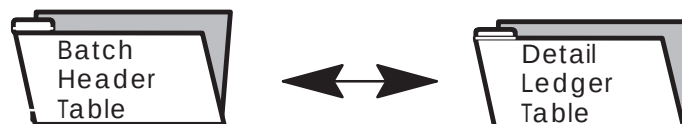
See Also

- *Printing Unposted Batches (P007011) in the General Accounting II Guide*

Transaction to Batch Headers

Print the Transaction to Batch Headers report to locate and correct inconsistencies in the Batch Header table. You should print this report weekly to locate:

- Transactions without a batch header record in the Batch Header table. The system produces a combined report that is sorted by batch type for the Accounts Receivable Ledger (F0311), Accounts Payable Ledger (F0411), and Account Ledger (F0911) tables.
- Unposted transactions with a batch header record of D (posted).



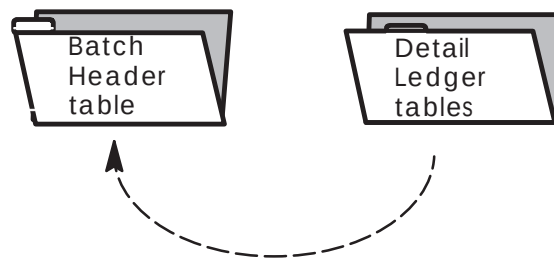
See Also

- *Correcting Transactions to Batch Records (P007021)* in the *General Accounting II Guide*

Batch to Detail and Out-of-Balance

Print the Batch to Detail and Out-of-Balance report to:

- Locate batches posted out of balance.
- Locate batch header records with no detail records.
- Update a batch header record to a post status if the detail records in the Accounts Receivable Ledger, Accounts Payable Ledger, and Account Ledger batches are posted, but the batch header record is not posted.

**See Also**

- *Correcting Out of Balance Batches (P007031)* in the *General Accounting II Guide*

Company by Batch Out-of-Balance

Print the Company by Batch Out-of-Balance report to locate out-of-balance postings by company within a batch.

For example, if you have a batch with a debit amount of 500 for company 1 and a credit amount of 500 for company 100, the journal entry and the batch net to zero. This batch appears on the Company by Batch Out-of-Balance report. It does not, however, appear on the Batch to Detail and Out-of-Balance report.

See Also

- *Correcting Out of Balance Batches by Company (P09706)* in the *General Accounting II Guide*

General Ledger Integrity Reports

General ledger integrity reports are especially helpful during the conversion process. Print them to verify that:

- Accounts are in balance on a period-by-period basis
- All transactions within a company are in balance
- Intercompany settlement accounts are in balance
- The company number in the Account Master table matches the following tables:
 - Business Unit
 - Account Balance
 - Account Ledger

Companies in Balance

Print the Companies in Balance report to review each company's net balance, which should be zero. This report is based on the Account Balances table and should be run as often as possible. Printing this report is especially important if you do intercompany settlements.

See Also

- *Correcting Company Imbalances (P097001)* in the *General Accounting II Guide*

Intercompany Accounts in Balance

Print the Intercompany Accounts in Balance report to locate imbalances between corresponding intercompany accounts. This report:

- Prints only discrepancies
- Shows when the hub or detail intercompany method is not in balance
- Compares account balances among various companies
- Prints intercompany accounts if they do not net to zero

You should print this report along with the Companies in Balance report.

See Also

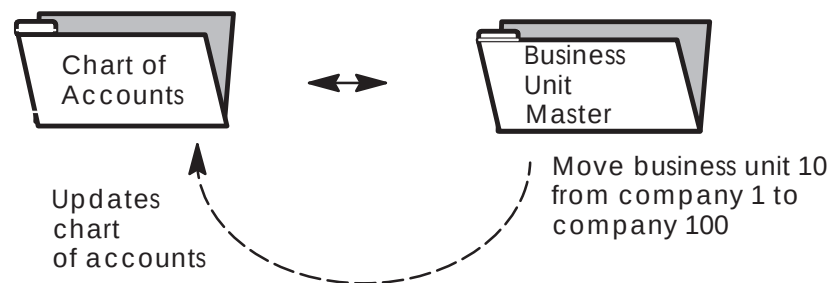
- *Correcting Intercompany Account Imbalances (P097011)* in the *General Accounting II Guide*

Accounts without Business Units

Print the Accounts without Business Units report to locate records in the Account Master table (F0901) that do not have a:

- Business unit master record
- Valid company number

The system uses the company number assigned to a business unit on Business Units by Company to update the company number in the Account Master table.



See Also

- *Correcting Accounts without Business Units (P097041)* in the *General Accounting II Guide*

Account Balance without Account Master

Print the Account Balance without Account Master report to locate records in the Account Balance table that do not have a:

- Master record
- Valid company number

This integrity report updates the company number from the account master record.

See Also

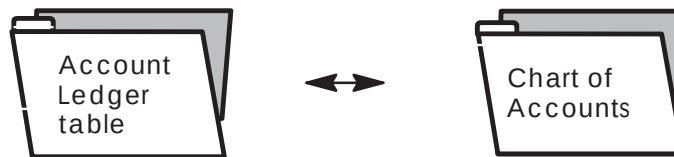
- *Correcting Account Balance without Account Master (P097031)* in the *General Accounting II Guide*

Transactions without Account Masters

Print the Transactions without Account Masters report to locate records in the Account Ledger table that do not have a:

- Account Master record
- Valid company number

This integrity report updates the account number from the account master record.



See Also

- *Correcting Transactions without Account Master (P097021)* in the *General Accounting II Guide*

Account Balance to Transactions

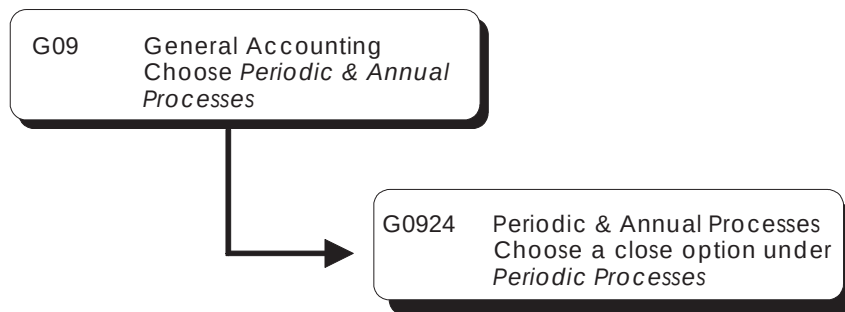
Print the Account Balance to Transactions report to locate imbalances on a period-by-period basis between the Account Balances and Account Ledger tables. You can print this report by:

- Fiscal year
- Ledger type
- Company

See Also

- *Correcting Account Balances to Transaction Records (P09705)* in the *General Accounting II Guide*

Close an Accounting Period



Closing an Accounting Period

There is no special processing required to close an accounting period. You simply increment the current period by one.

Closing an accounting period consists of:

- ☐ Closing an accounting period for one company
- ☐ Closing an accounting period for multiple companies

The current period for the Accounts Receivable and Accounts Payable systems can be ahead of, but not behind, the current period for General Accounting. This means:

- You can close A/R and A/P separately from G/L, so that each system can be in a different period. However, closing G/L alone closes and increments the current period for all three systems.
- You can reopen a G/L period without reopening that period for A/R and A/P. 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.

It is common, but not required, to close systems in the following order:

1. Accounts Payable
2. Accounts Receivable
3. General Accounting

When you close an accounting period, the system resets the date it uses for date editing purposes. If you create entries outside the current period, you receive one of the following warnings or hard errors:

- PBCO (Post Before Cut Off) for entries in a prior closed period
- PACO (Post After Cut Off) for entries in a future period
- WACO (Post Way After Cut Off) for entries in a future year
- PYEB (Prior Year-End Balance) for entries in a prior closed year

What You Should Know About

Reopening a period

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 it to period 5.

Financial reports

It is common to close an accounting period before you print financial reports for that period. You can print financial reports for any prior period. See also *Changing a Financial Reporting Date*.

Checklist for Closing an Accounting Period

Closing an accounting period involves a number of internal steps in addition to changing the current period. The following is a generic checklist of procedures. You should develop your own list of procedures to perform before and after closing an accounting period.

- ☐ 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 A/P, A/R, and G/L
- ☐ Run financial reports

Closing an Accounting Period for One Company

You can close the accounting period one company at a time.

► To close an accounting period for one company

On Close Accounting Period

[00105] - Close Accounting Period

Functions Options Tools Help

Skip To Company: 00100

Currency Setup

Co	Name	D	No	Begin	Cur	Cur	Cur	Comp	Dettl
P		Pd		Year	Per	Cod	Bals	Id	Rstm
00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD	1		
00150	DIA Property Management Co	R	12	01/01/98	1	USD			
00151	Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
00152	Parcel Express: Payable Tenant	F	12	07/01/98	1	USD			
00153	International Center, Ltd.	I	12	12/26/97	2	USD			
00200	Model Manuf/Distrib Company	R	12	01/01/98	6	USD			
00249	Model Energy & Chemical Co	R	12	01/01/95	9	USD			
00800	Online Consolidations Company	R	12	01/01/98	6	USD			
00900	A Flex Chart of Accounts Co	R	12	01/01/98	4	USD			
02000	General Fund	R	12	01/01/09	6	USD			
02800	Transportation Fund	R	12	01/01/07	1	USD			
02850	Parks Maintenance Fund	R	12	01/01/07	1	USD			
02885	CDBG Revitalization Project Fd	R	12	01/01/07	1	USD			
02895	Debt Service Fund	R	12	01/01/07	1	USD			
02905	Pipeline Construction Fund	R	12	01/01/07	1	USD			
02920	Street Construction Fund	R	12	01/01/07	1	USD			

Opt: 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys

1. Locate the company.
2. Use the Change action to increment the value in the following field:
 - Current Period

This closes the period for G/L, A/R, and A/P.

3. To close A/R and A/P for the period and leave G/L open for final reporting for that period, access the detail area.

[00105] - Close Accounting Period

Functions Options Tools Help

Skip To Company

Currency Setup

O	Co	Name	D	No	Begin	Cur	Cur	Cur	Comp	Detl
P			P	Pd	Year	Per	Cod	Bals	Id	Rstm
	00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD	1		
		Accounts Receivable			01/01/98	6				
		Accounts Payable			01/01/98	6	Voucher	Suspense		
		Company Address Number								
	00150	DIA Property Management Co	R	12	01/01/98	1	USD			
		Accounts Receivable			01/01/98	1				
		Accounts Payable			01/01/98	1	Voucher	Suspense		
		Company Address Number								
	00151	Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
		Accounts Receivable			01/01/98	6				
		Accounts Payable			01/01/98	6	Voucher	Suspense		
		Company Address Number								
	00152	Parcel Express: Payable Tenant	F	12	07/01/98	1	USD			
		Accounts Receivable			07/01/98	1				
		Accounts Payable			07/01/98	1	Voucher	Suspense		
		Company Address Number								

Opt: 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys

4. Use the Change action to increment the values in the following fields:
- Current Period-Accounts Receivable
 - Current Period-Accounts Payable

Field	Explanation
Current Period	A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).
Current Period – Accounts Receivable	A number indicating the current accounting period for Accounts Receivable. The system uses the current period number to determine posted before and posted after cut off warning messages.
Current Period – Accounts Payable	A number indicating the current accounting period for Accounts Payable. The system uses the current period number to determine posted-before and posted-after-cutoff warning messages.

What You Should Know About

Updating company constants

Close Accounting Period is the same form as Company Numbers & Names. The system updates any additions, changes, or deletions you make on either form in the Company Constants table (F0010).

Closing an Accounting Period for Multiple Companies

You can close the accounting period for many companies at one time if the companies have the same current period and fiscal period.

► To close an accounting period for multiple companies

On Close Period - Multiple Companies

[00101] - Close Period - Multiple Comp

Functions Tools Help

Select companies to update by any or all of the following:

Company from
 thru
 Beginning Fiscal Date
 Fiscal Date Pattern

Select items to be updated with new values:

	Curr Per No	Fiscal Year
General Ledger	☐	☐
Financial Reporting	☐	☐
Accounts Receivable	☐	☐
Accounts Payable	☐	☐

☒ ☐

F5=Date Pattern Revisions F24=More Keys

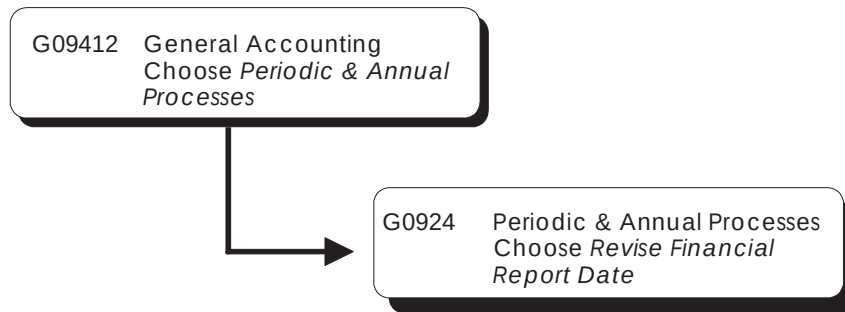
1. Do one of the following:
 - Complete these fields:
 - Company From
 - Company Thru
 - Complete these fields:
 - Beginning Fiscal Date
 - Fiscal Date Pattern
2. Complete the following fields for the appropriate systems:
 - Current Period Number
 - Fiscal year

Field	Explanation
Beginning Fiscal Date	The first day of the fiscal year. A fiscal year spanning 1998 – 1999 and beginning September 1 would be entered as 090198 (US date format).
Fiscal Date Pattern	A code that identifies date patterns. You can use one of 15 codes. You must set up special codes (letters A through N) for 4-4-5, 13 period accounting, or any other date pattern unique to your environment. An R, the default, identifies a regular calendar pattern.

What You Should Know About

Closing all companies	To close all companies at the same time, enter ALL in the Company From field.

Change a Financial Reporting Date



Changing a Financial Reporting Date

It is common to close an accounting period before printing financial reports. To do this, use a financial reporting date that is different from the current period and year. You might need to change this date on the Revise Financial Report Date form.

The financial reporting date is used by all financial reports and FASTR. You can override this date in the processing options of a DREAM Writer version by selecting a specific 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 system updates the company record in the Company Constants table (F0010).

► **To change a financial reporting date**

On Revise Financial Report Date

[001019] - Revise Financial Report Date

Functions Tools Help

Company 00100 Model Finan/Distrib Co (Mktg)

Financial Reporting Period 6

Financial Reporting Year 98

✓ ✕ ⓘ ▲ ▼ ⬆ ⬇

F24=More Keys

1. Locate the company.
2. Change the following fields:
 - Financial Reporting Period
 - Financial Reporting Year
3. To change the reporting date for other companies, page up or down.

Field	Explanation
Financial Reporting Period	This period number allows you to specify a default financial reporting date different from the actual accounting period. Because financial report preparation often lags behind the actual closing of books, this facility allows you to close a month without having to finish all financial statements. By changing this single parameter, you can execute any prior period financial statement.
Financial Reporting Year	The year in which the financial reports are to be prepared. If your fiscal year is not a calendar year, the fiscal reporting year must be the same year that is associated with the first reporting period. For example, a fiscal year that spans 1998–1999 would be entered as 98, which is based on the first period's ending date.

What You Should Know About

Changing the financial reporting date for a range of companies

To change the financial reporting date for a range of companies, it is easier to use Close Period – Multiple Companies.

The financial reporting date for company 00000

The financial reporting date for company 00000 should be the same date 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
- Simple Balance Sheet

Understand the Fiscal Year Close

About the Fiscal Year Close

When you close a fiscal year, the system calculates and posts retained earnings, then carries beginning balances forward to the next fiscal year. You should close the Accounts Receivable, Accounts Payable, and General Accounting systems for a company so the system can calculate the retained earnings correctly.

The following examples illustrate what happens before and after you close the fiscal year.

Example: Fiscal Year Close for Income Statement Accounts

Before the Close

The following shows an income statement account and its monthly net and cumulative balances, before fiscal year 1997 is closed.

Net		Cumulative	
PYE Net Posting	14,300.00	Bal FWD	
Net Posting 01/31/97			
02/28/97			
03/31/97			
04/30/97	1,387.10		1,387.10
05/31/97	1,428.71		2,815.81
06/30/97	1,430.75		4,246.56
07/31/97			4,246.56
08/31/97			4,246.56
09/30/97			4,246.56
10/31/97			4,246.56
11/30/97			4,246.56
12/31/97			4,246.56

Note the following:

- Prior year end net posting (PYEN) for 1996 = 14,300.00

- Prior year end cumulative (PYEC) = 0. There is no cumulative balance forward since this is an income statement (profit and loss) account.
- Net posting for 1997 = 4,246.56.

After the Close

The following shows the income statement account, after fiscal year 1997 is closed.

[09213] - Account Balance by Month

Functions Tools Help

Account: 9.8720 Office Supplies Expense

Fiscal Year: 98
 Ledger Type: AA USD
 Subledger: *
 Currency: *

	Net	Cumulative
PYE Net Posting	4,246.56	Bal FWD
Net Posting 01/31/98		
02/28/98		
03/31/98		
04/30/98	1,572.00	1,572.00
05/31/98	1,603.44	3,175.44
06/30/98	1,635.51	4,810.95
07/31/98		
08/31/98		
09/30/98		
10/31/98		
11/30/98		
12/31/98		

✓ ✗ F24=More Keys MW

Note the following:

- Prior year end net posting (PYEN) = 4,246.56
- Cumulative balance forward for 1998 = blank. The system stores the cumulative information, but does not display it. It stores this information so that you can see inception-to-date amounts on other forms and reports.

Example: Fiscal Year Close for Balance Sheet Accounts

Before the Close

The following shows a balance sheet account and its monthly net and cumulative balances, before fiscal year 1997 is closed.

[09213] - Account Balance by Month

Functions Tools Help

Account: 1.1105 Petty Cash

Fiscal Year: 97
 Ledger Type: AA USD
 Subledger: *
 Currency: *

	Net	Cumulative
PYE Net Posting	1,500.00	Bal FWD 1,500.00
Net Posting 01/31/97		1,500.00
02/28/97		1,500.00
03/31/97		1,500.00
04/30/97	127.50	1,627.50
05/31/97	130.69	1,758.19
06/30/97	150.69	1,908.88
07/31/97		1,908.88
08/31/97		1,908.88
09/30/97		1,908.88
10/31/97		1,908.88
11/30/97		1,908.88
12/31/97		1,908.88

✓ ✗

F24=More Keys

↑ ↓

Note the following:

- Prior year end net posting (PYEN) for 1996 = 1,500.00. There is a cumulative balance forward since this is a balance sheet account.
- Inception-to-date (ITD) = 1,500.00
- Net posting for 1997 = 408.88

After the Close

The following shows the balance sheet account after fiscal year 1997 is closed.

The screenshot shows a window titled "[09213] - Account Balance by Month". It has a menu bar with "Functions", "Tools", and "Help". The window is divided into several sections:

- Account Section:**
 - Account: 1.1105
 - Petty Cash
- Parameters Section:**
 - Fiscal Year: 98
 - Ledger Type: AR USD
 - Subledger: *
 - Currency: *
- Table Section:**

	Net		Cumulative
PYE Net Posting	408.88	Bal FWD	1,908.88
Net Posting 01/31/98			1,908.88
02/28/98			1,908.88
03/31/98			1,908.88
04/30/98	180.00		2,088.88
05/31/98	183.60		2,272.48
06/30/98	185.44		2,457.92
07/31/98			
08/31/98			
09/30/98			
10/31/98			
11/30/98			
12/31/98			

At the bottom, there are checkboxes for "F24=More Keys" and "MW", and a "Print" button.

Note the following:

- Prior year end net posting (PYEN) for 1997 = 408.88
- Inception-to-date (ITD) = 1,908.88
- Next year's (1998) cumulative balance forward = the prior year's (1997) ending cumulative balance

Example: Fiscal Year Close for Retained Earnings Account

Before the Close

The following shows a retained earnings account balance from 1996, before fiscal year 1997 is closed.

[09213] - Account Balance by Month

Functions Tools Help

Account: 1.4980 Retained Earnings

Fiscal Year: 97
 Ledger Type: AA USD
 Subledger: *
 Currency: *

	Net	Cumulative
PYE Net Posting	1,599,500.00-	Bal FWD 1,599,500.00-
Net Posting 01/31/97		1,599,500.00-
02/28/97		1,599,500.00-
03/31/97		1,599,500.00-
04/30/97		1,599,500.00-
05/31/97		1,599,500.00-
06/30/97		1,599,500.00-
07/31/97		1,599,500.00-
08/31/97		1,599,500.00-
09/30/97		1,599,500.00-
10/31/97		1,599,500.00-
11/30/97		1,599,500.00-
12/31/97		1,599,500.00-

✓ ✗

F24=More Keys

Note the following:

- Prior year end net posting (PYEN) for 1996 = 1,599,500.00. This is the retained earnings amount for 1996.
- The cumulative balance for the retained earnings account is generated by the system and is stored in the Account Balances table (F0902) only.

After the Close

The following shows the retained earnings account after fiscal year 1997 is closed.

[09213] - Account Balance by Month

Functions Tools Help

Account: 1.4980
Retained Earnings

Fiscal Year: 98
Ledger Type: RA USD
Subledger: *
Currency: *

	Net	Cumulative
PYE Net Posting	336,870.34-	Bal FWD 1,936,370.34-
Net Posting 01/31/98		1,936,370.34-
02/28/98		1,936,370.34-
03/31/98		1,936,370.34-
04/30/98		1,936,370.34-
05/31/98		1,936,370.34-
06/30/98		1,936,370.34-
07/31/98		
08/31/98		
09/30/98		
10/31/98		
11/30/98		
12/31/98		

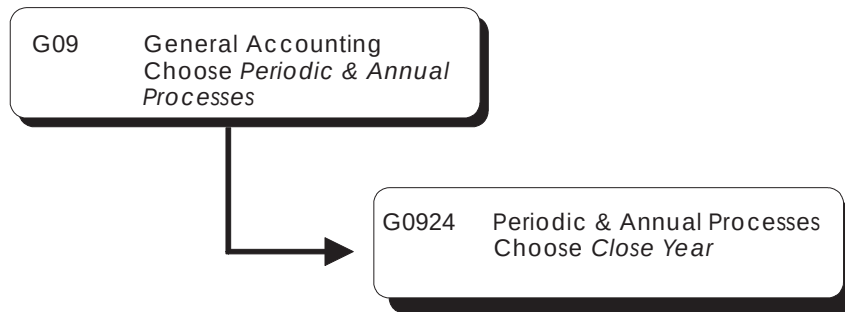
✓ ✕

F24=More Keys MW

Note the following:

- Prior year end net posting (PYEN) for 1997 = 336,870.34.
- Only the Prior Year End Net and Cumulative fields are updated with the prior year's (1997) retained earnings amount.
- As each period in 1998 is closed, the cumulative balance from 1997 is carried forward.

Close a Fiscal Year



Closing a Fiscal Year

When you close a fiscal year, the system calculates and posts retained earnings, then carries beginning balances forward to the next fiscal year. You should close the Accounts Receivable, Accounts Payable, and General Accounting systems for a company so the system can calculate the retained earnings correctly.

You can close a year as often as needed. For example, you can:

- Close the year immediately in order to move the financial reporting period forward, then close the year again after you enter audit adjustments
- Close the fiscal year at any time during the year, in order to update inception-to-date amounts for reporting purposes

When you close a fiscal year, the system produces an annual close report that lists the company closed, and the retained earnings account and amount. Use this report to verify that a company closed successfully.

General Accounting I

098201		J.D. Edwards & Company		Page - 2
		Annual Close - 1998		Date - 4/19/98
		Company 00100		
		Retained Earnings	Retained	
Comp	FY	Posting Account	LT	Earnings

100	98	100.4980	AA	16,591,803.36-
100	98	100.4980	AC	
100	98	100.4980	AU	
100	98	100.4980	BA	
100	98	100.4980	BU	
100	98	100.4980	CA	
100	98	100.4980	HA	
100	98	100.4980	HU	
100	98	100.4980	PA	

Optionally, 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.

098201		J.D. Edwards & Company		Page - 2
		Annual Close - 1997		Date - 3/22/98
		Company 00100		
		Account Codes	LT	Year-to-Date
Comp	FY			Subledger

100	97	400.6150	AA	96,883.56
100	97	400.6160	AA	405,211.66
100	97	400.6170	AA	26,166.25
100	97	400.7910	AA	126,142.40
100	97	400.7930	AA	135,808.58
100	97	400.7940	AA	38,541.11
100	97	400.7950	AA	131,600.77
100	97	400.7970	AA	96,023.00
100	97	400.7990	AA	147,912.95
100	97	400.8350	AA	70,446.43
100	97	30.5010	AA	737,843.10-
100	97	30.6020.STORE	AA	388,616.47
100	97	30.6310	AA	1,086.68-
100	97	20.6030	AA	87.91
100	97	90.8115	AA	15,000.00
100	97	90.8135	AA	1,147.50
100	97	90.8145	AA	2.59
100	97	90.8170	AA	136.00

				13,065,098.17-
		Retained Earnings	Retained	
Comp	FY	Posting Account	LT	Earnings

100	97	100.4980	AA	13,065,098.17-
100	97	100.4980	AU	
100	97	100.4980	CA	

If any errors prevent a company from closing, the errors are listed on the annual close report. The following are examples of errors and solutions.

Retained earnings account not set up in the Account Master	Set up the retained earnings account used by AAI item GLG4.
Close program could not find AAI item GLG6	Set up AAI item GLG6 in automatic accounting instructions (AAIs).

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.

Before You Begin

- ☐ Verify that your AAIs and ledger types are set up correctly

What You Should Know About

Length of detailed list	The detailed list for retained earnings can be lengthy. J.D. Edwards recommends that you do not print it unless you need to research your retained earnings calculation.
Closing multiple companies to one account	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.
Intercompany settlements	After closing, you might need to create journal entries for intercompany settlements to keep the companies in balance. The Close Year program posts retained earnings to a retained earnings account for a single company, but does not create automatic entries for intercompany settlements.

Checklist for Closing a Fiscal Year

Closing a fiscal year involves a number of internal steps in addition to running the Close Year program. The following is a generic checklist of procedures. You should develop your own procedures to perform before and after running this program.

- ☐ Review and post all batches.
- ☐ Close the current accounting period. Optionally, you can close the current accounting period when you change the year-end period.
- ☐ 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 you require.
- ☐ Close the fiscal year to calculate retained earnings and create a record in the Account Balances table (F0902) 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 on one of the following:
 - Close Accounting Period (menu G0924)
 - Company Numbers and Names (menu G09411)

Processing Options for G/L Annual Close

Zero Balance Accounts:

1. Enter a '1' to roll P&L Accounts with a zero balance in net posting for the year being closed (i.e. Job Cost Accounts set up as P&L Accounts). Default of blank will NOT create P&L Accounts for the next year if net posting for the year being closed is zero.

Original Budget Override:

2. Enter '1' to override the Original Budget Amount regardless of whether next year's record already exists. Default of blank will NOT override the Original Budget.

NOTE: This applies only to those ledger types that are set up in User Defined Code 00/LT to roll the budget.

Print Format:

3. Enter a '1' to expand the report to include amounts in the Account Balance (F0902) Records supporting the Retained Earnings. A Default of Blank will print the Retained Earnings only.
-

What You Should Know About Processing Options

Processing option 1

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 forward to the next year.

Processing option 2

With job cost, 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 be completed in 1999. You added budgetary information to the original budget in 1999. If you want to override the original budget with new information, you would enter a 1 for this processing option.

Data Selection and Data Sequence for G/L Annual Close

Do not use *RANGE or *VALUE to close multiple years. 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:

- You must have a single DREAM Writer version that selects all companies being closed together
- You must have the same fiscal date pattern for companies being closed together
- You must select a fiscal year
- You should not specify any other data selections

You must sequence by fiscal year, company, and ledger type. Do not change this sequence.



Monthly Valuation and Financial Restatement

Objectives

- To determine the current value of monetary accounts
- To calculate and post unrealized gains/losses on monetary accounts
- To restate account balances into another currency
- To restate account detail into another currency

About Monthly Valuation and Financial Restatement

If you work with monetary accounts and foreign currencies, periodically you will need to revalue your open vouchers, open invoices, and monetary accounts to reflect current exchange rates. Typically, as part of month-end processing, you calculate and post unrealized gains and losses due to exchange rate fluctuations.

If you have companies using different currencies, you will need to convert financial information into the currency of your parent company for consolidations. This process is called financial restatement. You can restate amounts into:

- A different currency (for example, Belgian francs restated into U.S. dollars).
- The same currency using an index at the balance level. This might be useful in preparing budgets.
- A different currency at the transaction (detail) level. This is useful for companies operating in highly inflationary economies.

To eliminate fluctuations in exchange rates for comparing amounts, you might also need to repost transactions using a single exchange rate, as if it applied to all transactions.

Monthly valuation and financial restatement consist of:

- ☐ Understanding monetary account valuation
- ☐ Calculating unrealized gains and losses on monetary accounts
- ☐ Understanding balance currency restatement



- ☐ Defining restatement rates
- ☐ Working with calculations for balance restatement
- ☐ Calculating restated balances
- ☐ Understanding detailed currency restatement
- ☐ Setting up detailed currency restatement
- ☐ Calculating detailed currency restatement
- ☐ Working with “as if” currency reposting

What Are the Types of Monthly Valuations?

You can use five different programs to analyze and calculate changes due to currency fluctuations for monthly valuations. Two of the programs provide informational reports, without calculating gain or loss:

- A detail report of open foreign vouchers
- A detail report of open foreign invoices

Three other programs calculate unrealized gain or loss and print a report. For vouchers and invoices, the report also includes realized gain or loss that is calculated at the time of payment or receipt. The available reports are as follows:

- Realized and unrealized gains/losses on vouchers
- Realized and unrealized gains/losses on invoices
- Unrealized gains/losses on monetary accounts

You might want an account to accept only transactions in a specific currency. By assigning a currency code to an account, you make it currency-specific. J.D. Edwards calls this type of account a monetary account. Generally, monetary accounts are accounts that are denominated in currencies other than the domestic currency of your organization. A monetary account can be:

- A bank account
- Other accounts, such as A/P or A/R trade

See Also

- *Printing A/P Standard Reports (P04427)* in the *Accounts Payable Guide*
- *Printing A/R Standard Reports (P03429)* in the *Accounts Receivable Guide*
- *Calculating Unrealized Gains and Losses (P04425)* in the *Accounts Payable Guide*

-
- *Calculating Unrealized Gains and Losses (P03426)* in the *Accounts Receivable Guide*

What Are the Types of Financial Restatement?

Balance currency restatement and detailed currency restatement are two different methods for restating into a different currency. “As if” reposting is used for eliminating currency fluctuations.

Balance currency restatement

Restates amounts into another currency used for reporting purposes. Restatement is on a balance level.

For example, by restating balances in U.S. dollars to Canadian dollars, you can consolidate reporting with other Canadian companies.

Detailed currency restatement

Enables you to maintain a second set of transactions in a stable currency for reporting purposes. This method is used for companies operating in a highly inflationary economy. Restatement occurs at the detail level.

For example, by restating transactions from Colombian pesos (COP) to U.S. dollars (USD), a Colombian company can generate meaningful comparisons of current to historical sales figures by using the more stable U.S. dollar.

“As if” reposting

Eliminates fluctuations in exchange rates over a period of time for comparisons.

For example, by reposting Belgian franc transactions using a single exchange rate, a French company can compare actual income and expenses against budgeted amounts.

Which Ledgers Are Used for Financial Restatement?

When you restate currencies, the system maintains the original and restated amounts of each transaction in one or more of the following ledgers:

AA (actual amounts)

A complete chart of accounts in the base (domestic) currency of the company.

AC (consolidation ledger)

A complete or partial chart of accounts containing transactions in the reporting currency.

Used for balance currency restatement. (You can use ledger types other than AC.)

AD (“as if” restatement ledger) A complete chart of accounts containing transactions from the AA ledger with foreign transactions restated at a single exchange rate.

Used for “as if” reposting. (You can use ledger types other than AD.)

CA (foreign currency) A complete or partial chart of accounts containing transactions in foreign currencies. The CA ledger can contain many currencies.

Used for foreign transactions.

XA (alternate currency) A partial or complete chart of accounts in the alternate (stable) currency. Each transaction in the AA ledger is restated into its alternate currency equivalent using the exchange rate effective on the date of the transaction.

Used for detailed currency restatement only.

YA (domestic origin) A partial chart of accounts containing transactions that originated in the domestic currency (AA ledger). The amounts are in the domestic currency.

Used for detailed currency restatement only (optional).

ZA (foreign origin) Partial chart of accounts containing transactions that originated in a foreign currency (CA ledger), restated into the alternate currency.

Used for detailed currency restatement only (optional).

The YA and ZA ledgers are typically used for reporting, joint ventures, and financial analysis.

The system does not allow currency restatements or reposts to these ledgers:

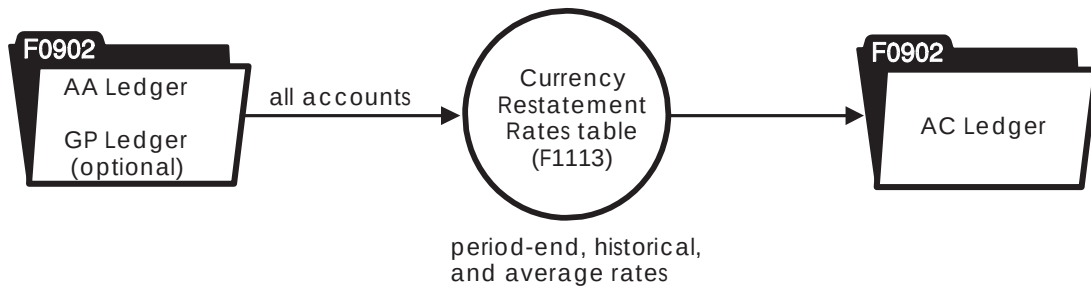
- AA (actual amounts)
- AZ (cash basis ledger)
- CA (foreign currency)

The system reserves the following ledgers for detailed currency restatement. You cannot use these ledgers for balance currency restatement or “as if” repost.

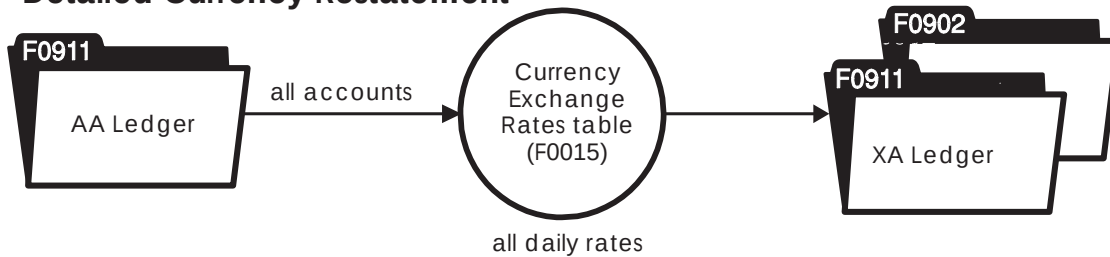
- XA (alternate currency)
- YA (domestic origin)
- ZA (foreign origin)

The following graphic illustrates the three methods and the tables and ledgers involved. In this example, GP is a user-defined ledger type for Generally Accepted Accounting Practices (GAAP) adjustments.

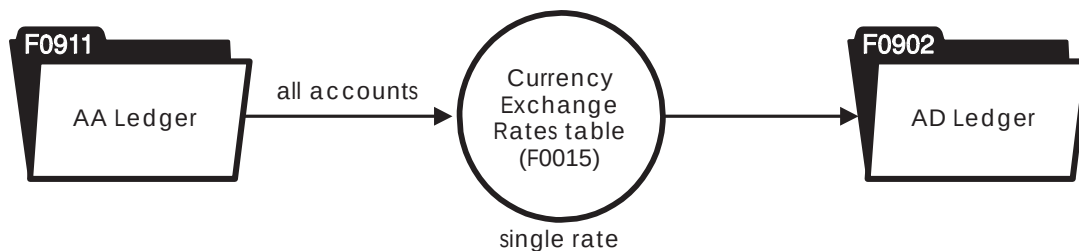
Balance Currency Restatement



Detailed Currency Restatement



“As If” Reposting



To display or print a restated currency with the correct number of decimal places, you assign a currency code to a ledger type. Generally, you should assign currency codes to the following ledger types:

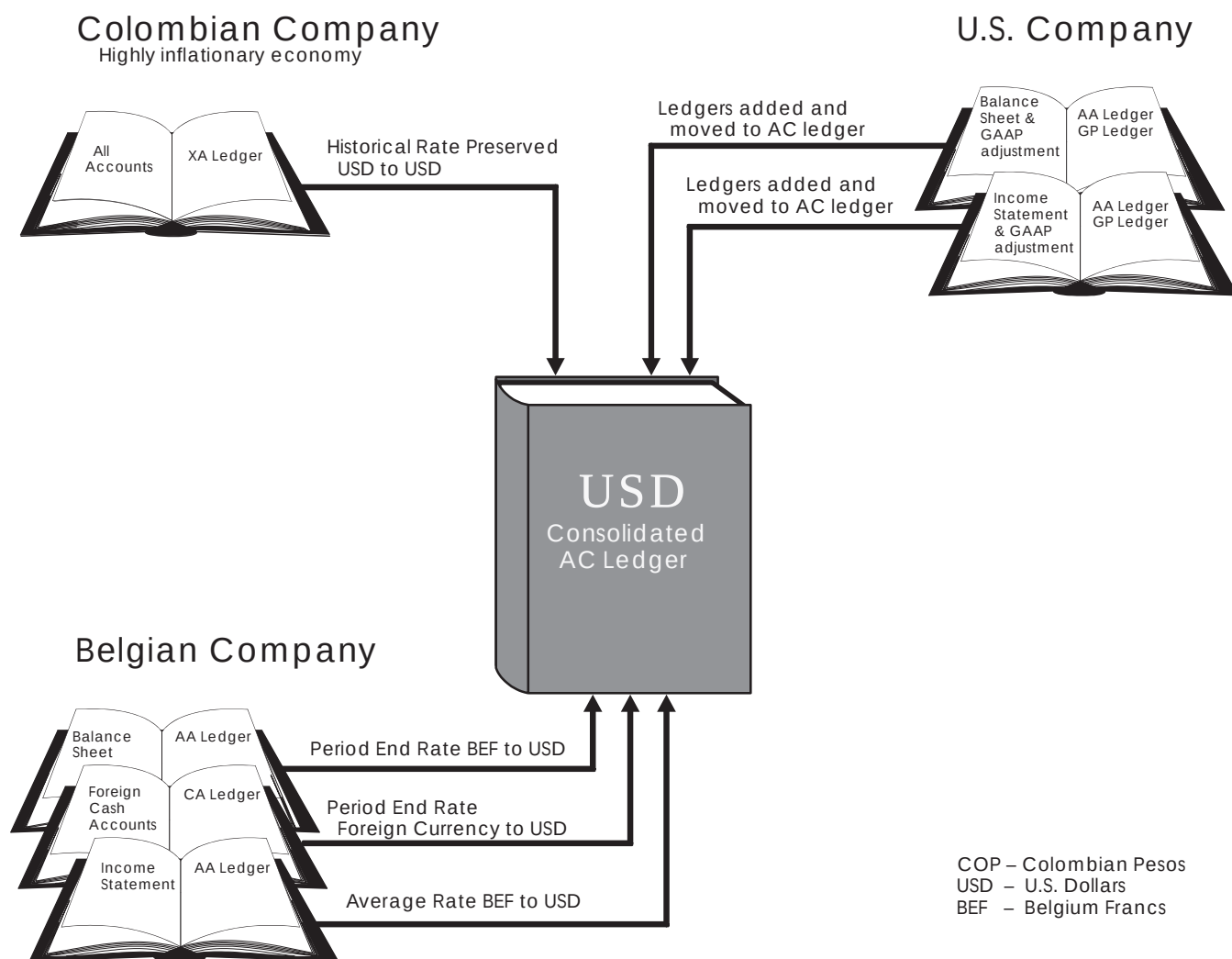
- AC (the currency for consolidated reporting)
- XA (the alternate currency)
- ZA (the alternate currency)

You should not assign currency codes to the following ledger types, for the reasons indicated:

- AA (can contain multiple currencies)
- AD (contains only the domestic currency)
- CA (can contain multiple currencies)
- YA (can contain multiple currencies)

Example: Consolidated Companies with Multiple Currency

The following shows a consolidation of three companies that operate in different parts of the world. The Colombian company operates in a highly inflationary economy and uses detailed currency restatement.



What Are the SFAS 52 Requirements?

Statement of Financial Accounting Standard (SFAS) 52 regulates how companies should do reporting that includes foreign currency translations. It contains guidelines for companies to determine their "functional currency" for accounting records and financial statements, as follows:

- Companies operating in an economy with a stable currency generally use their local currency as their functional currency. For this type of company, use the Balance Currency Restatement program to consolidate currencies for reporting.

- Companies operating in highly inflationary economies generally use a currency different from their local currency as their functional currency. The functional currency is typically the U.S. dollar (USD). For this type of company, use the Detailed Currency Restatement program.

The Balance Currency Restatement and Detailed Currency Restatement programs meet SFAS 52 requirements.

Understand Monetary Account Valuation

About Monetary Account Valuation

With monetary account valuation, you calculate the current domestic amount of a foreign transaction to determine the unrealized gain or loss. Basically, this calculation indicates what the gain or loss would have been if you had received or made a payment on a foreign invoice or voucher. For a monetary bank account, this calculation indicates the current domestic value of the foreign currency.

How Are Unrealized Gains and Losses Calculated?

The Monetary Account Valuation program calculates unrealized gains and losses as follows:

1. Compares the currency code of selected accounts (the CA ledger for foreign balances) with the currency code of the company with which the account is associated (the AA ledger for domestic balances)
2. Retrieves an exchange rate from the Currency Exchange Rates table (F0015) based on the comparison, using the “as of” date specified in the related processing option
3. Multiplies the original foreign balance by the exchange rate to compute the new domestic balance
4. Compares the new domestic balance to the original domestic balance from the AA ledger to calculate the unrealized gain or loss

How Are Unrealized Gains and Losses Recorded?

You need a journal entry to record the unrealized gain or loss. You can enter the journal entry manually, or you can set processing options to have the program create the journal entry.

The journal entry for unrealized gains and losses:

- Must have a document type of JX. This document type adjusts only the domestic side (AA ledger) of a monetary account and leaves the foreign side (CA ledger) unchanged.
- Must have the currency code for the domestic currency of the company.

- Should be a reversing entry because the gain or loss is not realized. It applies to the end of the period only.

Accounting rules in many countries (such as GAAP in the U.S.) specify that you report only currency losses, not gains. You can set a processing option so the program creates journal entries only for losses.

AAIs for Automatic Journal Entries

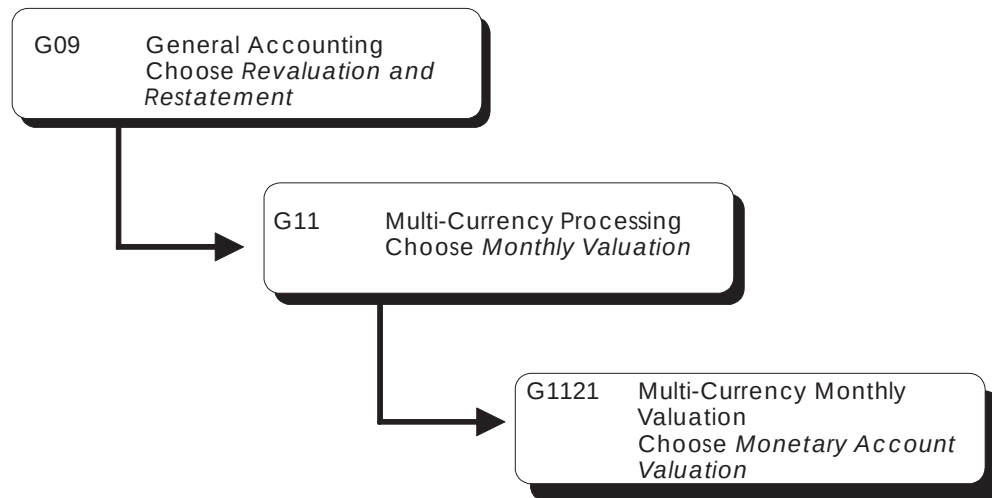
If you set the processing options to automatically create journal entries for unrealized gains/losses, the program uses the following AAIs:

GVxxx	Designates which account to use for unrealized gains on a monetary account. You can optionally set up a separate item for each currency code (xxx).
GWxxx	Designates which account to use for unrealized losses on a monetary account. You can optionally set up a separate item for each currency code (xxx).
GR	Designates which offset account to use for unrealized gain/loss. If the offset is the monetary account (for example, 100.1110.FRANCE), which is usually the case, do not set up this AAI.

See Also

- *Setting Up AAIs for Multi-Currency (P0012)*

Calculate Unrealized Gains and Losses



Calculating Unrealized Gains and Losses on Monetary Accounts

If you use monetary accounts, you will need to periodically calculate and post the unrealized gains and losses on monetary (currency-specific) accounts. Generally, you run the Monetary Account Valuation program at period-end, prior to running financial statements, to do the calculations.

This DREAM Writer program prints a report that lists:

- Domestic and foreign ledger balances
- Current domestic value of the foreign currency
- Unrealized gain or loss amount

You can use this report as a trial balance that displays both foreign and domestic amounts. For that reason, you can set the level of detail in a processing option.

If the report includes more than one currency, the total for the foreign ledger balance column is a hash total and, therefore, meaningless.

What You Should Know About

Monetary accounts

If you are using monetary account valuation over accounts that are designated by currency, this program records the monetary currency in the Purchase Order field of the JX document. When you post, the system uses this value to update the correct account balance.

Nonmonetary accounts

Use version XJDE0002 if you want to perform monetary account valuation on accounts not designated as monetary accounts, and you are posting balances by currency.

See *Consolidating Monetary Account Balances* in the *General Accounting II Guide*.

See Also

- *Calculating Unrealized Gains and Losses (P04425)* in the *Accounts Payable Guide*
- *Calculating Unrealized Gains and Losses (P03426)* in the *Accounts Receivable Guide*

Processing Options for Monetary Account Valuation

Level of Detail:

1. Specify the lowest level account to be printed (e.g.- 7). _____

Period Information:

2. Enter the fiscal year and period for the financial statement.
(Leave blank for current year and period.)

Year: _____
Period: _____

Print Options:

3. To select which account number to print on the Trial Balance, enter a:
'1' - account number (default)
'2' - short account i.d.
'3' - unstructured account.
If left blank, default will be account number. _____
4. Enter a '1' to omit printing accounts with zero balances. _____

Subledger Information:

5. Enter specific subledger or '*' for all subledgers. _____
6. Enter a subledger type if you have _____

entered a specific subledger in processing option 5 above.

"As Of" Date:

7. Enter "As Of" date for processing the current exchange rate. Default of blank will process rate using the current processing period.

Journal Entries:

8. Enter a '1' to create journal entries for both gains and losses. Enter a '2' to create journal entries only for accounts with a calculated loss. Enter a '3' to create journal entries only for calculated gains. Default of blank will not create journal entries.

9. Enter the G/L date. Default of blank will use last day of current period.

Journal Entries Cont:

10. Enter a '1' to create the journal entry batches in an Approved status regardless of the value in the Management Approval of Input general accounting constant. Default of blank will not override the settings.

Data Selection for Monetary Account Valuation

J.D. Edwards recommends that you use the selection criteria for currency code provided in the DEMO version (*BLANKS).

Understand Balance Currency Restatement

About Balance Currency Restatement

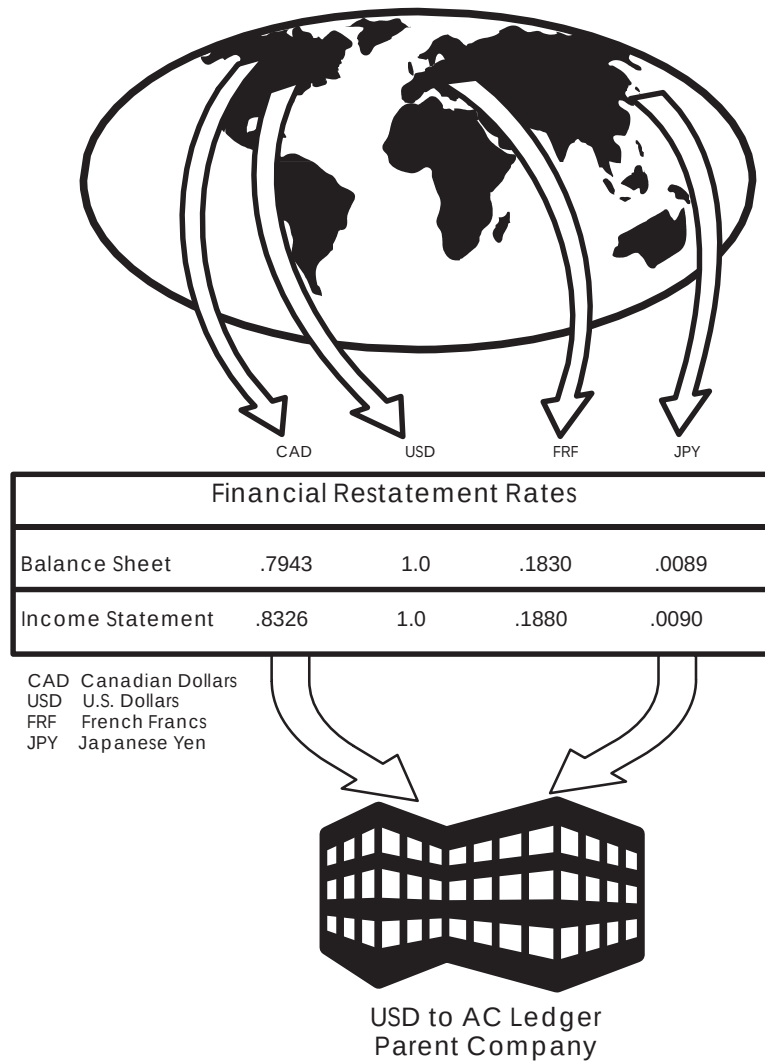
If your organization has companies operating in more than one country, you might need to consolidate financial reporting among the different companies. To do this, you need to restate existing company balances into one common currency.

You might use balance restatement to:

- Restate accounts at period-end, prior to generating consolidated financial reports. For example, you can restate subsidiary company accounts into the parent company's currency for consolidated reporting.
- Combine amounts from up to three different ledgers to one ledger. For example, you can restate the AA (actual amounts) and GP (GAAP adjustments) ledgers into the AC (consolidation) ledger.
- Restate accounts for "what if" budget analysis. For example, you can specify a budget rate different from that used in the accounting books for internal comparison purposes.
- Restate balances for specific business units.

You can create journal entries in the AC ledger. Typically, such journal entries are eliminating journal entries. You can recalculate a period without losing journal entries already made to this ledger.

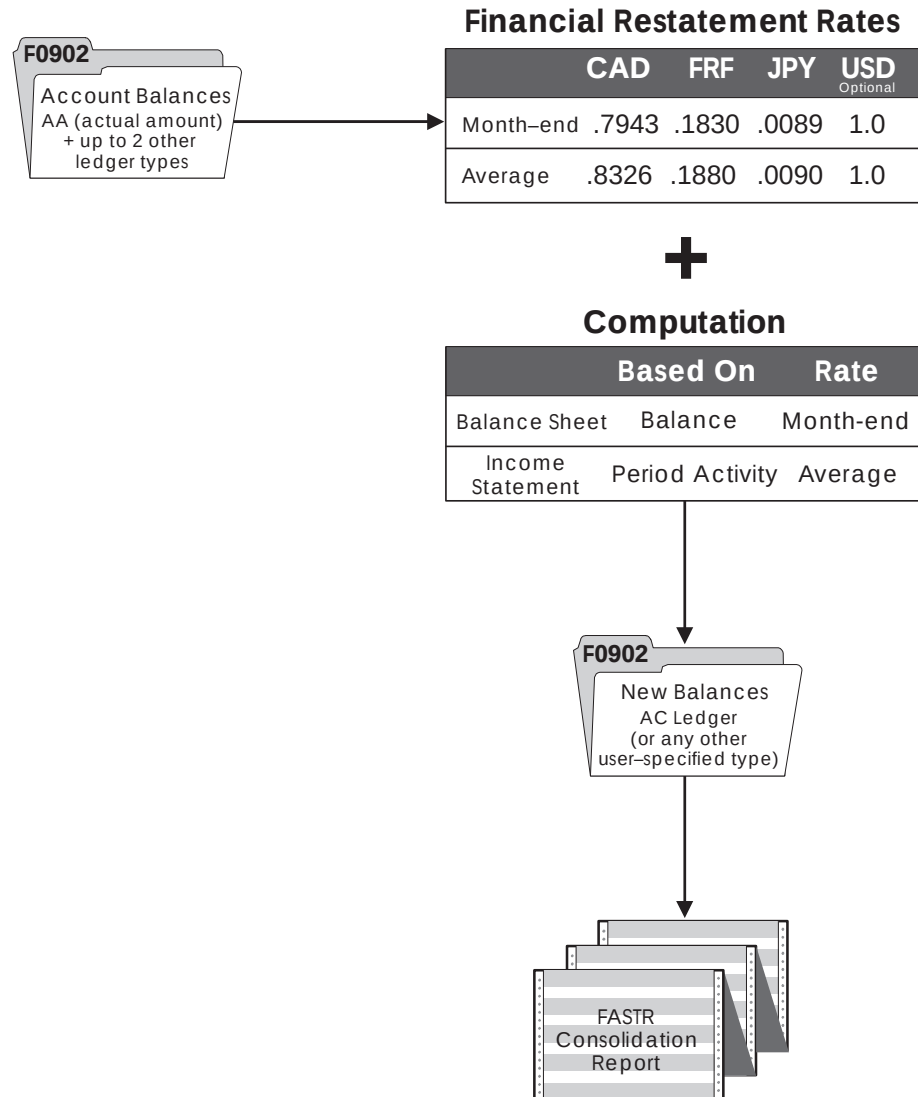
The following illustrates why you might need to restate balances.



To restate existing company balances, you:

1. Define restatement rates.
2. Work with calculations.
3. Calculate restated balances.

The following illustrates the balance currency restatement process.



What Information Does the System Need for Calculations?

Before you enter or revise calculations, you should understand the information the system uses in the calculations. You provide the following key information:

- Rate type
- Calculation method
- Translation adjustment account

Rate Type

The system uses rate types to determine which exchange rate to use when it calculates new balances. For each range of accounts, you can enter one of the following rate types:

A (period average)	Period calculations (profit and loss accounts)
M (month-end)	Balance calculations (balance sheet accounts)
H (historical)	Balance calculations (fixed asset, inventory, and equity accounts)
User-defined rate types	For example, a budget rate (different from an accounting rate) to do “what if” budget amounts and comparison

Calculation Method

You can specify a calculation method for each range of accounts. The system uses the calculation method to determine which formula to use when it calculates currency conversions. The calculation methods and their formulas are:

0 (net period)	Period calculations: (Period Amount x Average Rate)
1 (cumulative balance)	Balance calculations: (Inception-to-Date Balance) x (Month-end Rate)

If you do not supply a calculation method, the system uses the default from the data dictionary.

The following examples show the results of using the two calculation methods.

Example: Net Period Calculation - Method 0

In this example, the AC ledger amount for period 3 is 80.

Accounting Period	Period Amount	Average Rate	Calculation	To Ledger Period Posting
Period 1	100	1.10	100×1.10	110
Period 2	200	1.05	200×1.05	210
Period 3	100	0.80	100×0.80	80

Example: Cumulative Balance Calculation - Method 1

In this example, the AC ledger balance for period 3 is 1120.

From Ledger Accounting Period / Period-Ending Balance		Period-Ending Rate	Calculation	To Ledger Period Posting	To Ledger Period-Ending Balance
Beginning Balance	1,000	0.90	(1,000 x .90)	900	900
Period 1	100	1.10	((1,000 + 100) x 1.10) – 900	310	1,210
Period 2	200	1.05	(1,300 x 1.05) – (900 + 310)	155	1,365
Period 3	100	0.80	(1,400 x .80) – (1,210 + 155)	–245	1,120
			Total	1,120	

Translation Adjustment Accounts

Translation adjustments are caused by a change in the exchange rates. The system calculates translation adjustments during the restatement process. The Revise Computations form provides two fields for entering the G/L account for the translation adjustments, one in the header area and one for each detail line. The system uses these fields as follows:

- In the header area, the system uses the translation adjustment account to make a balancing entry for translation gains and losses for the entire report. If you do not define a translation adjustment account, the system does not make an adjusting entry.
- In the detail lines, the system uses the translation adjustment account to enter translation gains and losses due to a change in the exchange rate within a period. This is not a balancing entry. The system makes this calculation for each range of accounts. The formula for calculating translation gain or loss depends on the calculation method, as follows:
 - If the calculation method is 0 (net period), the translation gain or loss is calculated according to the following formula:

$(\text{average rate for period} \times \text{net activity}) - (\text{end of period rate} \times \text{net activity})$

- If the calculation method is 1 (cumulative balance), the translation gain or loss is calculated according to the following formula:

$$\frac{(\text{beginning period balance} \times \text{beginning of period balance rate}) - (\text{beginning period balance} \times \text{end of period balance rate})}{\text{beginning period balance}}$$

How Are Restated Balances Calculated?

The Compute Balance Restatement program does the following:

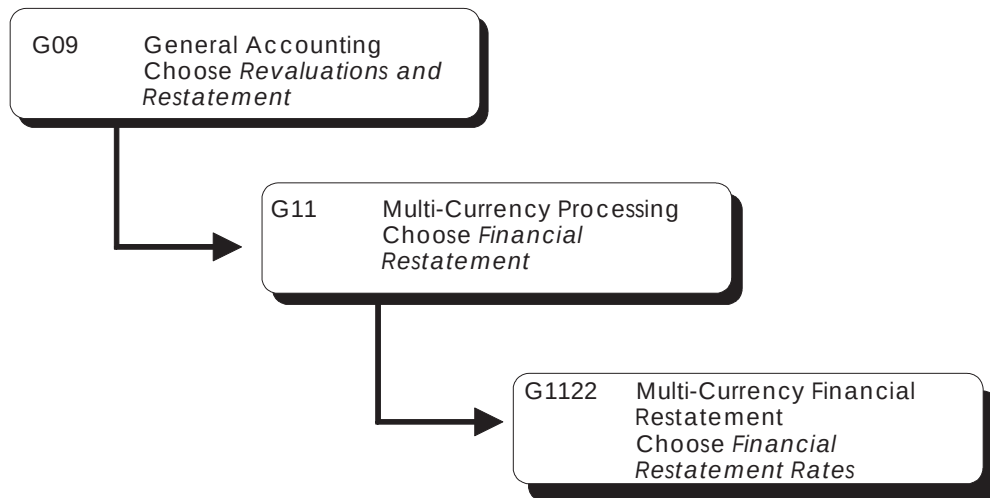
- Reads the Account Balances table (F0902) to find a beginning balance and period amount in the AA ledger for each G/L account in the range of accounts for the specified company.
- Applies calculations based on the type of restatement, as follows:
 - Balances for a selected period other than period 1. The system leaves previous balances as is, restates the balance for the current period, and clears all periods after the selected period.
 - Balances for period 1. The system updates beginning balances, restates the balance for the current period, and clears all periods after the current period.
 - Year-to-date balances for selected periods. The system restates balances for the selected periods, and clears all periods after the selected period.
 - Amounts from the AA ledger type for a monetary account. If the currency associated with the destination ledger type matches the account's currency, the system uses the amounts from the CA ledger type instead of restating amounts.
- Performs the following updates, where they apply:
 - When you run period 1, if no prior year records exist for the destination ledger type, the system updates the prior year cumulative balance (APYC) and prior year net postings (APYN). It uses the currency restatement rate effective for the last day of the prior year.
 - If no effective restatement rate exists for the prior year, the system updates the beginning balances for the destination ledger type to zero.
 - If prior year records exist for the destination ledger type, the system updates the beginning balances as follows:
 - The prior year net postings in the current year's restatement ledger type with the total period postings of the prior year's restatement ledger type
 - The prior year balance in the current year's restatement ledger type with the cumulative balance of the prior year's restatement ledger type

- Creates or updates the destination ledger type, generally the AC ledger type, in the Account Balances table.



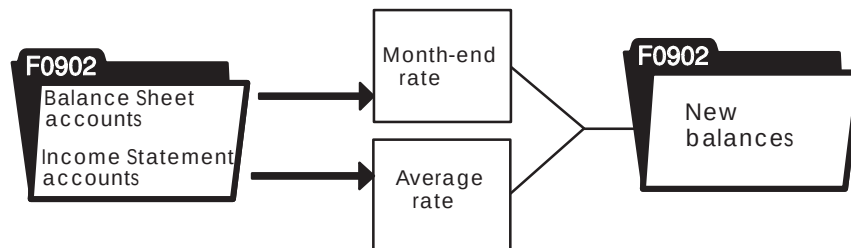
If the annual close was run, the system updates the AC ledger APYC and APYN at that time. The system calculates retained earnings if it finds a destination ledger in user defined code list 09/LA with X in the first position of the Special Handling field.

Define Restatement Rates



Defining Restatement Rates

For balance currency restatement, you typically need to use different rates of exchange for different ranges of accounts. For example, you might use the period-end exchange rate to restate balance sheets accounts, and a period average exchange rate to restate income statement accounts.



You must provide a rate for converting one currency to another. You can enter both an average rate for the period and a period-ending rate for each currency from which you are converting. You must update the table with new exchange rates each period to maintain a record of currency conversion rates, along with their effective dates and type.

The system uses the rates you define only for currency restatement, not for daily transaction processing. The system stores rate information in the Currency Restatement Rates table (F1113).

Before You Begin

- ☐ Before you define currency rates, J.D. Edwards recommends that you write down the values you will enter in each field.

► To define a restatement rate

On Financial Restatement Rates

Multiplier	Divisor	Effective Date	To Curr	From Curr	Description	Rt	P
0.0321802	31.0750000	06/30/98	USD	BEF	Belgian Francs	A	
0.0311745	32.0775000	03/31/98	USD	BEF	Belgian Francs	A	
0.0305288	32.7560000	02/28/98	USD	BEF	Belgian Francs	A	
0.0301687	33.1250000	01/31/98	USD	BEF	Belgian Francs	A	
0.0321595	31.0950000	06/30/98	USD	BEF	Belgian Francs	M	
0.0311842	32.0675000	03/31/98	USD	BEF	Belgian Francs	M	
0.0303613	32.9150000	02/28/98	USD	BEF	Belgian Francs	M	
0.0302572	33.0500000	01/31/98	USD	BEF	Belgian Francs	M	
0.0012132	824.2500000	06/30/98	USD	COP	Colombian Peso	A	
0.0011955	836.5000000	06/30/98	USD	COP	Colombian Peso	M	
0.5892752	1.6970000	06/30/98	USD	DEM	German Mark	A	
0.5865103	1.7050000	06/30/98	USD	DEM	German Mark	M	

1. Locate all restatement rates, or limit your search by completing any of the following fields in the header part of the form:
 - Effective Date
 - To Currency
 - From Currency
 - Rate Type
2. Complete only one of the following fields for each rate:
 - Exchange Rates – Multiplier
 - Exchange Rates – Divisor

3. Complete the following fields in the detail part of the form for each rate:
 - Effective Date
 - To Currency
 - From Currency
 - Rate Type
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add and Redisplay

Field	Explanation
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It could be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. <i>Form-specific information</i> The effective date you enter in the header for the exchange rates you want displayed. An asterisk (*) specifies all effective dates.
To Currency	A code that represents a currency. <i>Form-specific information</i> The currency code to which the account balances will be converted. It can be any code defined on the Designate Currency Codes form. Use the To Currency field in the header part of the form to specify the currency code for which you want to review or revise exchange rates. An asterisk (*) specifies all currency codes.
From Currency	A code that represents a currency. <i>Form-specific information</i> The currency code from which account balances will be converted. This can be any code defined on the Designate Currency Codes form. Use the From Currency field in the header part of the form to specify the currency for which you want to review or revise exchange rates. An asterisk (*) specifies all currency codes.

Field	Explanation
Rate Type	Indicates the method of conversion, such as Monthly Average, Month End, Historical, Budget and so on. Values for this data item are in the user defined code list 11/RT. Different types of exchange rates can be defined using the same effective dates. This allows the restatement of different ranges of accounts using different rates. For example: A Period average rates used for P&L accounts M Month-End rates used to restate Balance Sheet accounts. <i>Form-specific information</i> Use the Rate Type field in the header part of the form to specify the rate type of the exchange rates you want displayed. An asterisk (*) specifies all rate types.
Exchange Rates – Multiplier	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. <i>Form-specific information</i> The multiplier used to calculate the currency restatement. The system uses the multiplier if the Multi-Currency Conversion option on Set Multi-Currency Option is set to Y. The system multiplies the From Currency account balance by this rate to get the To Currency account balance. When you enter or change the exchange rate, enter either the multiplier or divisor, not both. The system calculates the other.
Exchange Rates – Divisor	The number that the foreign currency is divided by to calculate the domestic currency. <i>Form-specific information</i> The divisor used to calculate the currency restatement. The system uses the divisor if the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Z. The system divides the From Currency account balance by this rate to get the To Currency account balance. When you enter or change the exchange rate, enter either the multiplier or divisor, not both. The system calculates the other.
Effective Date	The date on which the exchange rate takes effect. <i>Form-specific information</i> The date that identifies the exchange rate to use for the currency restatement of the period.

What You Should Know About

Changing a rate

Replace either the multiplier or the divisor. You must also clear the field for the multiplier or divisor (whichever you did not replace), so the system can correctly calculate it.

Adding new rate types

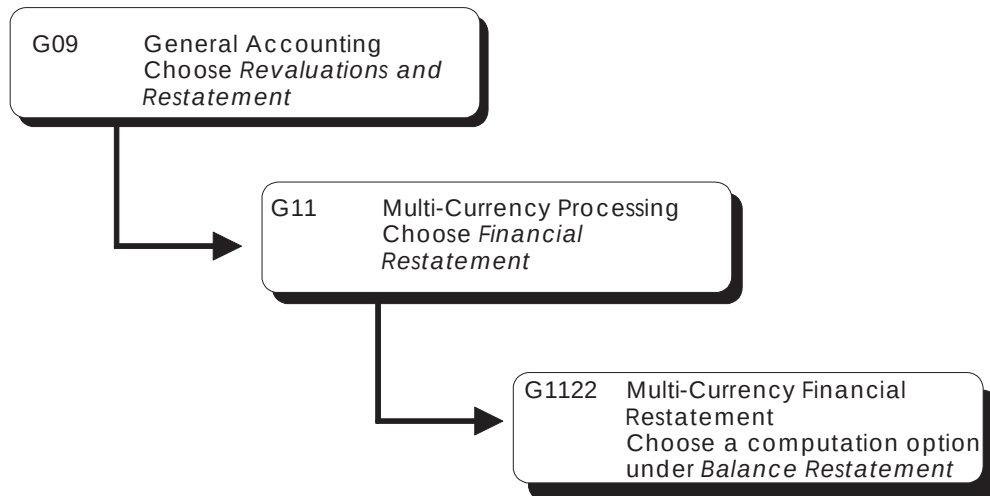
You can add new rate types to the user defined code list 11/RT.

Processing Options for Financial Restatement Rates

Tolerance Limit:

1. You may specify a tolerance limit to warn you of radical rate changes. For example: 15.0 indicates 15% +/- . This will also alert you to data entry errors.

Work with Calculations for Balance Restatement



Working with Calculations for Balance Restatement

Before you can restate a company's currency to another currency for multiple company consolidation, you must define the calculations to be used.

You might find the following calculations useful:

Defining company-specific calculations

You can define your calculations for a specific company. And, you can define as many calculations for a company as you need. You might need more than one calculation if, for example, you perform “what-if” analysis using different ledger types.

Using a range of G/L accounts

You can override the source ledger type with a range of accounts. This is especially useful if you have a range of accounts that were previously restated into a particular ledger type. In this example, you simply move the already restated balances from one ledger type to another.

Combining ledger types You can define a calculation to restate amounts from up to three ledger types into one. They must all be denominated in the same currency.

The system retrieves information from the Company Conversion Parameters table (F1114).

Working with calculations for balance restatement consists of:

- ☐ Defining calculations
- ☐ Reviewing calculations

Before You Begin

- ☐ Enter or revise currency rates. See *Defining Restatement Rates*.

Defining Calculations

You must define the calculations to be used for restating balances by providing the following information:

- Company
- Ranges of accounts
- Destination currency
- Source and destination ledger types

► To define a calculation

On Revise Computations

[1114] - Revise Computations

Functions Options Tools Help

From Ledger 1 General Ledger Computation Id Company

From Ledger 2 GAAP Adjustment To Ledger Type Consolidation L

From Ledger 3 To Currency Code

Translation Adjustment Account (Optional)

P	From	Thru	Explanation	Rt	C	M	From LT
1000		1110.BBLUSD	Balance Sheet Accounts	M	1		
1110.BNP		1110.BNP	Monetary FRF Account	M	1		CA
1110.SG		4999.99999999	Balance Sheet Accounts	M	1		
5000		9999.99999999	Income Statement accts	A	0		

Opt: 9=Delete Line F19/20=Previous/Next Computation F24=More Keys

1. Complete the following fields:
 - Computation ID
 - Company
 - From Ledger 1
 - To Ledger Type
 - To Currency Code
2. Complete the following optional fields:
 - From Ledger 2
 - From Ledger 3
3. Complete the following fields for each range of accounts:
 - From Account
 - Thru Account
 - Explanation
 - Rate Type
 - Calculation Method
 - From Ledger Type (optional)
4. Access the detail area (optional).

[1114] - Revise Computations

Functions Options Tools Help

From Ledger 1 ☐ General Ledger Computation Id ☐ Company
 From Ledger 2 ☐ GAAP Adjustment To Ledger Type ☐ Consolidation L
 From Ledger 3 ☐ To Currency Code
 Translation Adjustment Account (Optional)

0	Account	Explanation	Rt	C	From
P	From	Thru	Ty	M	LT
1000	1110.BBLUSD	Balance Sheet Accounts	M	1	
	From/Thru Business Un	Override Rate			
	Translation Adjustment Account				
1110.BNP	1110.BNP	Monetary FRF Account	M	1	CA
	From/Thru Business Un	Override Rate			
	Translation Adjustment Account				
1110.SG	4999.99999999	Balance Sheet Accounts	M	1	
	From/Thru Business Un	Override Rate			
	Translation Adjustment Account				
5000	9999.99999999	Income Statement accts	A	0	
	From/Thru Business Un	Override Rate			
	Translation Adjustment Account				

Opt: 9=Delete Line F19/20=Previous/Next Computation F24=More Keys

5. Complete the following optional fields:
 - From/Thru Business Unit
 - Override Rate
 - Translation Adjustment Account
6. Verify that any gaps between account ranges are intentional.
7. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Computation ID	This character/number identifies the computation to be used for Balance Currency Restatement. You can apply a single computation to multiple companies. You can define multiple computation IDs for one company in the Currency Restatement program. The computation ID value is set on Company Numbers & Names for each company. The system uses the company ID and the company code to identify the record.

Field	Explanation
Company	The number of the company that has balances to be restated. <i>Form-specific information</i> A code that identifies a specific organization, fund, entity, and so on. The code must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. The system uses the company code and the computation ID to identify the record.
From Ledger Type 1	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> Enter the first of three possible ledger types to be used in the currency restatement process. The system converts the balances from these ledgers and adds them together prior to applying the restatement rate. If you are restating ledger type AA, it must be in ledger type 1. Note: All three ledgers must have the same currency.
To Ledger Type	The ledger type in which you want the converted amounts stored. This ledger type must be defined in the user defined code list 11/TL for restatement and in the general ledger type list 09/LT.
To Currency Code	A code that represents a currency. <i>Form-specific information</i> The code of the currency to which the company's balances will be converted. It can be any code defined on the Designate Currency Codes form.
From Ledger Type 2	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> Enter the second of three possible ledger types to be used in the currency restatement process. The system will add these ledgers prior to applying the restatement rate.
From Ledger Type 3	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> Enter the third of three possible ledger types to be used in the currency restatement process. The system will add these ledgers prior to applying the restatement rate.
From Account	The beginning account in the range of accounts on which you want the computation performed. This number must be entered in the object.subsidiary format.

Field	Explanation
Thru Account	The ending account in the range of accounts on which you want the computation performed. This number must be entered in the object.subsidiary format.
Calculation Method – Balance or Period	The calculation method to use for Currency Restatements. Codes are: 0 Period Calculation. This uses the net period posting total. 1 Balance Calculation. This uses the account balance. Period calculations are typically used for Profit and Loss and Equity account restatements. Balance calculations are usually used against the balance sheet accounts. Period calculations use the net posting amounts for the specified period only and restate using the appropriate rate. Balance calculations retrieve the year-to-date account balance for the restatement. <i>Form-specific information</i> If you do not supply a calculation method, the system uses the default method from the data dictionary.
From Ledger Type	The ledger from which the balances are to be converted. The most commonly used ledger type is AA. <i>Form-specific information</i> Enter the override ledger type to be used for this detail line of business unit/account range selection. The system will use this ledger type for this detail instead of the From Ledgers types listed in the header of the form. For example: CA ledger type for monetary accounts or XA ledger type for historical balances from a company's alternate ledger type, such as fixed assets.
Override Rate	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. <i>Form-specific information</i> The override exchange rate to use in place of the active rate to calculate the currency restatement. If you leave this field blank, the exchange rate in the Currency Restatement Rates table (F1113) is used.

Field	Explanation
Translation Adjustment Account	The account to use for the currency translation gain or loss amount. You can use one of the following formats for account numbers: • BU.Object.Subsidiary • 25-digit unstructured number • 8-digit short account ID number • Speed code The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program (P000909). <i>Form-specific information</i> If you do not specify an account in either the header field or the fold area fields, the system does not calculate currency translation adjustments. Use this account to ensure a balanced chart of accounts in your destination ledger. If you specify a translation adjustment account in the header, it is used for differences caused by rounding in the entire calculation. The system totals debits and credits, then updates this account with the difference. If you specify a translation adjustment account in the fold area, it is used for differences for only the range of accounts specified on the associated detail line.

What You Should Know About

Reviewing calculations	After you define calculations, you should review them. You can review calculations on Revise Computations by: • Completing all of the fields in the header area. If you leave any field blank, the system tries to find matching blank data. • Entering partial header information and choosing Next Computation. The Review Computations form provides more flexibility in locating calculations. <i>See Reviewing Calculations.</i>
Validating entries	When you add or revise calculations, the system: • Verifies that the beginning account is equal to or greater than the ending account. • Checks each account range against the others to make sure that they do not overlap.

Reviewing Calculations

After you set up your calculations for balance restatement, you should review the information to ensure that the balance restatement is correct and complete. You should verify that:

- All gaps between ranges of accounts are intentional. The system will not perform restatements for missing accounts, and the balance of the missing accounts might be entered into the translation adjustment account defined in the header part of the Revise Computations form.
- You have the correct rate types and calculation methods associated with the account ranges.

Information for review is stored in the Company Conversion Parameters table (F1114).

► To review calculations

On Review Computations

[11214] - Review Computations

Functions Options Tools Help

Computation ID *
 Company *
 To Currency Code *
 From Ledger Type 1 *
 To Ledger Type *

(* = All)

Comp ID	Co	Fr1	LT	Fr2	Fr3	To	Curr	Account	From	Through	Rt	C
	00075	AA				AC	USD	1000		4999.99999999	M	1
	00075	AA				AC	USD	5000		9999.99999999	A	0
	00100	AA				AC	USD	1000		4999.99999999	M	1
	00100	AA				AC	USD	5000		9999.99999999	A	0
V	00070	AA	GP			AC	USD	1000		1110.BBLUSD	M	1
V	00070	AA	GP			AC	USD	1110.BNP		1110.BNP	M	1
V	00070	AA	GP			AC	USD	1110.SG		4999.99999999	M	1
V	00070	AA	GP			AC	USD	5000		9999.99999999	A	0
W	00000	AA				AC	USD	1000		4999.99999999	M	1
W	00000	AA				AC	USD	5000		9999.99999999	A	0

Opt: 1=Update F4=Detail F24=More Keys

1. Locate all computations, or complete any of the following fields in the header part of the form to limit the search:
 - Computation ID
 - Company
 - To Currency Code

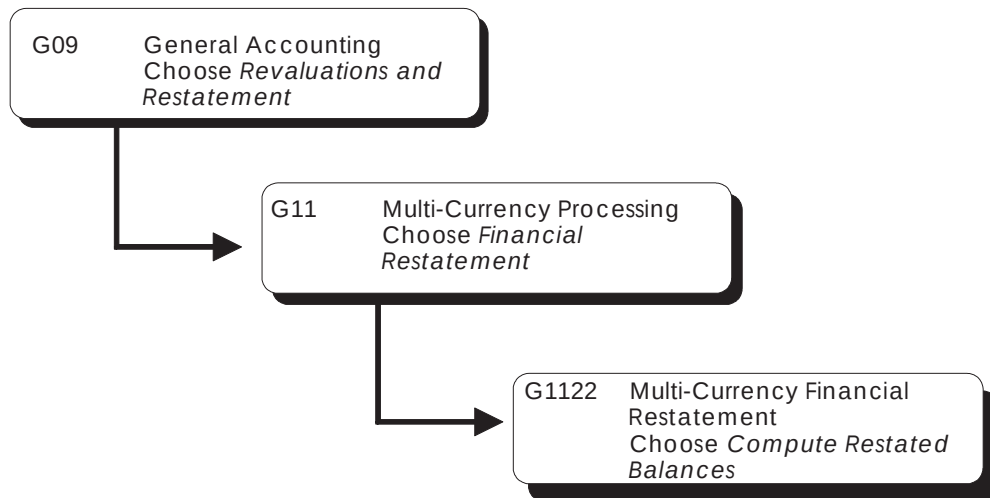
- From Ledger Type 1
 - To Ledger Type
2. Review the following fields for gaps between ranges of accounts:
 - Through Account
 - From Account
 3. Verify the following fields:
 - Rate Type
 - Calculation Method

Field	Explanation
Company	The number of the company that has balances to be restated. <i>Form-specific information</i> The Company field in the header part of the form specifies the companies you want displayed. An asterisk (*) in this field displays all companies. The Company field in the detail part of the form displays the company of each computation.
To Currency Code	A code that represents a currency. <i>Form-specific information</i> The code for the currency to which the company's balances will be converted. It can be any code defined on the Designate Currency Codes form. Use the To Currency Code field in the header part of the form to specify the currency for which you want to display exchange rates. An asterisk (*) in this field specifies all currency codes.
From Ledger Type 1	A user defined code (09/LT) that identifies a ledger type. <i>Form-specific information</i> An asterisk (*) in this field in the header part of the form specifies all ledger types.
To Ledger Type	The ledger type in which you want the converted amounts stored. This ledger type must be defined in the user defined code list 11/TL for restatement and in the general ledger type list 09/LT. <i>Form-specific information</i> An asterisk (*) in the To Ledger Type field in the header part of the form specifies all ledger types.

What You Should Know About

Changing calculations To change a calculation, access Revise Computations.

Calculate Restated Balances



Calculating Restated Balances

Based on the exchange rates and calculations you defined, you can use the Compute Restated Balances program to:

- Restate a selected period, a range of periods, or all periods in the current year
- Apply an individual rate to each period you are restating, or apply a single rate to all periods
- Apply a different exchange rate for a specific range of accounts
- Restate up to three source ledger types to a single destination ledger type

This program restates balances for the defined range of accounts from a source ledger type into the AC (consolidation) ledger type. Although the AC ledger type is commonly used, the consolidation ledger type can be any user-specified ledger type except AA, CA, XA, YA, ZA, or AZ.

Compute Restated Balances is a DREAM Writer program.

You can run this program as often as necessary. Rerunning the program overwrites existing balances, unless you specify a different destination ledger type. You can run this program in three modes, as follows:

Proof mode with report	The system prints a report, but does not create balances in the destination ledger type.
Final mode with report	The system creates balances in the destination ledger type and prints a detailed audit trail.
Final mode without report	The system creates balances in the destination ledger type and does not print a detailed audit trail.

This program uses information from the Account Balances (F0902), Company Conversion Parameters (F1114), and Currency Restatement Rates (F1113) tables.

Before You Begin

- ☐ Set up the consolidation ledger type (usually AC) in the user defined code list 11/TL to define the ledger type as a restatement ledger type. See *Setting Up User Defined Codes*.
- ☐ Enter the currency code (designating the consolidation currency) in the Special Handling field for the AC ledger type in the user defined code list 09/LT. See *Setting Up User Defined Codes*.
- ☐ Enter the computation ID to use for specific companies on Company Numbers and Names. See *Setting Up Companies*.
- ☐ Verify that you have the correct rate types and calculation methods associated with account ranges. See *Working with Calculations for Balance Restatement*.

What You Should Know About

Exchange rates

It is important that you update the exchange rates used to restate balances.

If rates do not exist, the Currency Restatement report has blanks in the exchange rate and restated balance columns. If you do not print zero restated balances, all accounts in that range are omitted from the report.

Decimal placement

The Compute Restated Balances program determines currency decimals by the currency code for the destination ledger type.

If you do not associate a currency code with the consolidation ledger type in the user defined code list 09/LT, decimals might appear incorrectly on some inquiry programs and reports.

General Accounting I

11414

Page 4
Date - 05/02/98

Currency Restatement

Account Number Subledger/Type . . .	Description	Ledgers			Prior Period Balance	From Current Period Activity	Current Period Balance	Rt T	Exchange Rate	LT	Current Period Posting	Current Period Balance	Cur
		PN	1	2	3								
7003.8720	Office Supplies Expe 06 AA	BEF				1,814,109	1,814,109	A	0.0321802	AC		54,766	USD
7005.8720	Office Supplies Expe 06 AA	BEF				1,441,968	1,441,968	A	0.0321802	AC		43,531	USD
7011.8720	Office Supplies Expe 06 AA	BEF				279,081	279,081	A	0.0321802	AC		8,425	USD
7012.8720	Office Supplies Expe 06 AA	BEF				1,116,357	1,116,357	A	0.0321802	AC		33,701	USD
7003.8730	Postage & Freight 06 AA	BEF				2,721,147	2,721,147	A	0.0321802	AC		82,148	USD
7005.8730	Postage & Freight 06 AA	BEF				2,162,952	2,162,952	A	0.0321802	AC		65,297	USD
7011.8730	Postage & Freight 06 AA	BEF				418,638	418,638	A	0.0321802	AC		12,638	USD
7012.8730	Postage & Freight 06 AA	BEF				1,674,552	1,674,552	A	0.0321802	AC		50,553	USD
7001.8740	Travel, Meals & Lodg 06 AA	BEF				2,302,509	2,302,509	A	0.0321802	AC		69,510	USD
7003.8740	Travel, Meals & Lodg 06 AA	BEF				1,830,180	1,830,180	A	0.0321802	AC		55,251	USD
7011.8740	Travel, Meals & Lodg 06 AA	BEF				354,222	354,222	A	0.0321802	AC		10,694	USD
7012.8740	Travel, Meals & Lodg 06 AA	BEF				1,416,921	1,416,921	A	0.0321802	AC		42,775	USD
7001.9120	Interest Income 06 AA	BEF				823,614-	823,614-	A	0.0321802	AC		24,864-	USD
7001.9142.GAIN	Realized Gain 06 AA	BEF				479,325	479,325	A	0.0321802	AC		14,470	USD
7001.9200	Other Expenses 06 AA	BEF							0.0321802	AC	100.642-	8,243,647	USD
71.4930	Translation Gain/Los 06	BEF											
Ledger Total						60,293,787	60,293,787					8,648,530	
Company Total						60,293,787	60,293,787					8,648,530	

Processing Options for Compute Restated Balances

Mode:

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

Restatement Period:

2. Enter the 'As Of' date or period number through which to perform the restatement calculations. A default of blank will select the current period. _____
3. Enter a '1' to restate Year-To-Date, (all periods). A default of blank will restate only the selected period. _____

Restatement Rate:

4. If you are performing a Year-To-Date restatement, enter a '1' to restate all periods using the rate for the 'As Of' period selected. A default of blank will cause the restatements to occur using the rate active for each specific period being restated. _____

Suppress Print:

5. Enter a '1' to suppress the print of balances with a restated amount of zero. If left blank, all restated balances will print. _____

Override Computation Id:

6. Enter the Computation ID specifying which Computation should be performed on the companies selected in the Dream Writer. The default of blank will use the Computation ID specified in the Company Constants. _____

Override Destination Ledger:

7. Enter the 'To' Ledger for the Restatement Computation Records you wish to process. The default of blank will process all records without regard to the 'To' Ledger. _____

What You Should Know About Processing Options

Processing option 6

If you specify an override computation ID in the processing option, your entry overrides the ID assigned in the company constants. All companies chosen in Data Selection use this processing option setting.

Processing option 7

To understand this processing option, consider the following example:

Three calculations are set up for company 70. Each calculation updates a different destination ledger type.

- If you leave this processing option blank, the program runs all three calculations and creates balances for each destination ledger type.
- If you specify a single destination ledger type, the program runs only the calculation for that destination ledger type.

Understand Detailed Currency Restatement

About Detailed Currency Restatement

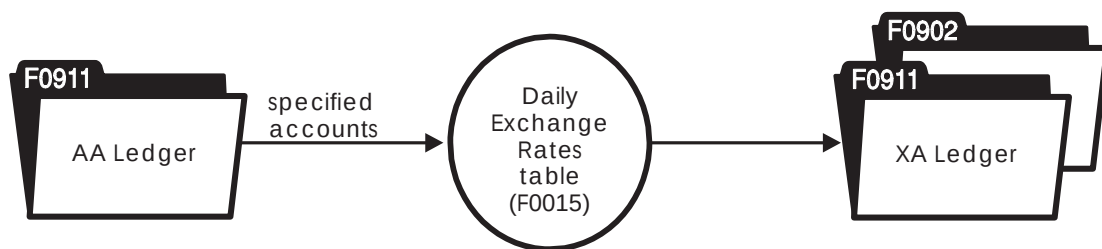
Companies operating in countries with highly inflationary currencies often need to:

- Report financial results in two currencies — the local currency and a parent company's currency
- Maintain a second set of books in a stable currency for financial analysis and reporting
- Maintain dual reporting for certain classes of general ledger accounts, such as fixed assets, inventory, and equity accounts, to meet accounting standards

Detailed Currency Restatement gives you a way to work at the transaction level with two base currencies:

- Domestic currency (AA ledger)
- Alternate (stable) currency, typically U.S. dollars (XA ledger)

For every transaction in the domestic currency within the range or ranges of accounts specified in the AAI setup, the system creates a corresponding transaction in the alternate currency.



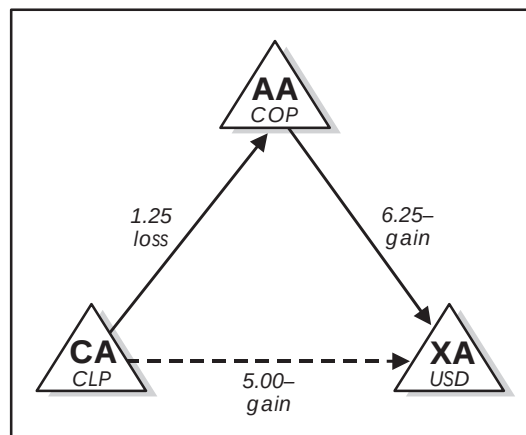
Detailed Currency Restatement is integrated into the General Accounting, Accounts Receivable, Accounts Payable, and Fixed Assets systems. This feature includes special handling for voids, reversals, and gain/loss calculations.

Which Ledgers Are Used to Calculate Gains and Losses?

The system creates restatement gain/loss records between the AA and XA ledgers when you post payments or receipts. The calculations differ, depending on the type of transaction:

- For domestic transactions (AA ledger to XA ledger), the system creates records for restatement gains/losses in the XA ledger and shows them on the post report, which lists the AA entries.
- For foreign transactions (CA ledger to XA ledger), the system:
 - Calculates the CA ledger to AA ledger gain/loss, then restates that amount to the XA ledger. The system shows this gain/loss on the post report that lists the XA entries.
 - Calculates the AA ledger to XA ledger gain/loss. The system shows this gain/loss on the post report that lists the AA and CA entries.

The following illustrates a foreign transaction (Chilean Peso = CLP) entered for a Colombian company (COP) that uses an alternate currency (USD). This shows the gain and loss created between the foreign (CA), domestic (AA), and alternate (XA) ledgers.



AA → XA

The gain/loss amount is calculated between COP and USD when a payment or receipt is posted.

CA → AA

The gain/loss amount is calculated between foreign (CLP) and domestic (COP). It is then written to the AA ledger. This amount is restated to the XA ledger by the Detailed Currency Restatement program.

CA → XA

No calculation is performed between the CA and XA ledger. The net amount of the two previous calculations is the equivalent of the gain/loss between the CA ledger and the XA ledger (transaction amount to restated amount).

Example: Gain/Loss for a Domestic Voucher

The following is an example of a domestic voucher entered for a Colombian company (COP) that uses detailed currency restatement. Their alternate currency is USD. This example shows how a domestic voucher creates gain or loss amounts for the alternate ledger (XA).

Voucher and Payment

	--AA Ledger--		--XA Ledger--			
	Domestic Transaction Amount	Currency Code	Exchange Rate (/)	Alternate Currency Calculated	Currency Code	Gain (-)/ Loss (+)
Voucher (original rate)	85,000	COP	850	100.00	USD	
Payment (payment current rate)	85,000	COP	860	98.84	USD	1.16–

Journal Entries

Description	Account	AA Ledger Amounts	XA Ledger Amounts
Voucher	Expense Account	85,000	100.00
	Accounts Payable	85,000–	100.00–
Payment	Accounts Payable	85,000	100.00
	Cash	85,000–	98.84–
	Realized Gain		1.16–

How Are Gains and Losses Calculated on a Foreign Transaction?

Gains and losses are calculated by measuring the changes in exchange rates when a transaction is processed.

The system performs two steps when calculating the gain or loss amount for a foreign transaction. These steps are described below. The examples in the steps use the following information:

Date	Document	CA Ledger (CLP)	x Exchange Rate	AA Ledger (COP)	/ Exchange Rate	XA Ledger (USD)
06/01/98	Voucher	100,00	.75	75,000	750	100.00
	Payment	100,00	.76	76,000	800	95.00
	Gain(-) Loss(+)			1,000		5.00–Net

1. The gain/loss record in the AA ledger (calculated as shown between the CA and AA ledgers) is converted to the XA ledger using the exchange rate from the AA to the XA ledger in effect on the G/L date of the payment.

$$\begin{array}{ccc}
 1,000 \text{ COP} & / & 800 = 1.25 \text{ loss} \\
 | & & | \\
 \text{Realized} & & \text{Current} \\
 \text{loss in AA} & & \text{exchange} \\
 \text{ledger} & & \text{rate (COP} \\
 & & \text{to USD)} \\
 & & \text{CA to AA}
 \end{array}$$

2. A gain/loss amount is also derived from the AA and XA ledgers. This amount is calculated using the voucher amount and the exchange rate difference between the voucher and payment dates.

$$\begin{array}{ccc}
 75,000 & / & 750 = 100.00 \\
 75,000 & / & 800 = \underline{93.75} \\
 & & 6.25- \text{ gain (AA to XA)} \\
 | & & | \\
 \text{Voucher} & & \text{Exchange rates (COP} \\
 \text{amount} & & \text{to USD) on 6/01/98 and} \\
 \text{(COP)} & & \text{6/30/98, respectively}
 \end{array}$$

What Happens If You Use Alternate Ledgers?

If you use alternate ledgers to record transactions by domestic origin (YA ledger) and foreign origin (ZA ledger), the system updates the alternate ledger records using one of three methods, depending on where the transaction originated.

Domestic transaction in the AA currency

There is no CA record. The system:

- Restates the AA amount into the XA ledger
- Copies the AA amount to the YA ledger

Foreign transaction in the XA currency

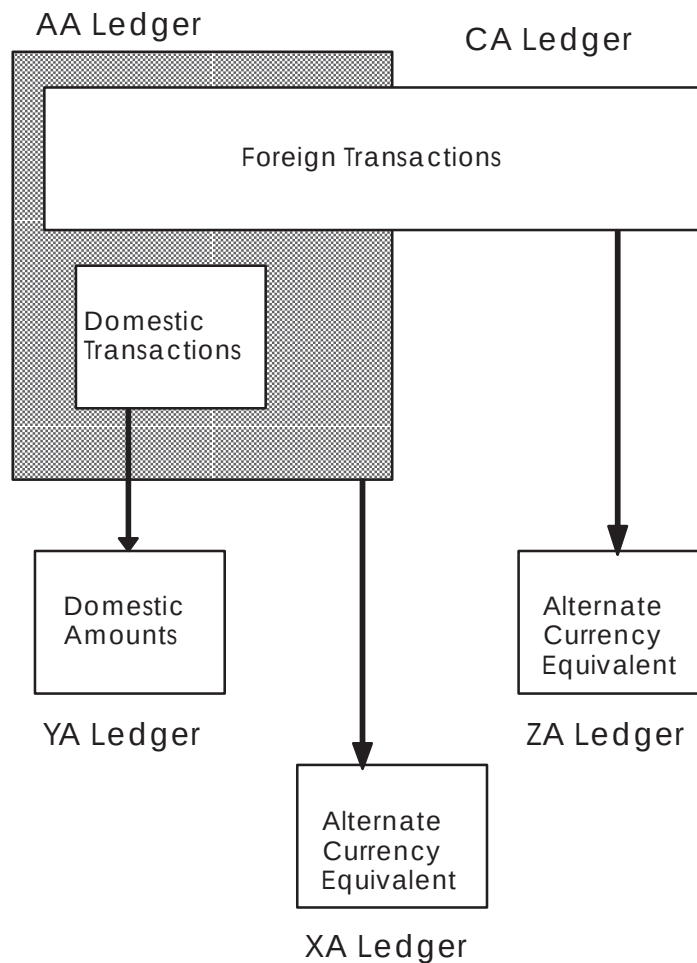
The system copies the CA amount to both the XA and ZA ledgers.

Foreign transaction in a currency other than XA

The system:

- Restates the AA amount into the XA ledger
- Copies the XA amount to the ZA ledger

The following illustrates the alternate ledgers used in detailed currency restatement:



What Steps Are Required for Detailed Currency Restatement?

Detailed currency restatement consists of these steps:

1. Set up detailed currency restatement.
2. Update the daily exchange rate table as needed.
3. Run the Detailed Currency Restatement program.
4. Review and approve the detailed currency transactions.
5. Post the detailed currency transactions to the general ledger.

What Transactions Are Processed?

The Detailed Currency Restatement program processes all posted transactions in the Account Ledger table (F0911) that qualify, as follows:

- The company is set up for detailed currency restatement.
- The transaction contains a blank in the Currency Update (ALT9) field.
- The account is within the account ranges for AAI item CRxx.

For each processed transaction, the program updates the Currency Update field to indicate the result of processing. Other programs also update this field. The following shows the codes and the programs that use them to update the field:

P (processed)	Written by the Detailed Currency Restatement program.
N (not applicable)	Written by the Detailed Currency Restatement program for either of the following: • Company is not set up for detailed restatement. • Account is not within a range of AAIs defined for detailed currency restatement.
Y (YA ledger only)	Written by the journal entry functional server (XT0911Z1) for JX document types and for journal entries with an override rate of zero. The Detailed Currency Restatement program changes the code to P (or N) after it processes the records.

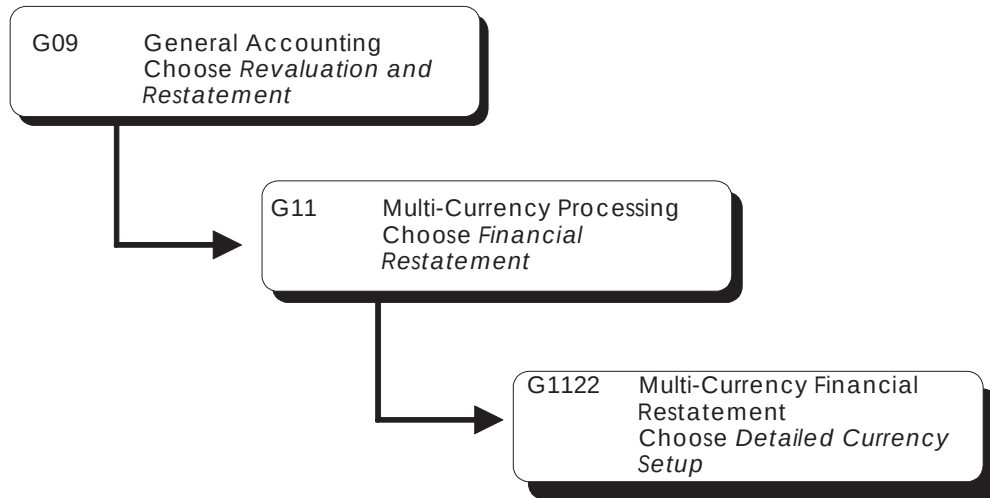
The first time you run this program, processing might require a significant amount of time because it will update the Currency Update field for all qualified records in the Account Ledger table. Subsequently, the program updates only the new transactions that qualify.

What Happens with Reviewing and Posting?

You can review the detailed currency transactions batch by batch. The Detailed Currency Restatement program assigns the batch number of the originating (AA) batch to the transactions it creates for the alternate currency. Only the batch type is XX.

You can review a transaction created by detailed currency restatement, although you cannot change it. You can post the detailed currency transactions to the Account Ledger table (F0911) as a part of the Detailed Currency Restatement program, or in the normal posting process with AA ledger transactions.

Set Up Detailed Currency Restatement



Setting Up Detailed Currency Restatement

Before you can use detailed currency restatements, you need to set up certain information that the system will use during processing. Detailed currency restatement provides a central location for this setup, which consists of:

- ☐ Setting up constants
- ☐ Setting up companies
- ☐ Setting up currency codes
- ☐ Setting up ledger types
- ☐ Setting up AAls
- ☐ Working with exchange rates

Multi-Currency Conversion	Y
Intercompany Settlements	D
A/R Offset Method	D
A/P Offset Method	D
Company Setup	Press F19
Currency Code Setup	Press F18
Ledger Type Setup	Press F16
AAI Setup	Press F15
Exchange Rate Setup	Press F17

F1 on Function Key Number = Additional Help Instructions F24 = More

What You Should Know About

Field-level help

You can access field-level help on each line of Detailed Currency Setup, including the directions to press function keys. For example, you can press F1 in the text area for AAI setup to access help about this setup.

Setting Up Constants for Detailed Currency Restatement

To use detailed currency restatement, you must:

- Set up general accounting constants
- Set up accounts receivable and accounts payable constants

You can set up all the constants required for detailed currency restatement on Detailed Currency Setup. You can also set up or review this information on the constants forms for the applicable systems (General Accounting, Accounts Receivable, and Accounts Payable).

Setting Up General Accounting Constants

You must set up the general accounting constant for multiple currency accounting. You must also specify a method for intercompany settlements that does not use a hub company.

► **To set up general accounting constants**

On Detailed Currency Setup

1. Change the following field, if necessary:
 - Multi-Currency Conversion
2. Change the following field to either code D or 2, if necessary:
 - Intercompany Settlements
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation						
Multi-Currency Conversion	A code that specifies whether to use multi-currency accounting, and the method of multi-currency accounting to use: Codes are: <table><tr><td>N</td><td>Do not use multi-currency accounting. Use if you enter transactions in only one currency for all companies. The multi-currency fields will not appear on forms. The system supplies a value of N if you do not enter a value.</td></tr><tr><td>Y</td><td>Activate multi-currency accounting and use multipliers to convert currency. The system multiplies the foreign amount by the exchange rate to calculate the domestic amount.</td></tr><tr><td>Z</td><td>Activate multi-currency accounting and use divisors to convert currency. The system divides the foreign amount by the exchange rate to calculate the domestic amount.</td></tr></table>	N	Do not use multi-currency accounting. Use if you enter transactions in only one currency for all companies. The multi-currency fields will not appear on forms. The system supplies a value of N if you do not enter a value.	Y	Activate multi-currency accounting and use multipliers to convert currency. The system multiplies the foreign amount by the exchange rate to calculate the domestic amount.	Z	Activate multi-currency accounting and use divisors to convert currency. The system divides the foreign amount by the exchange rate to calculate the domestic amount.
N	Do not use multi-currency accounting. Use if you enter transactions in only one currency for all companies. The multi-currency fields will not appear on forms. The system supplies a value of N if you do not enter a value.						
Y	Activate multi-currency accounting and use multipliers to convert currency. The system multiplies the foreign amount by the exchange rate to calculate the domestic amount.						
Z	Activate multi-currency accounting and use divisors to convert currency. The system divides the foreign amount by the exchange rate to calculate the domestic amount.						

Field	Explanation
Intercompany Settlements	A code that controls the automatic creation of journal entries between companies within an organization. Valid codes are: Y Yes, create intercompany settlements in the post program using a hub company 1 Flex compatible, create intercompany settlements in the post program using a hub company D Yes, create intercompany settlements without a hub company 2 Flex compatible, create intercompany settlements without a hub company N No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements) * No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)

Setting Up Accounts Receivable and Accounts Payable Constants

You must set up the constant for the offset method in the Accounts Receivable and Accounts Payable systems. Detailed currency restatement requires that the post program must create an offset entry for each detail record to ensure that one record representing multiple dates is not written.

To set up accounts receivable and accounts payable constants

On Detailed Currency Setup

Change the following fields, if necessary:

- A/R Offset Method
- A/P Offset Method

Field	Explanation
A/R Offset Method	A method the system can use for offsetting an entry when it is posted to the general ledger. Valid codes are: D Create an offset entry for each individual detail record (gross amount, discount amount, and tax accruals are separate offset entries) S Create a summarized offset for each individual detail record (gross amount, discount amount and tax accruals are combined into one offset entry) Y Create one offset per document (multiple items) B Create an offset for each batch The system creates offsets against actual amount and multi-currency ledger types only. <i>Form-specific information</i> To use Detailed Currency Restatement, set the A/R Offset Method to D to create offsets in detail.

Setting Up Companies for Detailed Currency Restatement

You must set up the currency conversion method for company 00000 and for each company that uses detailed currency restatement.

► To set up a company for detailed currency restatement

On Detailed Currency Setup

1. Choose Company Setup.

[00105] - Company Numbers and Names

Functions Options Tools Help

Skip To Company

Currency Setup

O P	Co	Name	D P	No Pd	Begin Year	Cur Per	Cur Cod	Cur Bals	Comp Id	Detl Rstm
	00000	J.D. Edwards & Company	R	12	01/01/98	6	USD			Z
	00001	A Model Financial Co (Trng)	R	12	01/01/98	6	USD			
	00007	A Model Payroll Company	R	12	01/01/98	4	USD			
	00050	A Model Construction Mgmt Co	R	12	01/01/98	6	USD			
	00060	A Model Financial Reporting Co	R	12	01/01/98	3	USD			
	00070	Model Multi-National Corporate	R	12	01/01/98	6	BEF	1	V	
	00071	Model Multi-National France	R	12	01/01/98	6	FRF		W	
	00072	Model Multi-National Germany	R	12	01/01/98	6	DEM		W	
	00073	Model Multi-National UK	R	12	01/01/98	6	GBP		W	
	00074	Model Multi-National Italy	R	12	01/01/98	6	ITL		W	
	00075	Model Multi-National Colombia	R	12	01/01/98	6	COP			Z
	00076	Model Multi-National Singapore	R	12	01/01/98	6	SGD		W	
	00077	A Model Canadian Payroll Co	R	12	01/01/98	4	CAD			
	00078	Model Multi-National Egypt	R	12	01/01/98	6	EGP		W	
	00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD	1		
	00150	DIA Property Management Co	R	12	01/01/98	1	USD			

Opt: 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys

2. On Company Numbers and Names, complete the following field for company 00000:
 - Detailed Restatement
3. Using the same value entered for company 00000, complete the following field for each company that will use detailed currency restatement:
 - Detailed Restatement
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Detailed Restatement	Y or Z in this field identifies the company as enabled for Detailed Currency Restatement processing (alternate currency). The Detailed Currency Restatement program (P11411) can create Account Ledger table (F0911) records for these companies in the XA ledger and, optionally, in the YA and ZA ledgers. Y indicates the system will use multiplication when calculating the amount on the XA record. Z indicates the system will use division when calculating the amount. <i>Form-specific information</i> The value in this field should be the opposite of the value for multi-currency conversion in the general accounting constants.

What You Should Know About

- How calculations relate** The value in the Detailed Restatement field should be the opposite of the value for Multi-Currency Conversion field in general accounting constants because:
- The Multi-Currency Conversion field controls the conversion of a foreign currency into the domestic currency.
 - The Detailed Restatement field controls the conversion of the domestic currency into a stable currency.

Setting Up Currency Codes for Detailed Currency Restatement

You must set up the currency codes to be used in detailed currency restatement.

► To set up currency codes

On Detailed Currency Setup

1. Choose Currency Code Setup.

The screenshot shows a window titled "[0013] - Designate Currency Codes" with a menu bar containing "Functions", "Tools", and "Help". The main area contains four input fields:

Currency Code	USD
Description	U.S. Dollar
A/P Payment Amt Text	X00500
Display Decimals	2

At the bottom, there are several icons: a checkmark, an 'X', an information icon, a triangle, a plus sign, a minus sign, and a double arrow. Below the icons is the text "F24=More Keys".

2. On Designate Currency Codes, complete the following fields for each currency code:
 - Currency Code

- Description
- A/P Payment Amount Text
- Display Decimals

What You Should Know About

Default currency code When you choose Currency Code Setup, the system displays the currency code for company 00000 on Designate Currency Codes.

Setting Up Ledger Types for Detailed Currency Restatement

You must define the ledger types used in detailed currency restatement in user defined code list 09/LT. You must also assign the associated currency codes, as follows:

XA (alternate currency) Assign the code for alternate (stable) currency. If the XA ledger is not set up, the system exits the Detailed Currency Restatement program without processing records.

ZA (foreign origin) Assign the code for the alternate currency (same code as for the XA ledger).

YA (domestic origin) Do not assign a currency code to this ledger type. This ledger uses the domestic currency of the company on the transaction.



You can assign the currency code for any stable currency to the XA and ZA ledgers. However, to maintain the integrity of your ledgers, you should not change the currency code assigned to a ledger after you start using detailed currency restatement.



To set up ledger types for detailed currency restatement

On Detailed Currency Setup

1. Choose Ledger Type Setup.

[00051] - User Defined Code Revisions

Functions Tools Help

System Code 09
 User Defined Codes LT
 Skip To Code XA
 Ledger Types

02 Character

Code	Description	Description-2
XA	Alternate Ledger	Detailed Restatement
XT	Transfer Cost Ledger	" "
YA	Domestic Origin	Detailed Restatement
ZA	Foreign Origin	Detailed Restatement
ZU	Cash Basis Units	

✓ ✗ 1 i 2 3 4 5 MW

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

2. On User Defined Code Revisions, verify that the XA, YA, and ZA ledgers are set up.
3. Complete the following fields for each missing ledger type:
 - Character Code
 - Description
 - Description-2 (optional)
4. Access the detail area for the XA and ZA ledger types.

[00051] - User Defined Code Revisions

Functions Tools Help

System Code 09
 User Defined Codes LT
 Skip To Code XA
 Ledger Types

02 Character

Code	Description	Description-2
XA	Alternate Ledger	Detailed Restatement
Special Handling Code	USD	Hard Coded Y/N N
XT	Transfer Cost Ledger	" "
Special Handling Code		Hard Coded Y/N N
YA	Domestic Origin	Detailed Restatement
Special Handling Code		Hard Coded Y/N N
ZA	Foreign Origin	Detailed Restatement
Special Handling Code	USD	Hard Coded Y/N N
ZU	Cash Basis Units	
Special Handling Code		Hard Coded Y/N N
Special Handling Code		Hard Coded Y/N
Special Handling Code		Hard Coded Y/N

✓ ✗ 1 i 2 3 4 5 MW

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

5. Complete the following field with the currency code for the alternate (stable) currency:
 - Special Handling Code
6. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Annual close for ledgers with detailed currency restatement

To perform an annual close on the XA, YA, and ZA ledgers, set them up in the Retained Earnings Ledger list (09/LA). On the Retained Earnings Ledger list, the first position of the Special Handling field must be an X for each of these ledger codes.

Setting Up AAIs for Detailed Currency Restatement

Use the CR series of AAI items to define the accounts needed for detailed currency restatement. You can set up AAIs for company 00000, or you can set up specific AAIs for an individual company. The AAI items in this series are:

CRxx

CRxx, used in pairs, defines a range of accounts to be restated. You do not need to define a business unit for either item in the pair. You can define up to 48 ranges. For example:

CR01 – Beginning account number of a range
CR02 – Ending account number of a range

CR03 – Beginning account number of the next range
CR04 – Ending account number of that range

Use one pair if you need to restate the entire chart of accounts:

CR01 – Object 1000
CR02 – Object 99999999.999999

CR

CR is optional. You can use it to define the balancing offset account (business unit.object.subsidiary).

You can set the Detailed Currency Restatement program to create the balancing entries that might be required due to rounding differences. However, if the AAI does not exist and the processing option is set to require it, the system does not create the balancing entries. Instead, it stops processing and generates an error report.

When gain/loss amounts are converted to the XA ledger, they use the following AAI items to define the accounts needed to calculate gains and losses. These are the same AAIs used for accounts receivable and accounts payable gains and losses.

RG (receivable gain) and PG (payable gain) These AAI items define the accounts that record the realized gain on foreign currency payments for A/R and A/P, respectively. There is no offset AAI.

RL (receivable loss) and PL (payable loss) These AAI items define the accounts that record the realized loss on foreign currency payments for A/R and A/P, respectively. There is no offset AAI.

To set up AAIs for detailed currency restatement (CRxx and CR)

On Detailed Currency Setup

1. Choose AAI Setup.

[00122] - Multiple AAI Revisions

Functions Options Tools Help

Item Number

0 P	Item Number	Co	Business Unit	0 R	Obj Acct	0 R	Sub Account	0 R	Description
	CR	00075	75	R	4930	R		0	Difference account used for
	CR0S01	00000		N	1350	R		N	Cost Type Range for Contract
	CR0S02	00000		N	1360	R		N	Cost Type Range for Contract
	CR01	00075		N	1000	R		0	Detailed Currency Restatement
	CR02	00075		N	9999	R	99999999	0	Detailed Currency Restatement

Option: 1=Single AAI Revisions 9=Delete F24=More Keys

2. On Multiple AAI Revisions, complete the following fields for at least one pair of AAI items CRxx:
 - Item Number
 - Company
 - Object Account
 - Subsidiary Account (optional)
3. Complete the following fields for AAI item CR (optional):
 - Item Number
 - Company
 - Business Unit
 - Object Account
 - Subsidiary Account
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Sequence numbers for AAI items for detailed currency restatement

The sequence numbers for the AAI items CRxx (11.620/11.630) and CR (11.610) do not fall within the sequences for General Accounting.

Working with Exchange Rates for Detailed Currency Restatement

You must define exchange rates for detailed currency restatement. The system uses these rates to convert your domestic currency (AA ledger) to your alternate currency (XA ledger).

In some situations, you might need to override the exchange rate for a specific transaction. Or, you might need to use the override feature to prevent creation of an alternate currency record for a specific transaction.

Unlike the other setup tasks, working with exchange rates is a recurring task. It consists of:

- Defining exchange rates for detailed currency restatement
- Override the exchange rate for a journal entry

Defining Exchange Rates for Detailed Currency Restatement

You must set up an exchange rate for each currency to be converted. The system uses the exchange rate with an effective date corresponding to the general ledger date in the transaction being restated. You should update exchange rates periodically to provide appropriate exchange rates for restatement.

What You Should Know About

Updating exchange rates Once you have defined an exchange rate for a particular currency conversion, you can update it as needed. To do this, locate the existing rate on Set Daily Transaction Rates. Then add a new effective date and exchange rate, as needed.

► To define exchange rates

On Detailed Currency Setup

1. Choose Exchange Rate Setup.

[00151] - Set Daily Transaction Rates

Functions Tools Help

To Currency: USD U.S. Dollar
 From Currency: COP Colombian Peso
 Contract (Addr):
 Skip to Date:

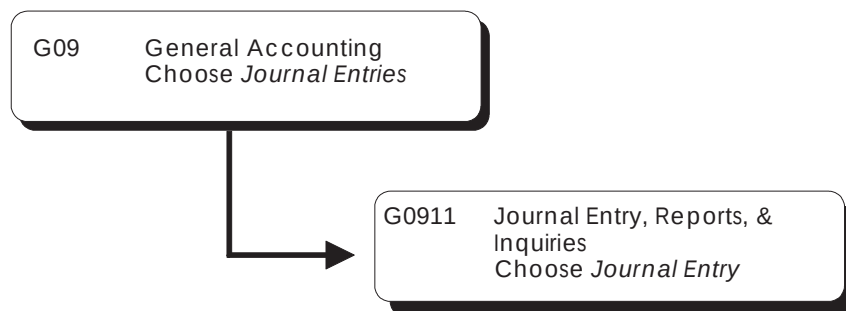
Effective Date	Multiplier	Divisor
01/01/93	0.0015498	645.2590000
12/01/97	0.0015253	655.6300000
01/01/98	0.0015141	660.4500000
02/01/98	0.0014370	695.9000000
03/01/98	0.0014038	712.3500000
04/01/98	0.0013575	736.6600000
05/01/98	0.0013138	761.1500000
06/01/98	0.0012666	789.5000000
06/02/98	0.0012657	790.0800000
06/03/98	0.0012638	791.2500000
06/04/98	0.0012610	793.0000000

F5=Update w/Redisplay F21=Print Exchange Rates F24=More Keys

2. On Set Daily Transaction Rates, complete the following fields:
 - To Currency
 - From Currency
 - Contract (Address) (optional)
 - Skip to Date (optional)
 - Effective Date
3. Complete one of the following fields:
 - Exchange Rate Multiplier
 - Exchange Rate Divisor
4. Do one of the following;
 - In WorldSoftware, press Enter
 - In WorldVision, click Add and Redisplay

Field	Explanation
To Currency	The foreign currency code as entered for conversion. This code is used to look up the current exchange rate. The company constants table specifies the domestic currency for the company. Further, you can specify a contract rate for dealings with a particular customer/supplier. The key for locating the proper exchange rate is: • To Currency (from company constants) • From Currency (from data entry form) • Customer/Supplier Address (if there is a currency contract) • Effective Date (Invoice Date from data entry) Currency codes are normally three digits. The third digit can be used for variations within a particular currency, such as Dutch commercial rate versus Dutch free rate. <i>Form-specific information</i> This field specifies the company's domestic currency. This is the currency to which foreign transactions will be converted. The system uses this code to locate the current exchange rate. For detailed currency restatement, use this field to identify the alternate (stable) currency, not the domestic currency.
From Currency	A code that indicates the currency of a customer's or a supplier's transactions. <i>Form-specific information</i> A code that specifies the currency from which you will convert amounts during foreign transactions.

Overriding the Exchange Rate for a Journal Entry



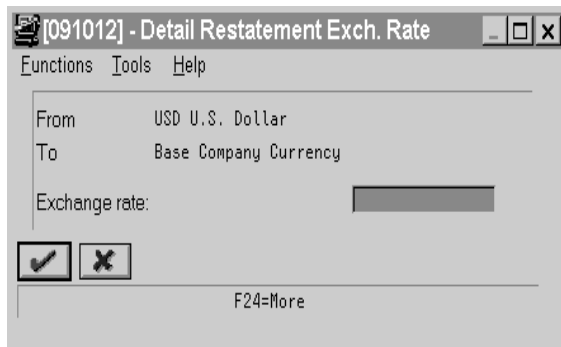
The system normally uses the appropriate exchange rate set up on Set Daily Transaction Rates. However, when you are entering a journal entry, you can override the exchange rate. The system will use the override exchange rate for the AA to XA calculation for that transaction.

The method for overriding the exchange rate for detailed currency transactions differs from that used for other multiple currency journal entries.

► To override the exchange rate for a journal entry

On Journal Entry

1. Locate the journal.
2. Press F8.



[091012] - Detail Restatement Exch. Rate

Functions Tools Help

From USD U.S. Dollar

To Base Company Currency

Exchange rate:

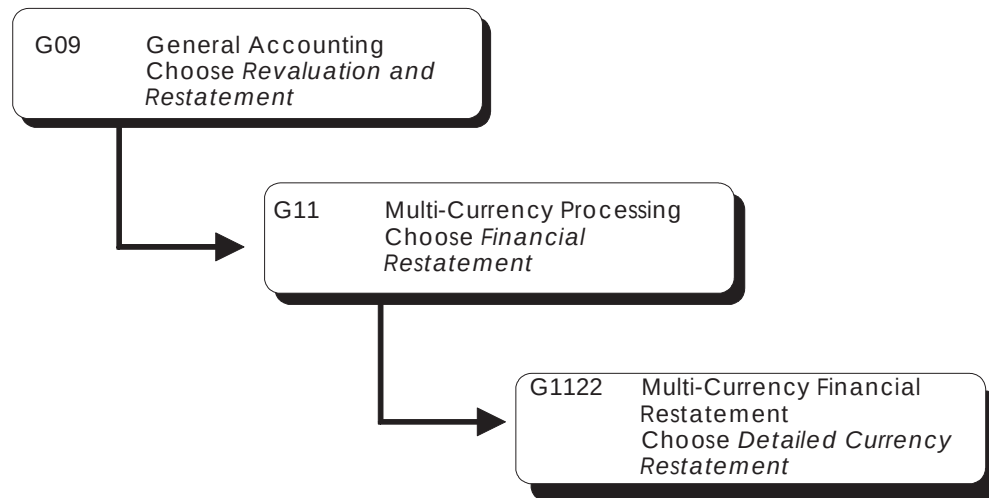
☒ ☐

F24=More

3. On Detail Restatement Exchange Rate, complete the following field:
 - Exchange Rate

Field	Explanation
Exchange Rate	This number can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions. If the Multi-Currency Conversion field on the Set Multi-Currency Option form is set to Y, the multiplier is used for all conversions. If you are adding a new rate for the multiplier, remove the existing divisor so the system can calculate the new rate. <i>Form-specific information</i> Enter an exchange rate to override the default exchange rate set up for all transactions. Or, enter 0 (zero) to prevent an alternate currency transaction from being created.

Calculate Detailed Currency Restatement



Calculating Detailed Currency Restatement

You calculate detailed currency restatement to apply currently effective exchange rates to transactions. This creates a second restated ledger of transactions for all companies that are set up for detailed currency restatement. This program reads transactions from the Account Ledger table (F0911) and creates new transactions in the XA (alternate currency) ledger in the same table.

Detailed Currency Restatement is a DREAM Writer program.

You can also update the optional YA (domestic origin) and ZA (foreign origin) ledgers by setting the related processing option.

You can set the related processing option in the Detailed Currency Restatement program to start the Post General Ledger program, if your organization does not require management approval for posting.

You can run the Detailed Currency Restatement program when you post other types of transactions to the general ledger. To do this, set the related processing options in the posting program.

If the Detailed Currency Restatement program finds an error condition for a company before any processing takes place for the company, it stops processing eligible records, produces an error report, and does not update the XA ledger. This report indicates the type of problem. You must resolve the problem and run the program again.

Before You Begin

- ☐ Set up detailed currency restatement.
- ☐ Verify that your currency exchange rates correspond to the dates you will restate. If the system does not find a rate with the date you are restating, it uses the last effective date. See *Defining Exchange Rates for Detailed Currency Restatement*.

11411		J.D. Edwards & Company Detailed Currency Restatement XA Only		Page - 1
				Date - 7/25/98
Company Number	Company Description	Error Message Number	Error Description	
00000	J.D. Edwards & Company	3847	Detailed Rest. not on for Co 00000	

Common Error Messages and Their Causes

Daily Transaction Rate Not Set Up	No exchange rate is set up for converting the domestic currency to the alternate currency. See <i>Defining Exchange Rates for Detailed Currency Restatement</i> .
CR01 and/or CR02 AAI Not Set Up	Either the AAI items CRxx are not set up, or the setup is not correct. See <i>Setting up AAIs for Detailed Currency Restatement</i> .
CR AAI Account Invalid or Not Set Up	The account number for the AAI item CR is not in the chart of accounts for the company.
Version of Post Specified Invalid	You entered an invalid DREAM Writer version number for the post program in the processing option for Detailed Currency Restatement.
XA Ledger Not Defined	The XA ledger is not set up in the user defined code list 09/LT. See <i>Setting Up Ledger Types for Detailed Currency Restatement</i> .

Currency Invalid for XA or ZA Ledger	An invalid currency code is specified in the Special Handling field of the user defined code list 09/LT. Check both the YA and ZA ledgers. See <i>Setting Up Ledger Types for Detailed Currency Restatement</i> .
YA or ZA Ledger Not Defined	You set the processing option to create records in the YA and ZA ledgers. However, these ledgers are not defined in the user defined code list 09/LT. See <i>Setting Up Ledger Types for Detailed Currency Restatement</i> .

See Also

- *Posting the Detailed Currency Journal (P09800)*

Processing Options for Detailed Currency Restatement

Additional Ledgers:

1. Enter a '1' to create records in the Additional Ledgers (ZA and YA). Default of Blank will create records only in the XA Ledger.

Automatic Posting:

2. Enter the version of the Post Program if you wish to automatically post the entries created by the currency restatement program. Use a version of the Post which is for batch type 'XX' (i.e. ZJDE0041). Default of blank will leave the entries unposted.

Difference Amounts:

3. Enter a '1' to automatically create journal entries required to balance the Currency Restatement Ledgers. Default of blank will not create these entries.

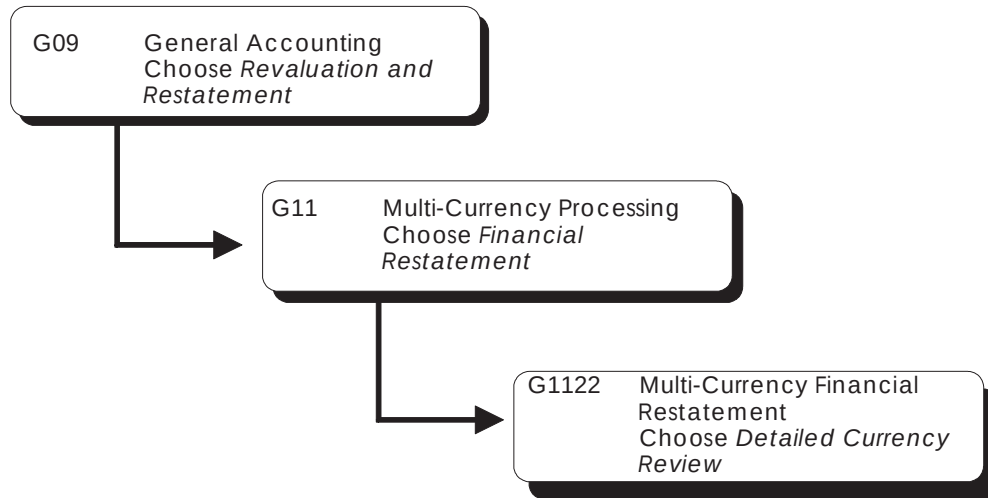
Daily Transaction Rates:

4. Enter a '1' to use the Daily Transaction Rate corresponding to the Service/Tax Date (DSV). The default of blank will use the General Ledger Date (DG).

Units Ledger:

5. The default value of blank will leave the corresponding unit amount in the XA, YA, ZA records. A value of 1, will not carry the units over to the XU, YU, or ZU ledger.

Review/Approve Detailed Currency Transactions



Reviewing and Approving Detailed Currency Transactions

After you run detailed currency restatement, you can verify the accuracy of the detailed currency transactions before posting them to the general ledger. Complete the following tasks:

- ☐ Review detailed currency transactions
- ☐ Approve batches for posting

Detailed Currency Review displays and updates information in the following tables:

- Batch Control (F0011)
- Account Ledger (F0911)

[00201] - Detailed Currency Review

Functions Options Tools Help

User ID * (Enter ^{F4} for all) Batch Number Batch Date From: Thru:

Batch Status ☐ (Blank will display unposted, ^{F4} all)

P	App	Number	Batch Ty	Date	Difference	Input Total	Documents	Status	User
		119677	XX	03/25/96				Pendin	EW935720T

Option: 1=Detailed Batch Review F24=More Keys

Reviewing Detailed Currency Transactions

You can review information at different levels before posting detailed currency transactions. You can:

- Review a list of detailed currency batches
- Review detailed information

Reviewing a List of Detailed Currency Batches

When you review detailed currency transactions for posting, 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.



To review a list of detailed currency batches

On Detailed Currency Review

Display all batches for all users, or limit your search by completing any of the following fields:

- Batch Number
- Batch Date From
- User ID

- Batch Date Thru
- Batch Status

Field	Explanation												
Batch Number	A number that identifies a group of transactions that are processed and balanced as a unit. When you add a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. The system closes the batch when you return to the menu.												
Batch Date From	The date of the batch. If you leave this field blank, the system date is used.												
User ID	The IBM-defined user profile.												
Batch Date Thru	The ending date of the range for the batches you want to display. If you specify a From date and leave the Thru date blank, the system displays all batches with that batch date and future batch dates.												
Batch Status	A code that indicates the posting status of a batch. Valid codes are: <table><tr><td>blank</td><td>Unposted batches that are pending approval or have a status of approved.</td></tr><tr><td>A</td><td>Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</td></tr><tr><td>D</td><td>Posted. The batch posted successfully.</td></tr><tr><td>E</td><td>Error. The batch is in error. You must correct the batch before it can post.</td></tr><tr><td>P</td><td>Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).</td></tr><tr><td>U</td><td>In use. The batch is temporarily unavailable because someone is working with it.</td></tr></table> These valid codes are set up in user defined codes (system 98, type IC).	blank	Unposted batches that are pending approval or have a status of approved.	A	Approved for posting. The batch has no errors, is in balance, but has not yet been posted.	D	Posted. The batch posted successfully.	E	Error. The batch is in error. You must correct the batch before it can post.	P	Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).	U	In use. The batch is temporarily unavailable because someone is working with it.
blank	Unposted batches that are pending approval or have a status of approved.												
A	Approved for posting. The batch has no errors, is in balance, but has not yet been posted.												
D	Posted. The batch posted successfully.												
E	Error. The batch is in error. You must correct the batch before it can post.												
P	Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).												
U	In use. The batch is temporarily unavailable because someone is working with it.												

What You Should Know About

Batch number and type Transactions created by the Detailed Currency Restatement program have the same batch number as the corresponding originating transactions. They have a batch type of XX.

Reviewing Detailed Information

After you review a list of batches, you can access transaction detail within a specific batch. For example, you can review the number of transactions in the batch. You can also select a specific transaction for review only. You cannot change the detailed currency transactions created by the Detailed Currency Restatement program.

► To review detailed information

On Detailed Currency Review

1. Follow the steps to review a list of batches.
2. Choose Detailed Batch Review for a batch and press Enter.

[09202] - General Ledger Batch Review

Functions Options Tools Help

Batch Number 119025
Batch Date 03/25/96
User ID EW935720T

O/P	Ty	J.E. Number	Co.	Explanation	Date	Amount	Cur Cod
	JE	13536	00075	Misc. Travel Expenses	06/30/98	-----	COP
				Total			

Option: 1=Individual Document Review F24=More Keys

3. On General Ledger Batch Review, choose an individual document to review and press Enter.

[09101] - Journal Entries

FunctionsToolsHelp

Mode (F)☒Model (Y)☐
Base Co. CurrencyCOPReverse or Void (R/V)☐

Document TypeJE
Document Number/Co1353600075ExplanationMisc. Travel Expenses
G/L Date06/30/98Batch Number119025
RemainingCurrency CodeCLP
Skip to LineExchange Rate836.6200000

Account No.	Amount	Explanation 2	P
7501.8665	1.72	Entertainment	P
7501.8740	3.22	Airfare	P
7502.8665	1.08	Entertainment	P
7502.8740	3.44	Airfare	P
7500.8665	1.94	Entertainment	P
7500.8740	2.58	Airfare	P
75.1110.CLP	13.98-		P

☒☐

☐☒

☐☐

☐☐

☐☐

☐☐

☐☐

☐☐

F5=Make New Model F6=% JE F15=Model JE's F13=Acct Master F24=More Keys

4. On Journal Entries, change the following field as needed:
- Mode

Field	Explanation														
Mode	A code that specifies whether amounts are in the domestic currency of the company the account is associated with or in the foreign currency of the transaction. Valid codes are <table><tr><td>D</td><td>Domestic</td></tr><tr><td>F</td><td>Foreign</td></tr></table> Form-specific information If you enter: <table><tr><td>F</td><td>Foreign amounts appear, and the default ledger type is CA</td></tr><tr><td>D</td><td>Domestic amounts appear, and the default ledger type is AA</td></tr></table> If you use detailed currency restatement, these codes apply: <table><tr><td>X</td><td>Transactions in the XA ledger</td></tr><tr><td>Y</td><td>Transactions in the YA ledger</td></tr><tr><td>Z</td><td>Transactions in the ZA ledger</td></tr></table>	D	Domestic	F	Foreign	F	Foreign amounts appear, and the default ledger type is CA	D	Domestic amounts appear, and the default ledger type is AA	X	Transactions in the XA ledger	Y	Transactions in the YA ledger	Z	Transactions in the ZA ledger
D	Domestic														
F	Foreign														
F	Foreign amounts appear, and the default ledger type is CA														
D	Domestic amounts appear, and the default ledger type is AA														
X	Transactions in the XA ledger														
Y	Transactions in the YA ledger														
Z	Transactions in the ZA ledger														

Approving Detailed Currency Batches for Posting

After you enter and review a batch of detailed currency transactions, you might need to approve it before posting can occur. This depends on whether your company requires management approval before posting a batch, as defined in the general accounting constants. Based on your company requirements, the system assigns either a pending or an approved status to the batch.

To approve a batch for posting

On Detailed Currency Review

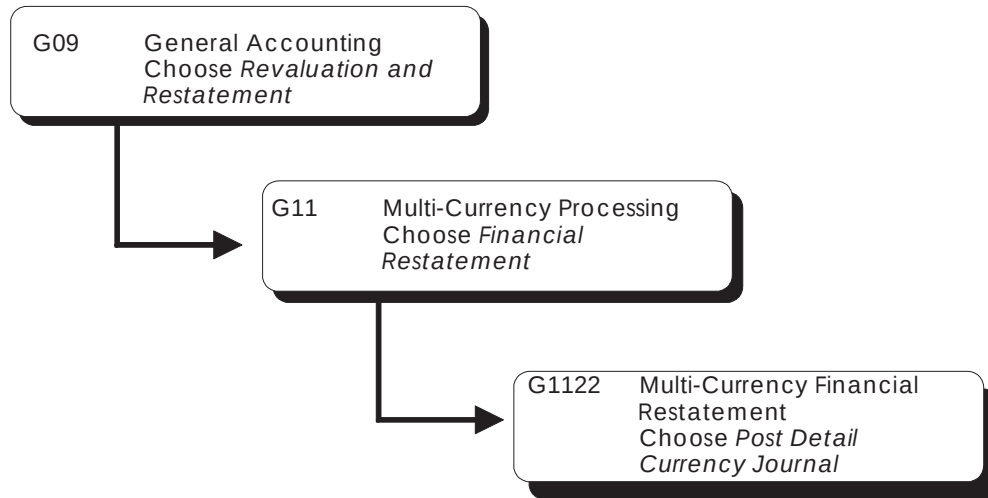
1. Choose the appropriate batch.
2. Complete the following field:
 - Approved

Field	Explanation
Approved	A code that indicates whether a batch is ready for posting. Valid codes are: A Approved, ready for posting. P Pending approval. The batch will not post. If the system constants do not specify manager approval, the system automatically approves batches that are not in error.

What You Should Know About

Preventing a batch from posting	To temporarily prevent a batch from posting, change its status to pending.

Post the Detailed Currency Journal



Posting the Detailed Currency Journal

After you create, review, and approve detailed currency transactions, post them to the general ledger. Posting the detailed currency journal consists of:

- ☐ Posting a batch of detailed currency transactions
- ☐ Verifying the post of detailed currency transactions

Before You Begin

- ☐ 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

Posting a Batch of Detailed Currency Transactions

Run only one post program at a time. After you initially set up the processing options, you need to change only the batch selection processing option when you post.

To post a batch

Select the batch and submit the post.

What You Should Know About

Creating detailed currency transactions

If you are posting other types of transactions, you can set the related processing options to create detailed currency transactions as part of the posting.

Making changes during the posting process

While the post is running, do not change accounts, AAIs for the General Accounting system, intercompany settlements, general accounting constants, or processing options for the post program.

Customizing the post program

This program performs a number of complex tasks. J. D. Edwards strongly recommends that you do not customize the programming for it.

Verifying the Post of Detailed Currency Transactions

After posting your detailed currency transactions, verify that your batches posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the system will post a batch. The system creates the following reports to help you verify the posting information:

- Posting Edit Report
- Posting Journal

Posting Edit Report

After you run the post program, use the Posting Edit Report to verify whether the system posted your batches successfully. This report lists:

- Batches that posted successfully
- Documents with errors that prevented a batch from posting

General Accounting I

09800

J.D. Edwards & Company
General Ledger Post - General Accounting
Posting Edit Report

Page 4
Date 7/25/98

Create Intercompany Settlements: Y

Batch Number	Batch Date	Account Number - Input Account ID	G/L Date Do Subldgr Ty	Document Number	JE Line Number	Error Messages
119025	07/25/98					***NO ERRORS*** Batch will post. *

Common Error Messages and Their Causes

Batch not approved for posting

A batch with a pending or error status causes this message.

Posting Journal

To verify the transactions posted to the Account Balances and the Account Ledger tables for the XA, YA, and ZA ledgers, review the Posting Journal. It lists only those batches that posted successfully.

Post the Detailed Currency Journal

09801 J.D. Edwards & Company Page 1
 Batch Type - XX General Ledger Post - Detail Restatement Date 7/25/98
 Batch Number - 119025
 Batch Date - 07/25/98

Posting Journal

Post Out of Balance :
 Create Intercompany Settlements: D

Do Document Ty	G/L Date	Co	Account Description Explanation	G/L Account Subldgr-Ty/Asset Number	Amounts Debit	Amounts Credit	LT	Units
JE	13536	06/30/98	00075	Entertainment USD	7501.8665	1.72	XA	
			Misc. Travel Expenses					
JE	13536	06/30/98	00075	Entertainment USD	7501.8740	3.22	XA	
			Travel, Meals & Lodgi					
			Misc. Travel Expenses					
JE	13536	06/30/98	00075	Airfare USD	7502.8665	1.08	XA	
			Entertainment					
JE	13536	06/30/98	00075	Misc. Travel Expenses USD	7502.8740	3.44	XA	
			Entertainment					
JE	13536	06/30/98	00075	Travel, Meals & Lodgi USD	7500.8665	1.94	XA	
			Misc. Travel Expenses					
JE	13536	06/30/98	00075	Airfare USD	7500.8740	2.58	XA	
			Entertainment					
JE	13536	06/30/98	00075	Travel, Meals & Lodgi USD				
			Misc. Travel Expenses					
JE	13536	06/30/98	00075	Airfare USD	75.1110.CLP	13.98	XA	
			Bank of Chile					
			Misc. Travel Expenses					
Batch Total					13.98	13.98	XA	

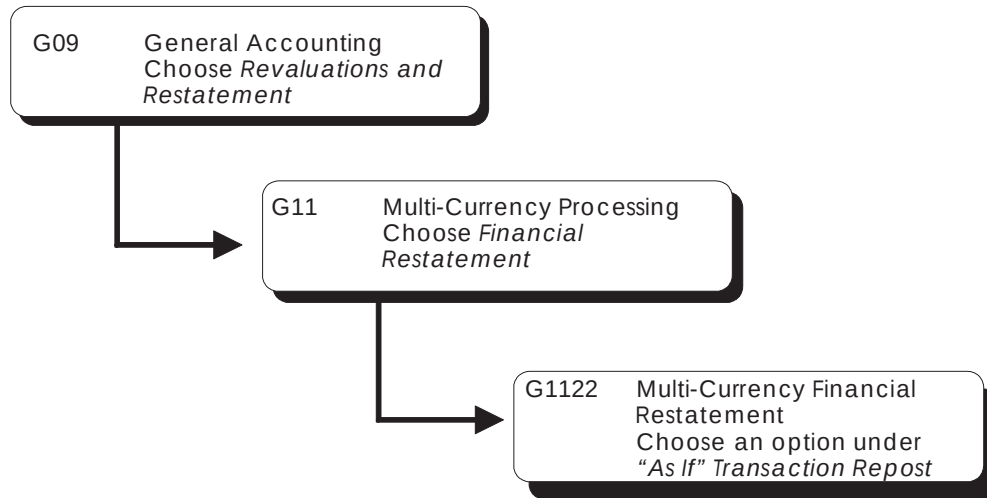
See Also

- *Posting Journal Entries (P09800)* for the processing options for this program

What You Should Know About Processing Options

Processing options 4-12 These processing options do not apply to posting the detailed currency journal.

Work with “As If” Currency Reposting



Working with “As If” Currency Reposting

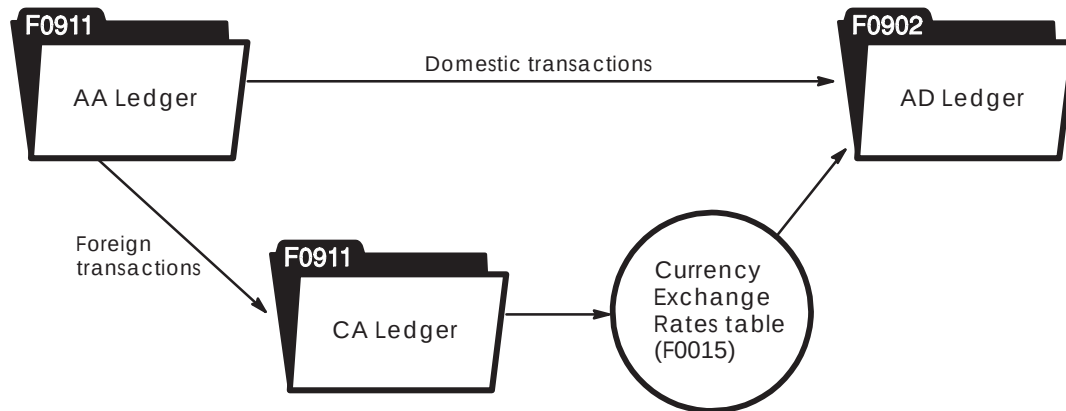
When you enter multi-currency transactions, the system uses the current exchange rate. Because exchange rates fluctuate, the converted amounts might not be useful for comparison purposes. You can eliminate fluctuations over a period of time by reposting the balances using a single exchange rate as if it applied to all transactions. Reposting balances in this way allows you to:

- Recalculate balances on a transaction level using an exchange rate associated with a specified date.
- Record the new balances in a user-specified ledger type. This ledger type can be the AD (“as if” restatement) ledger type or any other user-specified ledger type.

You can then compare the new balances with actual or budget balances. For example:

- A construction company with projects that span multiple years can compare original budget amounts to actual amounts that have been restated using exchange rate of the original budget.
- A company with sales people located worldwide can report sales figures at a stabilized rate for commission analysis.

The following illustrates the process used to create “as if” balances:



Working with “as if” balances consists of:

- ☐ Defining the exchange rate for reposting
- ☐ Calculating and posting “as if” currency restatement

Defining the Exchange Rate for Reposting

You must set up an exchange rate for the effective date you will use in reposting “as if” balances. The date must qualify as an effective date in the Currency Exchange Rates table (F0015). That is, a rate must exist for the effective date or for a prior date. If no rate exists, the system processes transactions without converting them.

What You Should Know About

Reviewing and revising exchange rates

You can review existing rates on Set Daily Transaction Rates. You can also add exchange rates or change them as needed.

See Also

- *Defining a Single Exchange Rate (P00151)*

Calculating and Posting “As If” Currency Restatement

To restate account balances using a single exchange rate, run the As If Repost program. This program selects posted transactions entered in a foreign currency from the Account Ledger table (F0911).

This program recalculates the domestic amount by applying a new exchange rate to the CA (foreign amount) ledger type, then creates the new amounts. Restated amounts are in a user-specified ledger type, generally the AD (“as if” restatement) ledger type, in the Account Balances table (F0902). Although the AD ledger is generally used, the “as if” ledger can be any user-specified ledger except AA, CA, XA, YA, ZA, or AZ. The program then moves domestic-only transactions to the new ledger type.

You can run this program as often as necessary. Rerunning the program overwrites existing balances, unless you specify a different destination ledger type. You can run this program in three modes:

Proof mode with report	The system prints a report, but does not create balances in the destination ledger type.
Final mode with report	The system creates balances in the destination ledger type and prints a detailed audit trail.
Final mode without report	The system creates balances in the destination ledger type and does not print a detailed audit trail.

The Compute “As If” Balances program is a DREAM Writer program.

Before You Begin

- ☐ Set up the AD ledger type in user defined code list 11/TL. See *Setting Up User Defined Codes*.
- ☐ Set the multi-currency conversion feature in the general accounting constants to Y (use multipliers) or Z (use divisors). See *Setting Up Constants*.
- ☐ Set up an exchange rate with an effective date on or before the conversion date for the repost. See *Defining a Single Currency Exchange Rate*.

11415

J.D. Edwards & Company
As If Repost

Page - 1
Date - 7/14/98
As If Date - 06/30/98

Account Number Description Sub Ledger / Type	Document		G/L Date	Actual Exchange Rate	FROM		As If Exchange Rate	TO	
	Number	Ty Co.			LT Cur	Amount		LT Cur	Amount
7001.8350 Rent Expense	614	PV 00000	05/17/98	6.0929000	AA FRF	115,460	6.0929000	AD BEF	115,460
7001.8360 Telephone Expense	614	PV 00000	05/17/98	6.0929000	AA FRF	93,221	6.0929000	AD BEF	93,221
7001.8370 Utilities Expense	614	PV 00000	05/17/98	6.0929000	AA FRF	189,185	6.0929000	AD BEF	189,185
7001.8605 Advertising	614	PV 00000	05/17/98	6.0929000	AA FRF	397,563	6.0929000	AD BEF	397,563
	1800	JE 00070	01/01/98		AA BEF	651,222		AD BEF	651,222
7001.8620 Bad Debt Expense	614	PV 00000	05/17/98	6.0929000	AA FRF	219,956	6.0929000	AD BEF	219,956
7001.8625 Bank Expenses	614	PV 00000	05/17/98	6.0929000	AA FRF	312,578	6.0929000	AD BEF	312,578
	98001005	JE 00070	06/30/98		AA BEF	17,136		AD BEF	17,136
7001.8650 Conventions/Seminars/Educ	614	PV 00000	05/17/98	6.0929000	AA FRF	614,591	6.0929000	AD BEF	614,591
7001.8665 Entertainment	614	PV 00000	05/17/98	6.0929000	AA FRF	222,269	6.0929000	AD BEF	222,269
	1800	JE 00070	01/01/98		AA BEF	148,863		AD BEF	148,863
7001.8670 Dues & Subscriptions	614	PV 00000	05/17/98	6.0929000	AA FRF	917,591	6.0929000	AD BEF	917,591
	1800	JE 00070	01/01/98		AA BEF	37,224		AD BEF	37,224

What You Should Know About

Incorrect or missing calculations

If the report shows incorrect or missing conversion calculations, or fails to show expected detail, check that the required setup is complete and correct.

In addition, note that transactions originally entered in the domestic currency do not have an original or "as if" exchange rate. The source and destination amounts are the same. The DEMO version of this program processes domestic transactions and foreign transactions for the selected account range. Doing this ensures that all transactions in the AA (actual amounts) ledger type are transferred to the conversion ledger type.

Processing Options for Compute "As If" Balances

Conversion Date:

1. Enter the 'As If' exchange rate date to be used to convert the original transactions. Effective rates for

this date must exist in the Currency
Conversion Rates File (F0015).

Mode:

2. 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

Conversion Ledger Type:

3. Enter the ledger type to receive the
recomputed transaction amounts. This
option has no defaults and must be
entered for the program to function.
The ledger type must be defined in
User Defined Codes System Code '11'
Record Type 'TL'. _____

Data Selection for Compute "As If" Balances

Do not change the following data selection criteria, because processing logic
depends on the values specified in the DEMO version.

**Document type not
equal to BF**

Selects only transaction records that are not summarized.
The original exchange rate used to convert foreign
transactions cannot be determined once records are
summarized.

**G/L posted code equal to
P**

Prevents the program from being run against transactions
that are not yet posted to the Account Balances table.

**From ledger type not
equal to CA**

Because the CA ledger contains only foreign transactions,
using the CA ledger would omit domestic transactions in
the selected account range. In addition, the program logic
works on foreign transactions previously converted to a
domestic currency. However, the CA ledger contains only
foreign amounts that have not been converted.

Setup



Organization Setup

Objectives

- To understand the basic setup requirements for organizations

About Organization Setup

Before you use the General Accounting system, you must define the basic structure of your organization. This includes:

- ☐ Setting up fiscal patterns
- ☐ Setting up companies
- ☐ Working with business units

What Are Fiscal Patterns?

Fiscal 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 G/L date of each transaction to establish where in the company's fiscal pattern to post. For example, if the fiscal year 1998 is July to June, then the ending date for period 01 would be 07/31/98.

Transactions are posted to period "buckets" in the Account Balances table (F0902).



In this example, the fiscal year is a calendar year. The first bucket is period 1, the second bucket period 2, and so on. The G/L date for the transaction is 6/30/98.



Be careful with leap years. In this example, if the G/L date is 2/29/98, the transaction would post to period 3 (for a calendar fiscal pattern).

To ensure that transactions post to the correct fiscal period, follow these guidelines:

- You must set up fiscal periods for each fiscal year. This includes 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.
- You must 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, you must define the prior year, the current year, and the following year for each pattern code.
- Each period, even the extra audit adjustment periods, must contain 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 (11/30/98)
 - 12 (12/29/98)
 - 13 (12/30/98)
 - 14 (12/31/98)

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

What Is a Company?

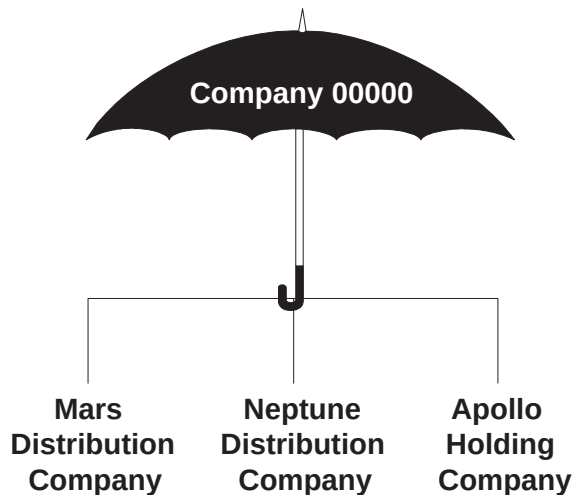
Companies are organizational entities that require a balance sheet and include the following information:

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

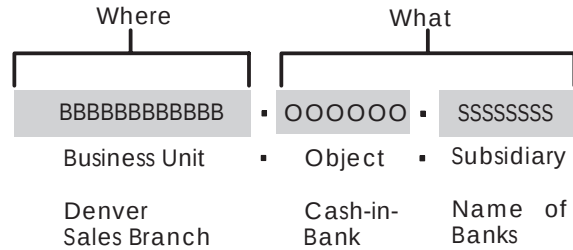
You must set up each company in your organization, as well as the default company 00000. The system does not use company 00000 for transaction entries. Instead, this company controls:

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



What Are Business Units?

Business units are part of the basic J.D. Edwards account structures. A business unit describes “where” a transaction will be expensed in an organization.

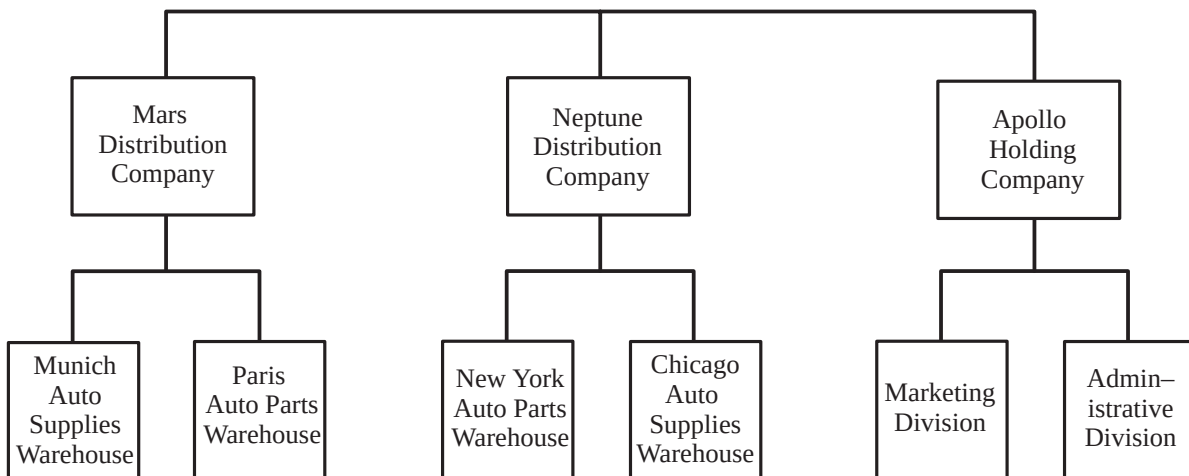


Business units are:

- Assigned to only one company
- The lowest organizational reporting level for your company
- The basis for income statements (the level at which you track revenues and expenses)

How Are Companies and Business Units Related?

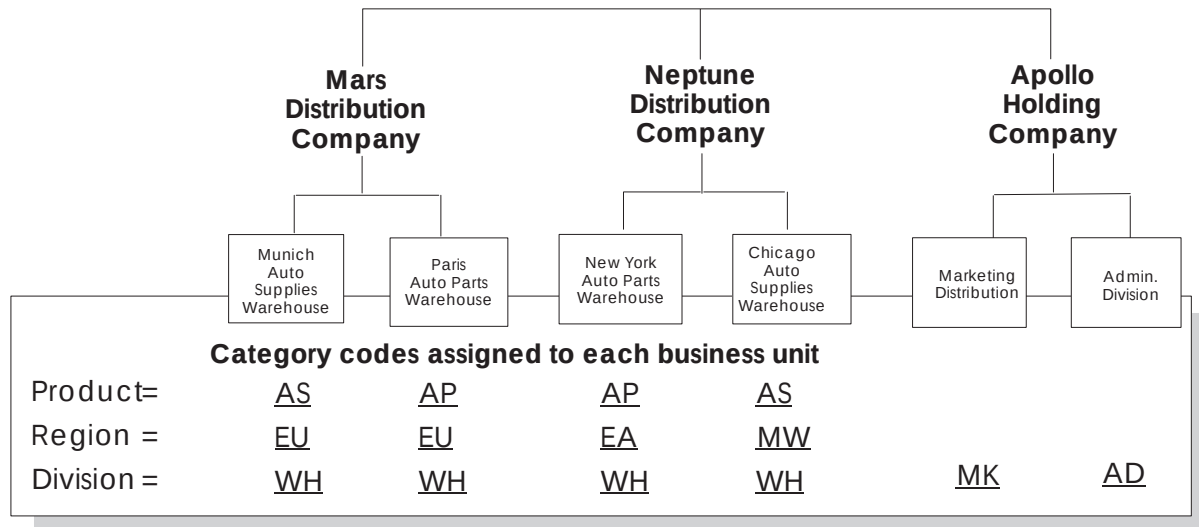
The following example shows three companies and each of their business units.



How Are Business Units and Category Codes Related?

Use category codes to describe your organizational structure and group your business units up to 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.



Product

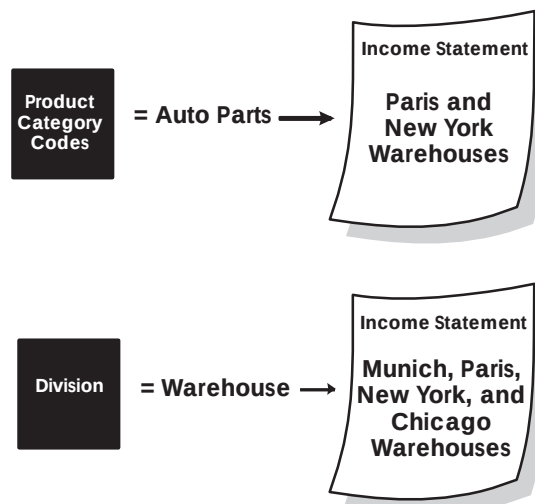
AS=Automobile Supplies
AP=Automobile Parts

Region

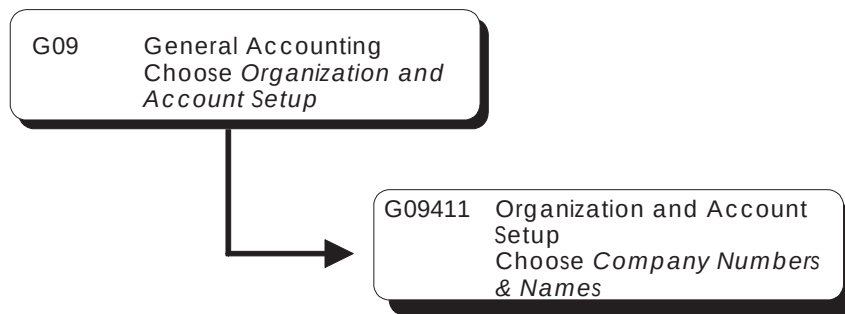
EU=Europe
EA=East
MW=Midwest

Division

WH=Warehouse
MK=Marketing
AD=Administration



Set Up Fiscal Date Patterns



Setting Up 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 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 in the company's fiscal date pattern to post the transaction.

You can use the regular (system-defined) fiscal date pattern or define your own. The regular pattern (R) includes 14 periods for the following accounting needs:

- 12-period accounting
- 12 periods plus an extra period for audit adjustments
- 4-4-5 period accounting
- 13 periods plus an extra period for audit adjustments

If the end-of-period date for period 12 and 13 is the same as the end-of-period date for periods 13 and 14, the system counts only 12 periods. For example, the end-of-period date for periods 12, 13, and 14 is December 31, 1998.

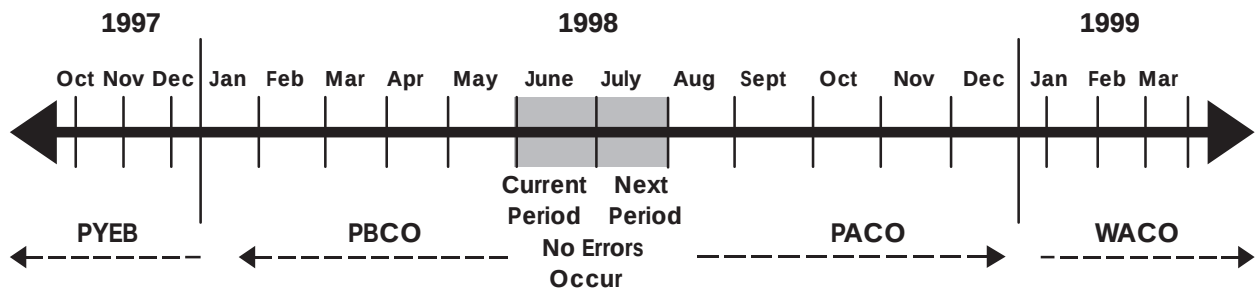
After you define a fiscal date pattern, you can assign it to other companies. If your companies all use the same fiscal date pattern, define it once and then assign it to all companies that reference it.

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

How Do Fiscal Date Patterns Affect Transactions?

When you enter a transaction, the system edits the G/L date against the open period in the Company Names and Numbers table. If you enter a journal entry with a G/L date that is not in the current or next accounting period, you get a warning or an error message.

In the example below, if you entered transactions to periods 06 and 07 (June and July), you would *not* get a warning or an error message.



What Are the Warning and Error Messages You Might Receive?

The following lists the types of warning and error messages you receive when you enter a transaction outside the two-period window. These messages appear based on how you set your general accounting constants.

PYEB – Prior Year-End Balance

Reason: You tried to post to a prior year.

Result: You get an error message. The system does not accept the entry.

Remedy: You can use document type ## (double hash symbol) to make and post entries to a prior year, for example, to make audit adjustments.

PBCO – Post Before Cut Off

Reason: You entered a G/L date before the current period.

Result: You either get a warning or an error message, depending on your general accounting constants.

PACO – Post After Cut Off

Reason: You entered a G/L date that is after the two-period window.

Result: You either get a warning or an error message, depending on how you set up your fiscal date patterns. If your fiscal date pattern is not set up for the full year, you get an error message. If it is set up for the full year, you get a warning.

WACO – Way After Cut Off

Reason: You entered a G/L date in a future year.

Result: You either get a warning or an error message, depending on how you set up your fiscal date patterns.

► **To set up a fiscal date pattern**

On Company Numbers & Names

1. Choose Date Pattern for company 00000.

[0008] - Date Pattern Revisions

Functions Tools Help

Fiscal Date Pattern Code: R

Fiscal Year Beginning - Date & Century: 01/01/98 19

Date Pattern Type:

End of Period 01 - Date & Century:

01-	01/31/98	19
02-	02/28/98	19
03-	03/31/98	19
04-	04/30/98	19
05-	05/31/98	19
06-	06/30/98	19
07-	07/31/98	19
08-	08/31/98	19
09-	09/30/98	19
10-	10/31/98	19
11-	11/30/98	19
12-	12/31/98	19
13-	12/31/98	19
14-	12/31/98	19

F21=Print Date Patterns F24=More Keys

2. On Date Pattern Revisions, complete the following fields:
 - Fiscal Date Pattern Code
 - Fiscal Year Beginning Date
 - Fiscal Year Beginning Century
 - Date Pattern Type (optional)

- End of Period Date
 - End of Period Century
3. Do one of the following:
- In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Fiscal Date Pattern Code	A code that identifies date patterns. You can use one of 15 codes. You must set up special codes (letters A through N) for 4-4-5, 13 period accounting, or any other date pattern unique to your environment. An R, the default, identifies a regular calendar pattern.
Fiscal Year Beginning Date	The first day of the fiscal year. A fiscal year spanning 1998 – 1999 and beginning September 1 would be entered as 090198 (US date format).
Fiscal Year Beginning Century	This is the century associated with the fiscal year. The century number is the first two digits of the fiscal year. For example, if the fiscal year is 1998, the century number is 19. If the fiscal year is 2003, the century is 20.
Date Pattern Type	This field is used by FASTR to determine the column headings to be printed on reports. It differentiates normal calendar patterns from 4-4-5 and 13 period accounting patterns. You can maintain headings for non-standard patterns in vocabulary override records R83360Mx, where x represents the value for this field.
End of Period Date	The month end date in 12 period (monthly) accounting. The period end date in 13 period, 52 period, or 4-4-5 period accounting. <i>Form-specific information</i> You can use period 13 for audit adjustments in 12-period accounting by setting up period 12 to end on December 30 and period 13 to end on December 31. You can set up period 14 in the same way for 13 period or 4-4-5 accounting. The system validates the dates you enter.
End of Period Century	This is the century associated with the period ending date. The century number is the first two digits of the year. For example, if the year is 1998, the century is 19. If the year is 2003, the century is 20.

What You Should Know About

Setting up fiscal date patterns before companies

You cannot set up a company until you set up its fiscal date pattern. Since the company does not yet exist, on Company Numbers & Names, you must choose company 00000 to set up the pattern.

Changing a fiscal date pattern

Typically, you should not change a fiscal date pattern unless you are restructuring your company.

See Reposting the Account Ledger in the General Accounting II Guide.

Deleting a fiscal date pattern

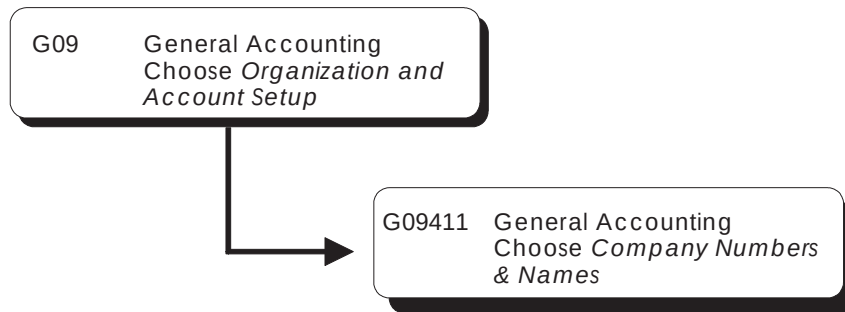
You cannot delete a fiscal date pattern if the pattern code and fiscal year exist together in the Company Constants table.



Exercises

See the exercises for this chapter.

Set Up Companies



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 00000. If you require a balance sheet at the division, district, or store level, you can set up these non-legal entities as companies. This provides for reporting and accounting at a lower level.

After you set up a company in the General Accounting system, you must set up a corresponding number in the Address Book system. You can either:

- Use the same number for both the company and its address book reference number (recommended)
- Cross-reference the company number to a different address book number

For example, if you set up Mars Distribution as company 6000 on Company Numbers & Names, you should also set up address book number 6000 in the Address Book system as Mars Distribution. If you cannot use the same number in both systems, you can cross-reference the company number to a different address book number in the detail area of Company Numbers & Names.

You cannot set up company 00000 in the address book.

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

See Also

- *Working with Basic Address Book Information (P01051) in the Address Book Guide*

► To set up a company

On Company Numbers & Names

Co	Name	D No	Begin	Cur	Cur	Cur	Comp	Detl
P		Pd	Year	Per	Cod	Bals	Id	Rstm
00100	Model Finan/Distrib Co (Mktg)	R 12	01/01/98	6	USD	1		
00150	DIA Property Management Co	R 12	01/01/98	1	USD			
00151	Gateway Partnerships/Assets	R 12	01/01/98	6	USD			
00152	Parcel Express: Payable Tenant	F 12	07/01/98	1	USD			
00153	International Center, Ltd.	I 12	12/26/97	2	USD			
00200	Model Manuf/Distrib Company	R 12	01/01/98	6	USD			
00249	Model Energy & Chemical Co	R 12	01/01/95	9	USD			
00800	Online Consolidations Company	R 12	01/01/98	6	USD			
00900	A Flex Chart of Accounts Co	R 12	01/01/98	4	USD			
02000	General Fund	R 12	01/01/09	6	USD			
02000	Transportation Fund	R 12	01/01/07	1	USD			
02050	Parks Maintenance Fund	R 12	01/01/07	1	USD			
02885	CDBG Revitalization Project Fd	R 12	01/01/07	1	USD			
02895	Debt Service Fund	R 12	01/01/07	1	USD			
02905	Pipeline Construction Fund	R 12	01/01/07	1	USD			
02920	Street Construction Fund	R 12	01/01/07	1	USD			

1. Complete the following fields:
 - Company
 - Date Pattern
 - Number of Periods
 - Beginning Year
 - Current Period
2. For a multiple currency company, complete the following fields:
 - Currency Code
 - Currency Balances
 - Computation ID
 - Detailed Currency Restatement

3. Access the detail area.

[00105] - Company Numbers & Names

Functions Options Tools Help

Skip To Company

Currency Setup

O	Co	Name	D	No	Begin	Cur	Cur	Cur	Comp	Dettl
P			P	Pd	Year	Per	Cod	Bals	Id	Rstm
	00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD	1		
		Accounts Receivable			01/01/98	6				
		Accounts Payable			01/01/98	6		Voucher	Suspense	
		Company Address Number								
	00150	DIA Property Management Co	R	12	01/01/98	1	USD			
		Accounts Receivable			01/01/98	1				
		Accounts Payable			01/01/98	1		Voucher	Suspense	
		Company Address Number								
	00151	Gateway Partnerships/Assets	R	12	01/01/98	6	USD			
		Accounts Receivable			01/01/98	6				
		Accounts Payable			01/01/98	6		Voucher	Suspense	
		Company Address Number								
	00152	Parcel Express: Payable Tenant	F	12	07/01/98	1	USD			
		Accounts Receivable			07/01/98	1				
		Accounts Payable			07/01/98	1		Voucher	Suspense	
		Company Address Number								

Opt: 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys

4. In the detail area, complete the following fields:

- Accounts Receivable Beginning Year
- Accounts Receivable Current Period
- Accounts Payable Beginning Year
- Accounts Payable Current Period
- Voucher Suspense
- Company Address Number

5. To add the record, do one of the following;

- In WorldSoftware, press Enter
- In WorldVision, click Add

Field	Explanation
Company	A code that identifies a specific organization, fund, entity, and so on. This code must already exist in the Company Constants table (F0010). It must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions. NOTE: You can use company 00000 for default values, such as dates and automatic accounting instructions (AAIs). You cannot use it for transaction entries.
Number of Periods	The system uses this field is to determine the normal number of accounting periods for annual budgeting and fixed asset depreciation. In budgeting, this is used to spread the annual budget to equal amounts for each accounting period when a budget pattern code has not been defined. The system calculates depreciation for each accounting period as the annual amount divided by the normal number of periods if the Depreciation Information code is not "C". (The system uses the "C" Depreciation Information code when depreciation amounts are calculated based on monthly tables, which the IRS only provides for 12 accounting periods.) NOTE: If you have 12 accounting periods and you are using the 13th period for audit adjustments, normal number of periods is 12.
Beginning Year	The first day of the fiscal year. A fiscal year spanning 1998 – 1999 and beginning September 1 would be entered as 090198 (US date format).
Current Period	A number that identifies the current accounting period (from 1 to 14). The system uses this number to generate error messages, such as PBCO (Posted Before Cut Off) and PACO (Posted After Cut Off).
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form. NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> Use this field to assign a domestic currency to the company.
Currency Balances	A flag to denote that the system should post Account Balances table (F0902) records for this company by currency for accounts that are included in the account ranges specified in the AAI item PBCxx.

Field	Explanation
Computation ID	This character/number identifies the computation to be used for Balance Currency Restatement. You can apply a single computation to multiple companies. You can define multiple computation IDs for one company in the Currency Restatement program. The computation ID value is set on Company Numbers & Names for each company. The system uses the company ID and the company code to identify the record.
Detailed Restatement	Y or Z in this field identifies the company as enabled for Detailed Currency Restatement processing (alternate currency). The Detailed Currency Restatement program (P11411) can create Account Ledger table (F0911) records for these companies in the XA ledger and, optionally, in the YA and ZA ledgers. Y indicates the system will use multiplication when calculating the amount on the XA record. Z indicates the system will use division when calculating the amount. <i>Form-specific information</i> The value in this field should be the opposite of the value for multi-currency conversion in the general accounting constants.
Accounts Receivable Beginning Year	This is the fiscal year beginning date for Accounts Receivable.
Accounts Receivable Current Period	A number indicating the current accounting period for Accounts Receivable. The system uses the current period number to determine posted before and posted after cut off warning messages.
Accounts Payable Beginning Year	The first date of the fiscal year for accounts payable.
Accounts Payable Current Period	A number indicating the current accounting period for Accounts Payable. The system uses the current period number to determine posted-before and posted-after-cutoff warning messages.

Field	Explanation
Voucher Suspense	Indicates whether the voucher redistribution suspense A/P Trade account AAIs should be used. Valid values: 0 Do not use new A/P Trade suspense account 1 Use new A/P Trade suspense account If you leave this field blank, the system uses 0. If you are using the new A/P Trade suspense account method, the system credits PQ A/P suspense account during post instead of the PC A/P Trade. At the time of redistribution, the system debits PQ suspense account and then credits the PC A/P Trade account.
Company Address Number	The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants).

What You Should Know About

Changing currency codes

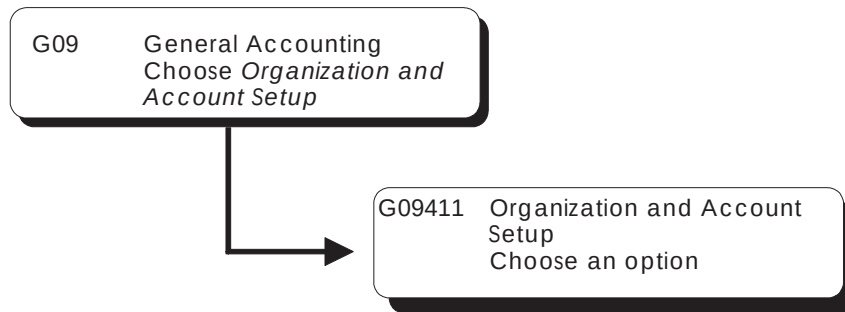
After you assign a specific currency code to a company and enter transactions, do not change the currency code. Changing this code affects the integrity of your data.



Exercises

See the exercises for this chapter.

Work with Business Units



Working with Business Units

Business units are part of the basic J.D. Edwards account structure. A business unit is the “where” portion of an account. It is used to denote where transactions will impact the organization, such as in a warehouse or store. It is the lowest level within your organization at which you need to account for assets, liabilities, equity, revenue, or expenses.

Working with business units includes:

- ☐ Setting up business units
- ☐ Assigning category codes to business units
- ☐ Revising business units
- ☐ Translating business units

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

- The master table for financial reporting
- The Job Master table for Job Cost
- The Property Master table for Energy Chemical Systems
- The Property Master table for Property Management

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 do this when you first set up your General Accounting system. However, you might also need to set up new business units if your account structure changes.

► To set up business units

On Business Units by Company

[0006A] - Business Units by Company

Functions Tools Help

Level of Detail 9

Company 00100 Model Finan/Distrib Co (Mktg)

Skip To Division

or Skip To Bus. Unit

Business Unit	Description	L	Comp	Div	Reg	Gro	Brn	Dpt	Rsp	CAT
		D					Ofc	Typ	Cod	07
99	Board of Directors	1	00100							
100	Balance Sheet	1	00100							
DC-PKG	DC Packaging	9	00100							
27-PKG	Packaging - 27	9	00100							
DC-RSSV	DC Final Assembly	9	00100							
27-RSSV	Final Assembly - 27	9	00100							
419	Administration	1	00100		D			ADM		
110	Headquarters	2	00100	EKE						
140	Finance Department	3	00100	EKE	D					
90	Administrative Department	4	00100	EKE	D					
141	Human Resources Department	4	00100	EKE	D					
142	Information Systems	4	00100	EKE	D					
143	Payroll Department	4	00100	EKE	D					
451	Accounting Department	4	00100	EKE	D					

F4=Details F5=Single Bus. Unit F6=User Defined Codes F21=Print F24=More MW

1. Locate the company by completing the following field:
 - Company
2. Complete the following fields:
 - Business Unit
 - Description
 - Level of Detail
 - Company

3. Access the detail area.

[0006A] - Business Units by Company

Functions Tools Help

Level of Detail

Company Model Finan/Distrib Co (Mktg)

Skip To Division

or Skip To Bus. Unit

Business Unit	Description	L	Comp	Div	Reg	Gro	Brn	Dpt	Rsp	CAT
		D					Ofc	Typ	Cod	07
99	Board of Directors	1	00100							
			08		09		10		11	
			12		13		14		15	
	Type Business Unit	16	17		18		19		20	
	Subledger Inactive	21	22				23			
	Model/Consolidated	24	25				26			
		27	28				29			
		30								

F4=Details F5=Single Bus. Unit F6=User Defined Codes F21=Print F24=More MW

4. Complete the following fields for each business unit (optional):

- Type Business Unit
- Subledger Inactive
- Model/Consolidated

5. Do one of the following;

- In WorldSoftware, press Enter
- In WorldVision, click Add

Field	Explanation
Level of Detail	A code that identifies the relationship of parent and subordinate business units in a hierarchy. Up to nine levels of detail are available. An example would be a project number 10000 for Office Parks that has a level of detail of 2. Subordinate to the Office Parks project are the North and the South Office Parks with job numbers of 10010 and 10020, respectively, and each with a level of detail of 3. Subordinate to the North and South Office Parks are Buildings A and B and Buildings C and D, respectively, and each with a level of detail of 4.
Type Business Unit	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC).

Field	Explanation
Subledger Inactive	A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed of. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.
Model/Consolidated	A flag indicating either a model/consolidated account or a model/consolidated business unit. Possible values are: blank Non-model business unit or account. M Model business unit or account. C Consolidated business unit or account. This is a program-generated (P10862) value and is not user accessible.

What You Should Know About

Business units for balance sheet accounts

Balance sheet accounts (that is, assets, liabilities, and equity accounts) are usually associated with a balance sheet business unit. J.D. Edwards recommends that the number for balance sheet business units be the same as the company number. For example, the balance sheet business unit should be 100 (not 00100) for company 00100.

See Also

- *Creating a Model Chart of Accounts (P0901)* for information about creating model business units

Assigning Category Codes to Business Units

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

To assign a category code to a business unit

On Business Units by Company

1. Locate the company associated with the business unit.
2. Complete any of the following fields:
 - Category Code 01 – 10
3. Access the detail area for the following fields:
 - Category Codes 11 - 30
4. Use the Change action.

What You Should Know About

Category code positions	Category codes are position-sensitive. The following example shows three unique category codes: • M__ • _M_ • __M In this example, you must enter the category codes with blanks in the correct position to access the correct category code.
Category code titles	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, change the title in data dictionary or vocabulary overrides. See the <i>Technical Foundation Guide</i> for more information.
Setting up business unit category codes	Depending on how many categories and values you want to set up, use one of the following forms: • Business Unit Category Code. Use this form if you are initially setting up your system or making a significant number of changes to many category codes. • User Defined Code Revisions (system 00/type 01–30). Use this if you want to revise one or a few existing category codes and their values.

Revising Business Units

Typically, you revise a business unit only if one or more of the following is true:

- You want to change the description.
- You want to include additional information (for fields that do not exist on Business Units by Company), particularly additional lines for a business unit description.
- Your company has been restructured.

► To revise a business unit

On Revise Single Business Unit

The screenshot shows a window titled "[0006] - Revise Single Business Unit". It contains several input fields and checkboxes for editing business unit data. The fields are organized into sections: Business Unit, Company, Type Business Unit, Address Number, Tax Rate/Area, Project Number, and a large section for Category Codes. The Category Codes section includes fields for Division, Region, Group, Branch Office, Department Type, Person Responsib, Category Code 07, Product Type, Category Code 09, and Category Code 10, each with a corresponding dropdown menu. The bottom of the window features a status bar with keyboard shortcuts: F5=BU Dup, F9=BU Search, F11=A/B, F16=Exp Cat Cds, and F24=More Keys.

Business Unit	90	Administrative Department
Company	00100	Model Finan/Distrib Co (Mktg)
Type Business Unit	IS	Income Statement Type
Address Number		
Tax Rate/Area		Posting Edit
Project Number		Level of Detail
		Subledger Inactive
		Model/Consolidated

Division	EXE	Executive Offices	Category Code 11
Region	D	Corporate Headqua	Category Code 12
Group			Category Code 13
Branch Office			Category Code 14
Department Type			Category Code 15
Person Responsib			Category Code 16
Category Code 07			Category Code 17
Product Type			Category Code 18
Category Code 09			Category Code 19
Category Code 10			Category Code 20

1. Locate the business unit.
2. Change any of the following fields:
 - Description (untitled)
 - Address Number
 - Tax Rate/Area
 - Posting Edit
 - Subledger Inactive
 - Project Number
 - Level of Detail

- Model/Consolidated
 - Category Code 01-20
3. To change any of the remaining ten category codes, access Expanded Category Codes.
 4. Use the Change action.

Field	Explanation
Address Number	The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants).
Tax Rate/Area	A code that identifies a tax or geographic area that has common tax rates and tax distribution. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008). Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one simple rate. The system uses this code to properly calculate the tax amount. If you use Vertex, the GeoCode appears in this field. The system retrieves the GeoCode based on the customer's city, state, and zip code.
Posting Edit	Controls whether you can post transactions to the general ledger for the job (business unit). Valid codes are: Blank Yes, you can post transactions. K Yes, you can post transactions. However, the original budget is locked and change orders are required for changes to the budget. N No, you cannot post transactions. Use this code for a job that is not started or is closed. The job closing program automatically assigns this code to all closed jobs. P No, you cannot post transactions, and the job can be purged.

Field	Explanation
Project Number	This field is used as either a Subsequent Business Unit or Project Number. Subsequent Business Unit indicates where to charge costs (or revenues) when the original business unit has been closed or suspended. For example, the Subsequent Business Unit can be used in corporate reorganization when you close a Business Unit and direct all costs to the Subsequent Business Unit. You must enter journal entries to transfer existing balances. Project Number is used to group Business Units within an overall Business Unit. For example, you can group jobs by project. In this case, the project business unit can also have accounts for tracking overhead costs which can be allocated to jobs.

What You Should Know About

Multi-Currency	You cannot change a business unit from one company to another if the base currencies for business unit and company are different.
Deleting a business unit	You can delete a business unit if it does not have: • Current records in the Account Balances table (F0902) • Assigned accounts from the Account Master table (F0901)
Locating a business unit by name	Access Business Unit Search and enter the alpha name of a business unit.
Locating business units by level of detail (LOD)	Access Business Unit Search by LOD to locate business units by level of detail, business unit type, or company number.

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 with the language specified for each person who uses the J.D. Edwards system. For example, when a French-speaking user accesses a business unit that has a French translation, the description appears in French, rather than the base language.

The system stores business unit translation information in the Business Unit Alternate Description table (F0006D).

Before You Begin

- ☐ Set up the language preference in the user profile. See the *Technical Foundation Guide* for more information.

► To translate a business unit

On Translate Business Units

Bus. Unit.	From Description	To Description
DC	Distribution Center	Centre de distribution
10	Modesto Distribution Center	Centre de distribution Modesto
19	Phoenix Branch	Bureau de Phoenix
20	Valley Forge Distribution Ctr	Centre distrib. Valley Forge
27	Eastern Area Distribution Ctr.	Centre distrib. Zone Est
30	Memphis Distribution Center	Centre distrib. Memphis
40	Ft. Worth Distribution Ctr	Centre distrib. Fort Worth
55	Portland Branch	Bureau de Portland
56	Cheyenne Branch	Bureau de Cheyenne
80	Boston Branch	Bureau de Boston
90	Administrative Department	Service administratif
95	Miami Branch	Bureau de Miami
99	Board of Directors	Conseil d'administration
EST	Eastern Region	Zone Est
NOE	Northeast Sales Territory	Territoire de vente Nord-Est

1. Locate the business unit by completing the following fields:
 - Company
 - Skip to Business Unit (optional)
 - Language To

2. Complete the following fields:

- Language From
- To Description

3. Use the Change action.

Field	Explanation
Language To	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. If you leave the Language field blank, the system uses the language you specify in your user profile. If you do not specify a language in your user profile, the system uses the default language for the system. Before any translations can appear, a language code must exist at either the system level or in your user profile. <i>Form-specific information</i> Enter the code for the language into which you want to translate business unit descriptions.
Language From	The language you want to use to print reports or documents, or to view information on the form. <i>Form-specific information</i> Enter the code for the language you want to use as a base in translating business unit descriptions.
To Description	A user defined name or remark that describes a field. <i>Form-specific information</i> Use this field to enter or change the business unit description in another language. The description in this field should be in the language you specify in the To field at the top of the form.

What You Should Know About

Printing a translation report

To track the business units you have translated and verify the translations, print the Business Unit Translation Report. This report shows the base language and one or all of the alternate languages, depending on how you set a processing option.

Deleting translations for a business unit

Use the Change action to clear the description you want to delete. The system does not accept the Delete action.

Quickly translating business units

Instead of translating each business unit manually, you can use a model business unit to enter the account description in an alternate language.

See *Changing Account Information* in the *General Accounting II Guide*.

Translating AAIs and user defined codes

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

See *Translating AAIs* and *Translating User Defined Codes*.



Exercises

See the exercises for this chapter.

Account Setup

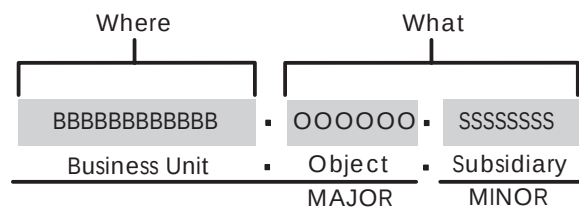
Objectives

- To understand level of detail assignment on accounts
- To understand posting edit codes assignment on accounts
- To create your master chart of accounts
- To duplicate your chart of accounts to business units, as needed
- To understand subledger accounting

About 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 are the “what” portion of the account number. They describe “what” kind of transaction you are working with, for example, rent expense, paper supplies expense, or sales revenue.



Account setup consists of:

- ☐ Creating your chart of accounts
- ☐ Working with accounts
- ☐ Reviewing your chart of accounts
- ☐ Working with subledgers



How Are Objects and Subsidiaries Related?

The object, or major, account is required for transaction entry. The object account can be up to six alphanumeric characters. To make data entry easier and faster, you can 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 more detailed accounting activity for an object account. The subsidiary can be up to eight alphanumeric characters.

The following example shows how you can associate an object account (1110 for Cash in Banks) 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 Should You Design Your Chart of Accounts?

Begin your initial design with the major headings of your transactions. Then, add your detailed transaction descriptions. The following shows examples of major title accounts and the types of headings they include.

Balance Sheet Accounts	• Assets • Liabilities • Owner's Equity
Income Statement Accounts	• Revenues • Expenses

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

Define the operating income account as the last balance sheet account. For example, if revenues begin at 5000, define object 4999 as the operating income account. This account must be a non-posting account. The system calculates the operating income amount on your balance sheet.

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

The following shows the types of account formats you can use.

Short account ID

This number is created by Next Numbers when you add accounts. It is commonly referred to as the “short account number,” and it can never be changed.

**Business Unit.Object.
Subsidiary**

This is the standard J.D. Edwards account format. It can be in either of the following formats:

- Business unit.object
- Business unit.object.subsidiary

The business unit designates the accounting entity to charge. The object (or object and subsidiary) designates the type of account to receive the charge, such as asset, liability, revenue, and expense.

**Third G/L account
number**

This number consists of a free-form code, often referred to as the “third account number.” Typically, the account number from a prior system is used as the third account number. There are no limitations to the characters you can use, for example, dashes and dots.

Flex account number

This flexible format is user defined. Account numbers can consist of up to 12 segments, totaling up to 34 characters. You control the nature, meaning, and validation of each segment. This format is frequently used to comply with the chart of accounts for a regulatory agency or parent company.

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

How Are Accounts Grouped and Totaled for Reports?

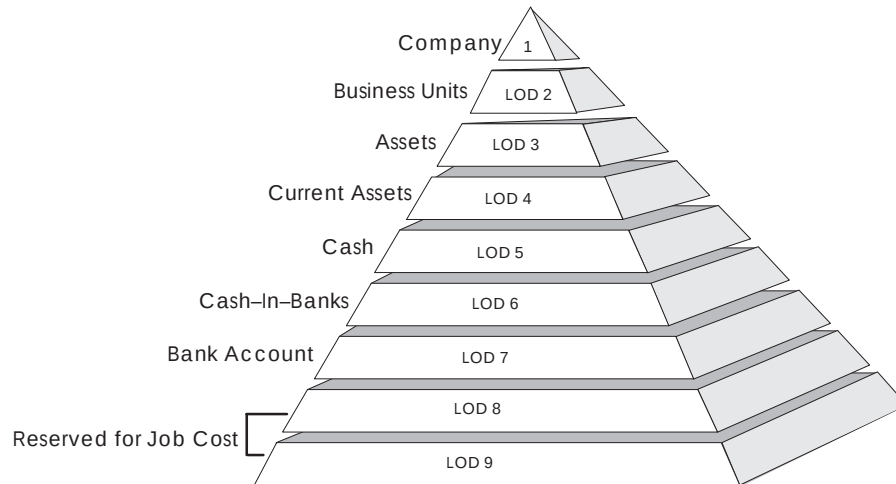
Use account category codes to group your accounts for reporting purposes. These codes provide for selective reporting. You use category codes for accounts the same way you use category codes for business units.

There are 23 alphanumeric category codes for accounts:

- 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 general journal. These category codes let you build summarization logic into your reports.

Use a level of detail (LOD) for each account to control how amounts are rolled up into a balance for reporting purposes.



Follow these guidelines when assigning level of detail to accounts:

- Do not skip any levels of detail. Non-sequential levels of detail cause rollup 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 either level of detail 3 or 4 to title accounts for the income statement, depending on whether you want the next level underlined. Examples include:
 - Revenues
 - Direct costs
 - General and administrative expenses
 - Other income and expenses

Example: Rollup Totals for Reports

You generate a financial report with a level of detail of 5, so that the system summarizes the amounts for level 6 and 7 into the balance for Cash.

LOD	Account Description
3	Assets
4	Current Assets
5	Cash
6	Petty Cash
6	Cash in Banks
7	Bank Account 1
7	Bank Account 2
6	Short Term Investments
7	Certificates of Deposit
7	Treasury Bills
5	Accounts Receivable
5	Inventory

When you generate a report with LOD 5, these accounts will be summarized into the Cash account.

Use level of detail 3 through 9 for object accounts. Level of detail 1 is reserved for companies, and level of detail 2 for business units. The system underlines level of detail 3 on balance sheet reports, and levels of detail 3 and 4 on income statement reports.

What Determines 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:

- 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 (PC) as follows:

	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
	N	6	Short Term Investments
		7	Certificates of Deposit
Machine- generated entries only		7	Treasury Bills
	N	5	Accounts Receivable
	M	6	Trade A/R
	M	6	Allow for Doubtful Accts

Differences Between Subledger and Subsidiary Accounting

Subledgers and subsidiary accounting both provide for 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.

With subledgers, you get 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 means adding several hundred accounts to your chart of accounts.

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 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. The Account Master table contains only the account, not the subledger.

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

Example: Subsidiary Accounting

When you use subsidiaries to track expenses for account representative, the system creates a record with a blank subledger for each account in the Account Ledger table. The Account Master table 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	

What You Should Know About

Subsidiary accounts and subledgers You can use a subsidiary account and a subledger in the same entry, if appropriate.

Create Your Chart of Accounts

Creating Your Chart of Accounts

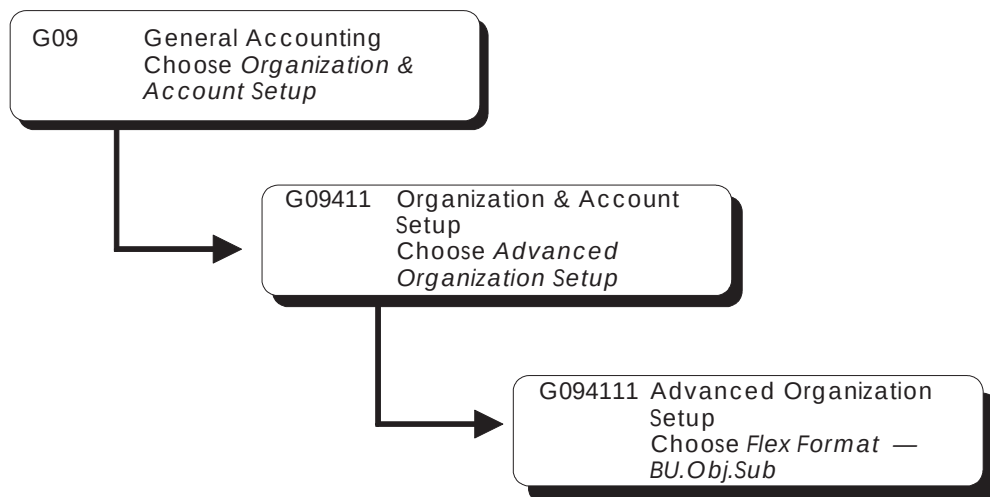
A chart of accounts provides the structure for your general ledger accounts. It lists specific types of accounts, describes each account, and includes account numbers. A chart of accounts typically lists asset accounts first, followed by liability and capital accounts, then revenue and expense accounts.

You can create your chart of accounts in a variety of ways. However, to ensure consistency and accuracy across business units and companies, you should complete these tasks:

- ☐ Define account segments
- ☐ Create a model chart of accounts
- ☐ Copy accounts to business units
- ☐ Create accounts dynamically

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

Defining Account Segments



As part of creating your chart of accounts, you need to define the length of the account segments. These segments are:

- Business unit – a maximum of 12 characters
- Object account – 4, 5, or 6 characters
- Subsidiary – a maximum of 8 characters

► To define an account segment

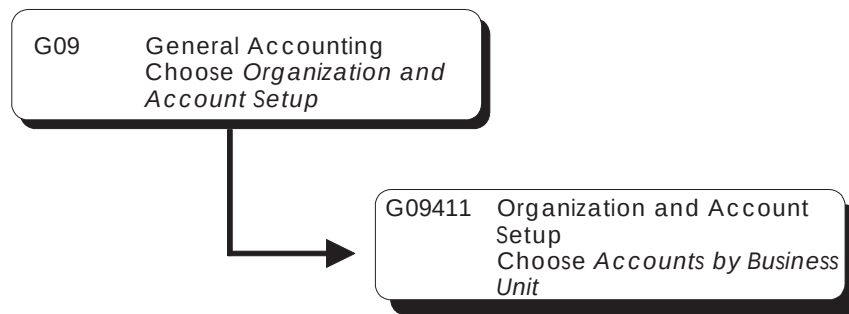
On Flex Format – Business Unit.Object.Subsidiary

Seq	Description	B	O	S	Len	A/N	Cross Reference Fields
1	Business Unit	X			12	A	MCU Business Unit
2	Object		X		04	A	OBJ Object Account
3	Subsidiary			X	08	A	SUB Subsidiary
4							
5							
6							
7							
8							
9							
10							

1. Complete the following fields:
 - Description
 - Length
 - Cross
2. To indicate which segment you are defining, complete one of the following fields:
 - Business Unit
 - Object
 - Subsidiary

Field	Explanation
Business Unit	An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Business Unit field (MCU) in the database. For flex account numbers, you can define up to 6 segments, and use a total of 12 characters for the Business Unit field. If you define multiple segments for the business unit, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is right-justified in the database field.
Object	An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Object Account field (OBJ) in the database. For flex account numbers, you can define up to three segments, and use a total of six characters for the Object field. If you define multiple segments for the object, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is left-justified in the database field.
Subsidiary	An X in this field indicates that this segment of each G/L account number is stored as part of the J.D. Edwards Subsidiary Account field (SUB) in the database. For flex account numbers, you can define up to four segments and use a total of eight characters for the Sub field. If you define multiple segments for the subsidiary, the system concatenates them left to right in ascending order according to their assigned sequence numbers. The resulting number is left-justified in the database field.
Length	The length of the specific segment or element for the flexible chart of accounts format. The individual elements must be greater than zero and must not exceed the following number of characters: Business Unit – 12 (with separator characters) Object account – 6 (with separator characters) Subsidiary account – 8 (with separator characters) Subledger – 8 (separator characters not allowed)

Creating a Model Chart of Accounts



To create a model, or master, 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, 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 objects accounts so that they can be copied across all business units.

Carefully proofread your model chart of accounts to ensure that the descriptions, spelling, level of detail assignments, and posting edit codes are accurate. This model provides the basis for your entire chart of accounts.

Example: Model Business Unit

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

• Type Business Unit = IS (Income Statement Model Chart of Accounts)

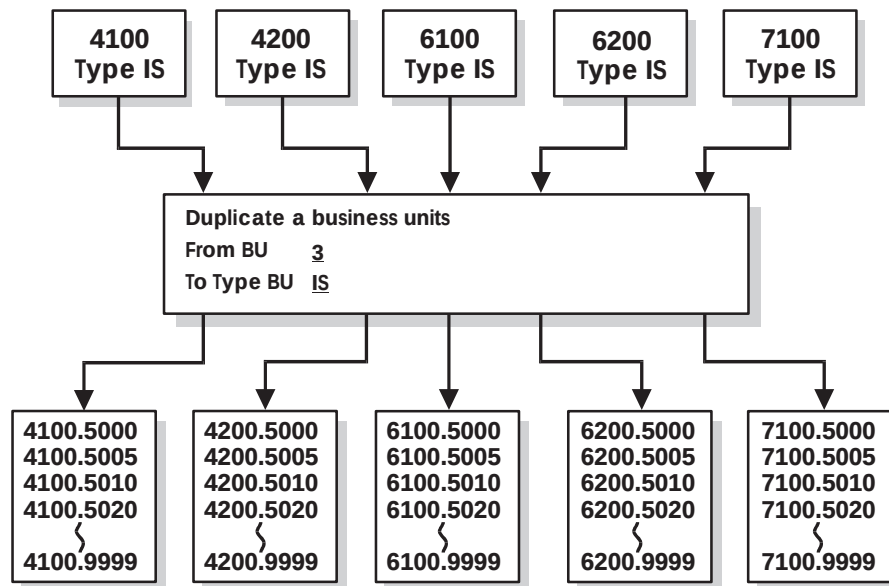
F0006
Business Unit
Master

F0901
Master Charts
of Accounts

Business Unit 3 = Income Statement, business unit for company 1

<u>Obj</u>	<u>Sub</u>	<u>Description</u>
5000		Revenue
5005		Sales – Product
5010		Store Sales
5020		Direct Ship Sales
5030		Inter Plant Sales
		
9999		

- Set up three new companies 4000, 6000, 7000
- Set up profit & loss business units



► To create a model chart of accounts

On Accounts by Business Unit

The screenshot shows a window titled "[0901] - Accounts by Business Unit". It has a menu bar with "Functions", "Tools", and "Help". Below the menu bar, there are input fields for "Business Unit" (MD), "Skip To Account" (5000), and "Level of Detail" (9). The "Model Chart of Accounts" option is selected. Below these fields is a table with the following columns: "Acct", "Sub", "Description", "L", "Account No.", "P", and "Budg Patt". The table contains 17 rows of account data. At the bottom of the window, there is a status bar with icons and text: "F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More MW".

Acct	Sub	Description	L	Account No.	P	Budg Patt
5000		Revenues	4			
5005		Sales - Product A	5		N	
5010		Store Sales	6		N	
5015		Wholesale Sales	6			
5020		Direct Ship Sales	6			
5030		Contract Sales	6			
5050		Interplant Sales	6			
5060		Less Returns & Allowances	6			
5080		Freight Out	6			
5090		Service Sales	6			
5100		Sales - Product B	5		N	
5110		Store Sales	6			
5115		Wholesale Sales	6			
5120		Direct Ship Sales	6			
5130		Contract Sales	6			

1. Complete the following fields:

- Business Unit
- Account
- Subsidiary (optional)
- Description
- Level of Detail
- Account Number (optional)
- Posting Edit Code
- Budget Pattern (optional)

2. Access the detail area.

Acct	Sub	Description	L	Account No.	P	Budg Patt
5000		Revenues	4		N	
Co	CAT	CAT	CAT	CAT	CAT	CAT
1	2	3	4	5	6	7
00001						
Statutory						
		Cat Code 22:		Cat Code 23:		
5005		Sales - Product A	5		N	
Co	CAT	CAT	CAT	CAT	CAT	CAT
1	2	3	4	5	6	7
00001						
Statutory						
		Cat Code 22:		Cat Code 23:		
5010		Store Sales	6		N	
Co	CAT	CAT	CAT	CAT	CAT	CAT
1	2	3	4	5	6	7
00001						
Statutory						
		Cat Code 22:		Cat Code 23:		

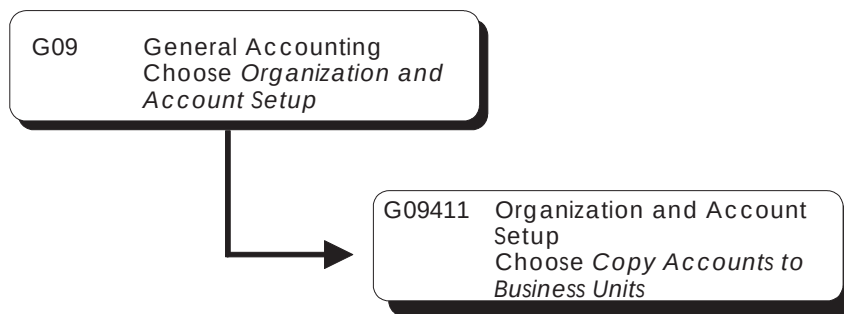
F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More MW

3. Complete the following field:
 - Model/Consolidated
4. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.

Field	Explanation
Model/Consolidated	A flag indicating either a model/consolidated account or a model/consolidated business unit. Possible values are: blank Non-model business unit or account. M Model business unit or account. C Consolidated business unit or account. This is a program-generated (P10862) value and is not user accessible.

Copying Accounts to Business Units



After you create your model chart of accounts, you create your actual chart of accounts by copying the object and subsidiary accounts assigned to a model business unit to your actual business units. This saves time and ensures consistency throughout your account structure. You can copy:

- 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

Before You Begin

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

► To copy accounts to business units

On Copy Accounts to Business Units

The screenshot shows a software window titled "[09804] - Copy Accts to Business Units". It has a menu bar with "Functions", "Tools", and "Help". The main content area is a light gray rectangle containing the following labels and input fields:

- Business Unit: [text box]
- To Business Unit: [text box]
- or: [text]
- Type Business Unit: [text box]
- Company (Blank for all companies): [text box]
- Account Level of Detail: [checkbox]
- Beginning Account - Object: [text box]
- Ending Account - Object: [text box]
- Subsidiary: [text box]
- Subsidiary: [text box]

At the bottom of the window, there are two checkboxes: one with a checkmark and one with an 'X'. Below these is the text "F24=More Keys". On the right side, there is a "MW" label and two small arrows (up and down).

1. Complete the following field:
 - Business Unit
2. Complete either of the following fields:
 - To Business Unit
 - Type Business Unit
3. Complete the following field to copy business units for a specific company (optional):
 - Company
4. Complete the Beginning and Ending Account fields for:
 - Object
 - Subsidiary

Field	Explanation
Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table. <i>Form-specific information</i> The From business unit that serves as a model for duplication.
To Business Unit	The destination business unit that you want to copy accounts to.
Type Business Unit	A code that identifies the classification of the business unit. This is a user defined code (system 00, type MC). <i>Form-specific information</i> The business unit type to which you want to copy accounts. Use this field with the Company field to copy accounts to all the business units of a specific type within a company.
Beginning Account – Object	The beginning object account in the range of accounts you want to copy. Leave the beginning and ending object account numbers blank to copy all the accounts from the model business unit.
Beginning Account–Subsidiary	The beginning subsidiary account in the range of account numbers you want to copy. Leave the beginning and ending subsidiary account numbers blank to copy all the subsidiary accounts from the model business unit.
Ending Account – Object	The ending object account in the range of accounts you want to copy. Leave the beginning and ending object account numbers blank to copy all the accounts from the model business unit.
Ending Account – Subsidiary	The ending subsidiary account in the range of account numbers you want to copy. Leave the beginning and ending subsidiary account numbers blank to copy all the subsidiary accounts from the model business unit.

Creating Accounts Dynamically

You can create all or part of your chart of accounts for a business unit on an as needed or “dynamic” basis when you create journal entries. The primary reason for creating accounts dynamically is so that your business units include only those accounts you use, and not any unnecessary accounts. This initially provides a framework for a business unit’s chart of accounts.

To create an account dynamically, you must do the following:

1. Activate the invalid account feature on General Accounting Constants.
2. Ensure that the object or object.subsidiary account exists in your model chart of accounts.
3. Ensure that a Type Business Unit is assigned to the business unit that the account will be added to.
4. Enter the journal entry.
5. Assign the journal entry an invalid account number, preceded by #.
6. Review the batch.

It has an error status because of the invalid account number.

7. Approve the batch.

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

8. Post the batch.

The system compares the invalid account to the model chart of accounts. If the account exists in the model, the system adds the account to the business unit used in the journal entry.

What You Should Know About

Header accounts

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 for posting.

If you need to create a header account, enter the account and assign it a posting code of N on Accounts by Business Unit.

Flexible chart of accounts

You cannot create accounts dynamically if you use a flexible chart of accounts.

See Also

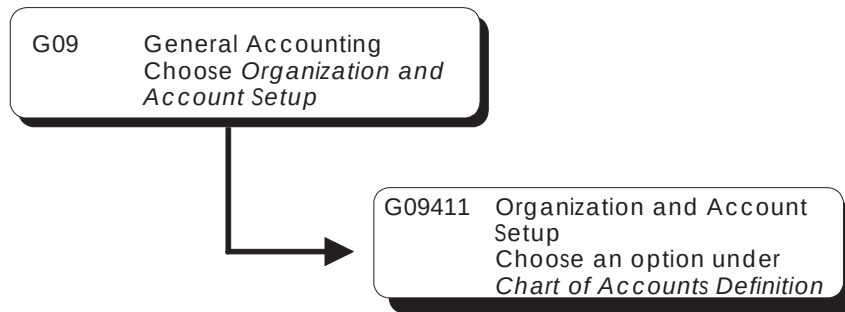
- *Setting Up Constants (P000909)*
- *Working with Invalid Account Numbers (P09101)*
- *Reviewing and Approving Journal Entries (P09201)*
- *Posting Journal Entries (P09800)*



Exercises

See the exercises for this chapter.

Work with Accounts



Working with Accounts

After you set up your accounts, you should verify that they are consistent across all business units. For example, verify that the levels of detail, posting edit codes, and descriptions of your accounts are consistent.

Working with accounts consists of:

- ☐ Changing accounts
- ☐ Deleting accounts
- ☐ Revising a single account
- ☐ Translating accounts

Changing Accounts

You can make changes to accounts that are assigned to one business unit or make changes to one account assigned to many business units. Complete one of the following tasks:

- Change accounts by business unit
- Change accounts by object

You can change an account number only if the number you change it to 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.

See Also

- *Updating Account Ledger and Account Balances Tables (P83092) in the General Accounting II Guide*

► To change an account by business unit

On Accounts by Business Unit

[0901] - Accounts by Business Unit

Functions Tools Help

Business Unit: 90 Level of Detail: 9
 Skip To Account: 8000 Administrative Department

Acct	Sub	Description	L	Account No.	P	Budg	Patt
8000		General And Administrative	4		N		
8100		Administrative Salaries	5		N		
8110		Salaries and Wages	6				
8115		Regular Pay	7			DNS	
8116		Overtime Pay	7				
8116	PREM	Overtime Premium Pay	7				
8118		Miscellaneous Pay	7				
8120		Employee Benefits	6				
8125		Burden - Other	7				
8129		Employer Paid Benefits/T	7				
8130		Accrued Vacation & Sick	7				
8135		FICA/Medicare	7			DNS	
8136		401K Contribution	7				
8138		Retirement Plan	7				
8140		Insurance-Health & Disab	7				

F5=Account Master List F6=Chart of Accounts F13=Account Revs F24=More MW

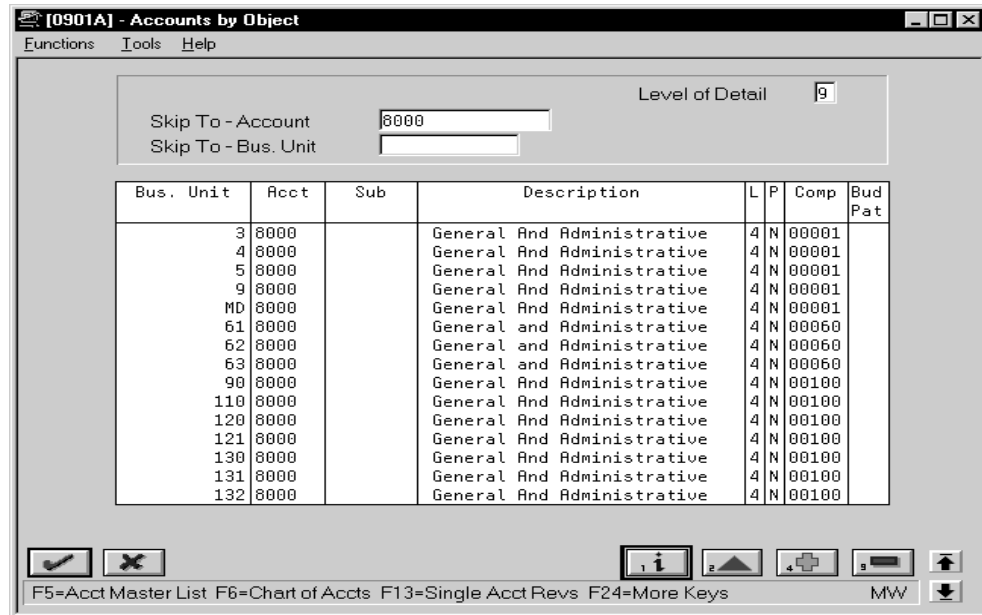
1. Locate the account by completing the following field:

- Business Unit

2. Change any of the following fields:

- Account
- Subsidiary
- Description
- Level of Detail
- Posting Edit Code
- Budget Pattern

On Accounts by Object



1. Locate the account by completing one of the following fields:
 - Skip to Account
 - Skip to Business Unit
2. Change any of the following fields:
 - Business Unit
 - Account
 - Subsidiary
 - Description
 - Level of Detail
 - Posting Edit Code
 - Company
 - Budget Pattern
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Change

Field	Explanation
Description	A user defined name or remark that describes a field. <i>Form-specific information</i> To change an account description, verify that the revision begins on the first character of the first line. Otherwise, the system ignores it.

Deleting Accounts

You can either:

- Delete an account by business unit
- Delete an account by object

You cannot delete an account that has transactions and balances in the Account Ledger (F0911) and Account Balances (F0902) tables.

As a policy, you might want to make unused accounts inactive rather than delete them. When you make an account inactive, you can no longer enter transactions for the account. However, you can see the historical activity.

To delete an account by business unit

On Accounts by Business Unit

1. Locate the account by completing the following field:
 - Business Unit
2. If the posting edit code is blank, clear the following fields:
 - Account
 - Subsidiary
 - Description
 - Level of Detail
 - Account Number (Third Account Number)
 - Posting Edit Code
 - Budget Pattern Code
3. To delete the account, use the Change action.

What You Should Know About

Deleting all accounts in a business unit

To delete all accounts in a business unit, use the Delete action and roll through the accounts to the bottom of the list. This ensures that the system deletes all the accounts. The system will not delete any accounts that have transaction details associated with them.

Posting edit codes

If the posting edit code is N and you clear the Account field only, you create a blank object account in the account master. To delete the account, follow the steps to delete an account by business unit.

To delete an account by object

On Accounts by Object

1. Locate the account by completing one of the following fields:
 - Skip to Account
 - Skip to Business Unit
2. Clear the following fields:
 - Business Unit
 - Account
 - Subsidiary
 - Description
 - Level of Detail
 - Posting Edit Code
 - Company Number
 - Budget Pattern Code
3. Do one of the following:
 - In WorldSoftware, use the Change action and press Enter
 - In WorldVision, click Change

Revising a Single Account

Instead of changing multiple accounts by business unit or object, you can revise one account at a time. Typically, you do this if you need to add or change selected information, such as alternate object and subsidiary, that is not available on other account revision forms.

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

► To revise a single account

On Revise Single Account

[09011] - Revise Single Account

Functions Tools Help

AccountID 00020401

Business Unit 90 Administrative Department

Object / Subsidiary 8605 Advertising

Free Form (3rd Acct. No.)

Posting Edit ☐

Account Level of Detail 6

Billable (Y/N) N

Budget Pattern Code DNS

Unit of Measure ☐

Model/Consolidated Account ☐

Currency Code ☐

Alternate Object/Sub ☐

Repeat Data (Y/N) ☐

F5=Acct Mstr List F6=Chart Accts F15=Cat Codes F16=Exp Cat Cds F24=More MW

1. Locate the account.
2. Change the information as necessary.
3. To change category codes, access one of the following:
 - Category Codes (01-20)
 - Expanded Category Codes (21-23)
4. Do one of the following:
 - In WorldSoftware, use the Change action and press Enter
 - In WorldVision, click Change

Field	Explanation
Billable	Specifies whether a general ledger account should be billed. Valid codes are: Y Yes, the account should be billed. N No, it should not be billed. 1 It is eligible only for invoicing. 2 It is eligible only for revenue recognition. 4 It is eligible only for cost. NOTE: Codes 1, 2, and 4 relate only to the Service Billing system.
Unit of Measure	A user defined code (system 00/type UM) that identifies the unit of measurement for an amount or quantity. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on. NOTE: In the journal entry program, the default for units of measure is derived from the Account Master unit of measure. If you enter units, the system uses the required account as the default for this field.
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form. NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> This field is used to specify the currency that the account uses. It specifies the account as a monetary account. In account entry programs, you can only use the currency code assigned to the account. Monetary accounts are typically bank accounts. The code you enter in this field can be any currency code defined on Designate Currency Codes. For most accounts, you will want the system to accept a transaction in any currency. In these instances, do not assign a currency code. If you want an account, such as a bank account, to only accept transactions in a specific currency, assign a currency code.
Alternate Object and Subsidiary	This alternate object account is occasionally used to comply with a regulatory chart of accounts, parent company requirements, or third-party coding scheme.

What You Should Know About

Adding accounts

If you are adding several accounts using Revise Single Account, set the Repeat Data field. This prevents fields from being cleared after you add each new account, which makes data entry faster.

Copying an account

To copy an account, first locate the account you want to copy from. Then change the business unit, object, subsidiary, and any other appropriate information. The new account will have its own unique eight-character account ID number.

Multi-Currency

Do not change the currency code of an account after you enter transactions to it. To do so affects the integrity of your data.

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 specified for each person who uses the J.D. Edwards system. For example, when a French-speaking user accesses an account that has a French translation, the description appears in French, rather than the base language.

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

Before You Begin

- ☐ Set up the language preference in the user profile. See the *Technical Foundation Guide* for more information.

► To translate an account

On Translate Accounts

Account	From Description	To Description
8000	General And Administrative	Charges générales/administrat.
8100	Administrative Salaries	Charges administratives
8110	Salaries and Wages	Salaires
8117	Commissions	Commissions
8120	Employee Benefits	Cotisations sociales
8300	Building Expense	Entretien immeuble
8315	Depr-Building & Improvements	
8320	Depr-Office Furn/Equipment	Amortisst-Mobilier/mat. bureau
8325	Depr-Other Assets	
8350	Rent Expense	Loyers
8355	Maintenance & Repair	
8360	Telephone Expense	Téléphone
8370	Utilities Expense	Installations
8399	Bldg Contra/Clearing Acct	
8600	Supplies, Services & Other	Fournitures, services, autres

1. Locate the account by completing the following fields:
 - Business Unit
 - Skip to Account (optional)
 - Language To
2. Complete the following fields:
 - Language From (optional)
 - To Description
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

What You Should Know About

Printing a translation report

To track the accounts you have translated and verify the translations, print the Account Translation Report. This report shows the base language and one or all of the alternate languages, depending on a processing option.

**Deleting translations for
an account**

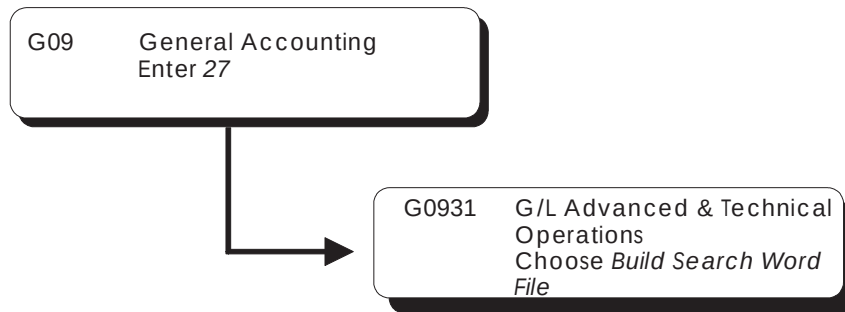
Clear the description you want to delete and use the Change action.

**Translating AAls and
user defined codes**

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

See also *Translating AAls* and *Translating User Defined Codes*.

Generate Account Description Search



Generating Account Description Search

To search for an account by its account description, the tables containing the search words must already exist.

After you add, change, or delete account master information, run the Build Search Word File program. This program creates tables that contain all words in the Account Description field, the 23 category codes in the Account Master table (F0901), and, optionally, the 30 category codes from the Business Unit Master table (F0006).

When you run this program for the first time, it builds the following tables:

- G/L Accounts Word Search Master (F09800)
- LF-Word (F09800LA)
- LF-Account ID Word (F09800LB)
- Search Word Occurrences (F009109)

When you run this program after the initial build, it refreshes these tables.

This program is not character case-sensitive. It locates and retrieves words regardless of whether they are upper or lower case.

The Build Search Word File program is a DREAM Writer program.

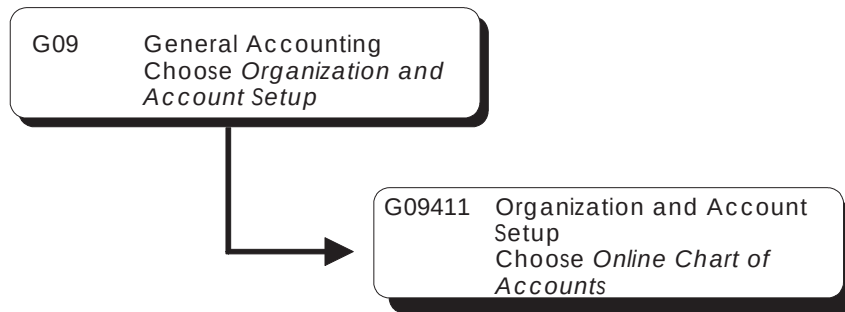
Processing Options for Build Word Search File

Build Over Business Unit/Account Master:

1. Enter a '1' if you wish to add words to the G/L Accounts - Word Search Master file (F09800) from the Business Unit Master file (F0006) and the Account Master file (F0901). Leave blank if you only wish to add words from the Account Master file.

NOTE : A '1' in this option could cause this job to run signifcantly longer and cause the G/L Accounts - Word Search Master file (F09800) to be much larger.

Review Your Chart of Accounts



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:

- Locate any inconsistencies in your chart of accounts
- Verify that “like” accounts are set up for financial consolidations to function properly
- Determine which object account numbers are available (unused) 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 this form.

The system stores chart of account information in the Chart of Accounts Reference table (F0909).

Before You Begin

- ☐ Run Refresh Chart of Accounts if you have made revisions to your accounts. This program can take a long time to run, especially if you have made many revisions or have a large chart of accounts. You might want to run it after work hours.

► To review your accounts

On Online Chart of Accounts

Code	Description	Post Edit	LOD
1000	Assets	N	3
1001	Current Assets	N	4
1100	Cash	N	5
1105	Petty Cash		6
1110	Cash in Banks	N	6
1130	Short-Term Investments	N	6
1131	Certificates of Deposit		7
1133	Treasury Bills		7
1136	Investment Funds		7
1137	Savings Accounts		7
1200	Accounts Receivable	N	5
1210	Trade Accounts Receivable	M	6
1211	Tenant Receivables	M	6
1212	Deferred Tenant A/R	M	6
1215	Allow for Doubtful Accts	M	6
1218	Late Charges Receivable	M	6

Complete the following fields (optional):

- Skip to Code
- Level of Detail

See Also

- *Revising a Single Account (P09011)*

Work with Subledgers

Working with Subledgers

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

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

With subledger accounting, you can:

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

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

Before you can use subledgers, you must decide what subledger types you will use. There are eight predefined, hard-coded subledger types. Each type edits the subledger number against a specific master table.

A	Edits against the Address Book Master table (F0101). This is the most commonly used subledger type. Use this type to track expenses associated with salespeople, employees, and so on. You also use it for the detail method of intercompany settlements.
C	Edits against the Business Unit Master table (F0006).
E	Edits against the Equipment Master table (F1201).
L	Edits against the Lease Master table (F1501).

I	Edits against the Item Master table (F4101).
O	Edits against the Sales Order Master table (F42010).
S	Edits against the Chart of Accounts Format table (F0907). This is the structured subledger type.
W	Edits against the Work Order Master table (F4801).

Working with subledgers consists of:

- ☐ Defining additional subledger types
- ☐ Define accounts that require subledgers
- ☐ Inactivating subledgers

What You Should Know About

Reviewing subledger information

Use the following online and report programs to review subledger information:

- Trial Balance with Subledger
- Account Balance with Subledger
- Print G/L with Subledger Totals
- FASTR

See Also

- *Entering Journal Entries with Subledgers (P09101)*

Defining Additional Subledger Types

In addition to the eight predefined subledger types, there are three subledger types (X, Y, and Z) that you can define in user defined codes (00/ST). Because these types are not edited against any J.D. Edwards tables, you should define them only if you want the system to edit values against a format requirement, rather than a specific value.

► To define additional subledger types

On the General Accounting System Setup menu (G0941)

1. Choose Subledger Types.

00051 - User Defined Code Revisions

Functions Tools Help

System Code: 00
 User Defined Codes: ST
 Skip To Code:
 Subledger Type:

01 Character

Code	Description	Description-2
A	Address Book Number	Hard Coded Edit in F0101
C	Business Unit Number	Hard Coded Edit in F0006
E	Equipment Number	Hard Coded Edit in F1201
I	Item Number (Short)	Hard Coded Edit in F4101
J	Job Change Request	N
L	Lease Number	Hard Coded Edit in F1501
O	Order Number	Hard Coded Edit in F4201
S	Structured Subledger	Subledger Coding Block Specs
U	Unit Number	
W	Work Order Number	Hard Coded Edit in F4801
X	User Defined Subledger Type	A = Type is Alpha, Left Justify
Y	- Another User Defined Type	N = Type is Numeric, Zero Fill
Z	- Define Types As Needed	C = Type is Alpha, Blank Fill

F5=Code Types F14=Memo F15=Where Used F16=Translate F21=Print F24=More MW

2. On User Defined Code Revisions, complete the following fields:

- Code
- Description
- Description-2

What You Should Know About

Editing subledger types X, Y, and Z

The first character of the Description-2 field controls what format the system edits against the subledger type. Values are:

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

Defining Accounts That Require Subledgers

You must define which accounts require subledgers and how amounts are to be posted. You do this by assigning a posting edit code to the account.

To define an account that requires a subledger

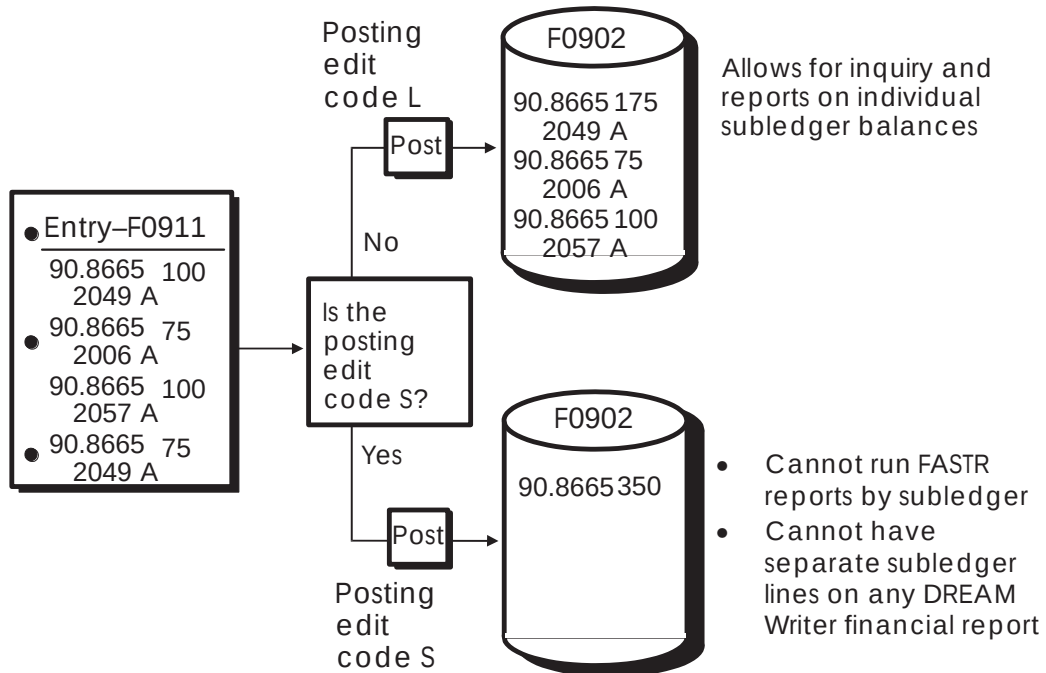
On the Organization and Account Setup menu (G09411)

1. Choose Revise Single Account, Accounts by Business Unit, or Accounts by Object.
2. Locate the account.
3. Change the following field to S, L, X, or blank:
 - Posting Edit

Field	Explanation
Posting Edit	A code that controls G/L posting and account balance updates in the Account Master table (F0901). Valid codes are: - blank Allows all posting. Posts subledgers in detailed format for every account transaction. Does not require subledger entry. - B Only allows posting to budget ledger types starting with B or J. - I Inactive account. No posting allowed. - L Subledger and type are required for all transactions. Posts subledgers in detailed format for every account. The system stores the subledger and type in the Account Ledger and Account Balances tables. If you want to report on subledgers in FASTR, you must use this code. - M Machine-generated transactions only (post program creates offsets). - N Non-posting. Does not allow any post or account balance updates. In the Job Cost system, you can still post budget quantities. - S Subledger and type are required for all transactions. Posts subledgers in summary format for every transaction. The system stores the subledger detail in the Account Ledger table. This code is not valid for budget entry programs. - U Unit quantities are required for all transactions. - X Subledger and type must be left blank for all transactions. Does not allow subledger entry for the account. <i>Form-specific information</i> Subledger accounting uses the following posting edit codes only: S, L, X, and blank.

Example: Posting Edit Codes

The following diagram shows how information stored in the Account Balances table is affected by the posting edit code.



Inactivating Subledgers

You might need to make a subledger inactive. For example, if an employee takes a leave of absence, you can inactivate their address book number for use as a subledger so that travel and entertainment expenses cannot be entered for them during their absence.

► To inactivate a subledger

To inactivate a subledger, access its corresponding master form. For example, to inactivate a subledger for an employee, you need to access Address Book Revisions.

1. Locate the subledger.
2. Change the following field to any value other than blank:
 - Subledger Inactive

Field	Explanation
Subledger Inactive	A code that indicates whether a specific subledger is active or inactive. Any value other than blank indicates that a subledger is inactive. Examples are jobs that are closed, employees that have been terminated, or assets that have been disposed of. If a subledger becomes active again, set this field back to blank. If you want to use subledger information in the tables for reports but want to prevent transactions from posting to the master record, enter a value other than blank in this field.

What You Should Know About

Inactivating a business unit

When a project or job is on hold or is complete, you can inactivate the business unit from use as a subledger. On Revise Single Business Unit, complete the Subledger Inactive field.



System Setup

Objectives

- To understand how to set up the features and functions that allow you to process general accounting information

About System Setup

Before you use the General Accounting system, you need to define certain information that the system will use during processing. This information is used to customize the system for your business needs. For example, you might want to enter the totals for a batch of journal entries first and have the system verify the totals after you enter the batch.

System setup that is required consists of:

- ☐ Setting up constants
- ☐ Understanding automatic accounting instructions (AAIs)
- ☐ Working with AAIs
- ☐ Understanding user defined codes
- ☐ Working with user defined codes
- ☐ Working with next numbers

System setup that your organization might not require consists of:

- ☐ Understanding intercompany settlements
- ☐ Setting up intercompany settlements
- ☐ Understanding multiple currency
- ☐ Setting up multiple currency
- ☐ Working with currency codes and decimals
- ☐ Working with exchange rates



What Are the System Setup Features?

The following describes the available setup features and their purpose.

Constants	Establish system basics, such as: • 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 approval of batches of documents before posting • Whether the system allows posting of batches to a prior accounting period within the current year • How the system handles invalid account numbers on journal entries • What symbols you will use to identify the format of the account numbers you enter during data entry • Whether the system uses multiple currencies and, if so, the method of conversion • How the system processes journal entries that cross company boundaries (intercompany settlements)
AAIs	Define the rules for the chart of accounts and establish how the system creates automatic entries. If you are using the J.D. Edwards system in a multi-lingual environment, you can translate the descriptions of your AAIs.
User defined codes	Define customized codes, such as document types, that are appropriate for your business needs.
Next numbers	Establish an automatic numbering system for documents.
Intercompany settlements	Establish the accounting relationships that exist between companies, if you are using the J.D. Edwards system to manage more than one company.
Multi-currency	Establish how multiple currency features will work, if you are handling more than one currency in the J.D. Edwards system. You need to determine: • The type of financial restatement method to use • The ledger types to use • Whether you want to post balances by currency • Whether you want the system to create intercompany settlements for companies using different currencies

Before You Begin

- ☐ Determine your reporting needs and set up your companies, fiscal patterns, business units, accounts, and category codes

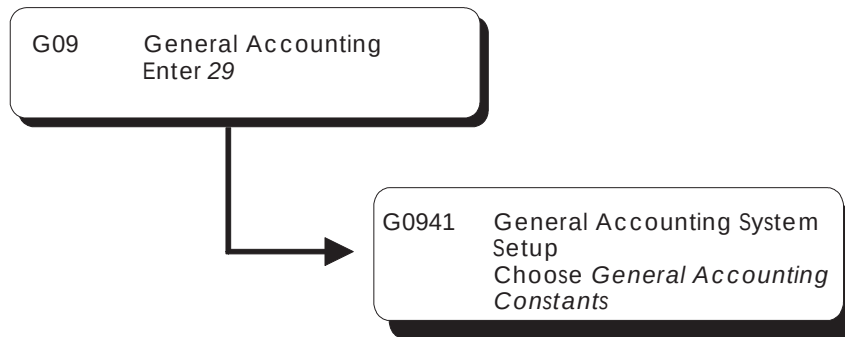
What You Should Know About

Taxes

If you use the J.D. Edwards system to track and report taxes, you can set up the General Accounting system for journal entries with taxes.

See the *Tax Reference Guide*.

Set Up Constants



Setting Up Constants

Constants provide a basic framework for how your General Accounting system works, based on your business needs.

Setting up constants consists of:

- ☐ Setting up batch control
- ☐ Setting up batch approval
- ☐ Setting up posting to prior periods
- ☐ Setting up control of invalid account numbers
- ☐ Setting up account symbols
- ☐ Setting up control of intercompany settlements
- ☐ Setting up currency conversion

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

The screenshot shows a window titled "[000909] - General Accounting Constants" with a menu bar containing "Functions", "Tools", and "Help". The main area contains several settings, each with a text label and a small input field:

Batch Control Required (Y/N)	N
Management Approval of Input (Y/N)	N
Allow PBCO Postings (Y/N)	Y
Allow Invalid Accounts (Y/N)	Y
Symbol to Identify Short Number	*
Symbol to Identify BU.Object.Sub	
Symbol to Identify 3rd G/L Account #	/
Account Separator Character	.
Intercompany Settlements (Y/D/1/2/*N)	D
Multi-Currency Conversion (Y/N/Z)	Y
Allow Multi-Currency Intercompany JE	Y

At the bottom, there are several icons: a checkmark, an 'X', an information icon, a triangle, a plus sign, a minus sign, and a double arrow. Below these icons is a status bar with the text "F24=More Keys" and "MW".

Setting Up Batch Control

When you create a batch of documents, such as journal entries, you might want to enter the total number of documents and total currency amount for each batch. This allows you to verify the total amount expected against the total amount entered immediately after you enter each batch.

► To set up batch control

On General Accounting Constants

Change the following field:

- Batch Control Required

Field	Explanation
Batch Control Required	A code that generates automatic verification of the totals entered for each batch. Valid codes are:
Y	Batch control on. A batch header control form appears when you select journal entries. You enter the total number of documents and the input total, which is the total currency amount you expect the batch to contain. When you finish entering each batch, the system displays the difference, if any, between the input totals and the totals you actually entered.
N	Batch control off.

See Also

- *Working with Batch Control for Journal Entries (P000909)*

Setting Up Batch Approval

You can specify that management approves each batch of journal entries before it can be posted.

► To set up batch approval

On General Accounting Constants

Change the following field:

- Management Approval of Input

Field	Explanation
Management Approval of Input	A code that controls approval of batches for posting. Valid codes are:
Y	Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to Approved before the system will allow the batch to post to the general ledger.
N	Management approval is not required. The system automatically approves for posting all batches that do not have error conditions.

Setting Up Posting to Prior Periods

There might be instances, especially during implementation, when you want to be able to post batches to prior accounting periods. You control whether the system allows you to do this.

► To set up posting to prior periods

On General Accounting Constants

Change the following field:

- Allow Posting Before Cutoff (PBCO)

Field	Explanation
Allow PBCO Postings	A code that controls posting to prior accounting periods (Posted Before Cutoff). Valid codes are: N No, do not allow posting to prior periods Y Yes, allow posting to prior periods If you enter Y in this field, the system generates a warning message to prevent accidental postings to a prior period.

What You Should Know About

Posting to prior periods You might need to close the prior period again and process updated period-end financials for that period and subsequent periods.

Setting Up Control of Invalid Account Numbers

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 defined in the system. By being able to enter an invalid account number, you can complete a batch without exiting and losing your entries.

If you allow invalid account numbers, the system does one of the following:

- Leaves the batch in an error status and unposted until you correct the invalid account number
- Creates new accounts dynamically, if you have set up the system to do so

► **To set up control of invalid account numbers**

On General Accounting Constants

Change the following field:

- Allow Invalid Accounts

Field	Explanation				
Allow Invalid Accounts	A code that allows entry of invalid account numbers for distribution of vouchers, invoices, or journal entries. Valid codes are: <table><tr><td>N</td><td>No, do not allow invalid account numbers</td></tr><tr><td>Y</td><td>Yes, allow invalid account numbers, provided the number is preceded by the pound sign (#). You must either change the number to a valid account number or set up a new account number before the batch will post.</td></tr></table> The system verifies the general ledger account number against the Account Master table (F0901).	N	No, do not allow invalid account numbers	Y	Yes, allow invalid account numbers, provided the number is preceded by the pound sign (#). You must either change the number to a valid account number or set up a new account number before the batch will post.
N	No, do not allow invalid account numbers				
Y	Yes, allow invalid account numbers, provided the number is preceded by the pound sign (#). You must either change the number to a valid account number or set up a new account number before the batch will post.				

Setting Up Account Symbols

When you enter an account number during data entry, you can use any of three formats:

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

You designate the format you are using by preceding the account number with a symbol that identifies the format.

You can also define the symbol that separates the different components of the BU.Obj.Sub account format or a flex account number format.

► **To set up account symbols**

On General Accounting Constants

Change the following fields:

- Symbol to Identify Short Number

- Symbol to Identify BU.Object.Sub
- Symbol to Identify 3rd G/L Account Number
- Account Separator Character

Field	Explanation
Symbol to Identify Short Number	A code, such as * or /, that precedes the general ledger short account number (the eight-digit code) during data entry. When you leave this field blank, the system uses the default of * (asterisk). <i>Form-specific information</i> If the short account number is the one you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system. Only one of the three fields used for account symbols can be blank. The other two must each be unique. Be sure that no symbol is used for another purpose in the system (period, comma, and so on).
Symbol to Identify BU.Object.Sub	A code, such as blank, *, or / that precedes the long (business unit.object.sub) account number during data entry. When you leave this field blank, the system uses the default of blank. <i>Form-specific information</i> The long account number (BU.Object.Sub) is most commonly used. If it is the one you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system. Only one of the three fields used for account symbols can be blank. The other two must each be unique. Be sure that no symbol is used for another purpose in the system (period, comma, and so on).
Symbol to Identify 3rd G/L Account Number	A code, such as * or /, that precedes the third, or unstructured, account number during data entry. If you leave this field blank, the system uses the default of / (slash). <i>Form-specific information</i> If the third account number is the one you typically use, leave this field blank. If it is seldom used, enter a symbol to identify it to the system. Only one of the three fields used for account symbols can be blank. The other two must each be unique. Be sure that no symbol is used for another purpose in the system (period, comma, and so on).

Field	Explanation
Account Separator Character	A character that divides the business unit, object, and subsidiary elements or the flex account code elements of an account number on forms or reports. When you leave this field blank, the system uses the default of . (period). <i>Form-specific information</i> You cannot use # (invalid account prefix) or \ (work order prefix) as separator characters.

Setting Up Control of Intercompany Settlements

If you have journal entries that cross company boundaries, you need to decide whether you want to keep the companies in balance by allowing the system to create automatic intercompany entries.

► To set up control of intercompany settlements

On General Accounting Constants

Change the following field:

- Intercompany Settlements

Field	Explanation
Intercompany Settlements	A code that controls the automatic creation of journal entries between companies within an organization. Valid codes are: Y Yes, create intercompany settlements in the post program using a hub company 1 Flex compatible, create intercompany settlements in the post program using a hub company D Yes, create intercompany settlements without a hub company 2 Flex compatible, create intercompany settlements without a hub company N No, do not create intercompany settlements (the system does not post the batch if it contains intercompany settlements) * No, do not create intercompany settlements (the system posts the batch even if it contains intercompany settlements)

Setting Up Currency Conversion

If your business uses more than one currency, you must designate the method of currency conversion to use.

You can also decide whether to allow intercompany settlements in multiple currencies.

Before You Begin

- ☐ Set up multiple currencies. If you use multiple currencies, you must first complete all of the system setup and then complete the currency setup.
- ☐ Add multi-currency transactions. If you enter transactions of different currencies into the same batch, the Total Entered field under the Batch Amount Expected field is a hash total. The system adds the various currencies together without using a decimal separator. The system displays the hash total with the number of decimal places specified in the data dictionary.

You can change the Display Decimals field in the data dictionary for Total Entered (AME) and Batch Amount Expected (AICU) to zero to avoid confusion. See the *Technical Foundation Guide* for more information about how to change decimals.

To set up currency conversion

On General Accounting Constants

Change the following fields:

- Multi-Currency Conversion
- Allow Multi-Currency Intercompany Journal Entry

Field	Explanation
Multi-Currency Conversion	A code that specifies whether to use multi-currency accounting, and the method of multi-currency accounting to use: Codes are: N Do not use multi-currency accounting. Use if you enter transactions in only one currency for all companies. The multi-currency fields will not appear on forms. The system supplies a value of N if you do not enter a value. Y Activate multi-currency accounting and use multipliers to convert currency. The system multiplies the foreign amount by the exchange rate to calculate the domestic amount. Z Activate multi-currency accounting and use divisors to convert currency. The system divides the foreign amount by the exchange rate to calculate the domestic amount.
Allow Multi-Currency Intercompany JE	A code that specifies whether to allow three or more currencies including the domestic currency in one journal entry. Codes are: Y Allow multiple currencies for intercompany journal entries N Do not allow multiple currencies for intercompany journal entries If you allow multiple currencies for intercompany journal entries, the G/L Post will create adjusting entries for those accounts with the foreign currency code of the transaction. NOTE: If you allow multiple currencies for intercompany journal entries, you must create your intercompany settlements in detail.

See Also

- *Setting Up Multi-Currency (P00105)*
- *Setting Up Intercompany Settlements (P00105)*

Understand Automatic Accounting Instructions

About AAI for General Accounting

The system uses automatic accounting instructions (AAIs) to determine how to distribute G/L entries that the system generates. For example, in the General Accounting system, AAI indicate how the post program creates journal entries for intercompany settlements. The AAI also indicate how the system distributes the journal entries so that each company maintains a zero net balance. All J.D. Edwards programs that use AAI look for particular AAI item codes.

AAI items in the General Accounting system do the following:

- Describe the structure of your chart of accounts to J.D. Edwards systems. The financial reporting, annual close procedures, and other programs use this information.
- Define special interim total levels to be used in financial reports.
- Define speed codes, which let you simplify data entry functions.
- Perform intercompany settlements.
- Define the account ranges eligible for reconciliation.
- Define the account ranges to exclude from being summarized or purged.
- Define the accounts to be used for gain and loss recognition if you are using multiple currency processing.

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

What Are the AAI You Need for General Accounting?

The following shows the AAI items available in the General Accounting system. If an AAI item has an x suffix (one or more lowercase x letters), the system replaces the x letters with numbers. Groups of AAI items with a common purpose have a similar prefix.

GLGx

Account ranges for different categories, such as assets and liabilities

FSxx	Interim totals for special income statements (optional)
Fxx	Account ranges for financial ratio reports (optional)
ICH	Business unit for the hub company intercompany accounts
ICCC	Accounts for intercompany settlements
SPx	Speed codes for data entry
GLSMxx	Account ranges excluded from summarization
GLRCxx	Account ranges eligible for reconciliation
GLPRxx	Account ranges excluded from purge
GVxxx	Account for unrealized losses if you are using multi-currency accounting
GWxxx	Account for unrealized gains if you are using multi-currency accounting
GR	Offset account for unrealized gains and losses if you are using multi-currency accounting
PBCxx	Account ranges for tracking balances by currency

Example: AAI Form

The Automatic Accounting Instructions form shows an index, or list, of the AAIs used in the J.D. Edwards systems.

Sequence Number		Company Bus. Unit	Object	Sub	Item
1.010	General Purpose Accounts				GLG1
1.020	Beginning Assets		1000		GLG2
1.030	Beginning Liabilities		4000		GLG3
1.040	Retained Earnings For annual closing. If the Business Unit is blank, it will default to the Company number		4900		GLG4
1.040	Unreserved-Undesignated	2000			GLG4

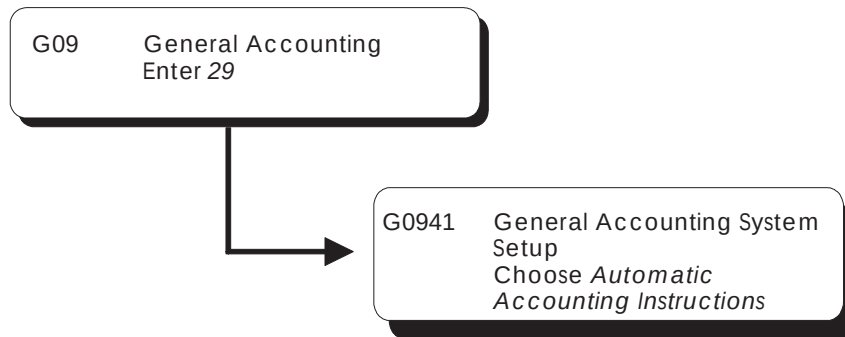
Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys MW

There is no entry under Company/Business Unit because default AAIs are set up for company 00000. The GLGx items are used for system-wide setup.

The sequence number does not serve a programming function. It is only used to determine where an AAI appears in the list.

Programs are set up to look for a specific AAI item. The item is the hard-coded name of the AAI and cannot be changed.

Work with Automatic Accounting Instructions



Working with AAI

Because the system already has AAI in place, you need to make sure these AAI are appropriate and point to the correct business units and account codes for your business needs. You can revise existing AAI and set up additional AAI as needed. You can also translate the description of an AAI into another language.

Working with AAI consists of:

- ☐ Reviewing AAI
- ☐ Revising AAI
- ☐ Setting up AAI for General Accounting
- ☐ Translating AAI (optional)

Before You Begin

- ☐ Set up your chart of accounts.
- ☐ Set up security, if applicable. See the *Technical Foundation Guide*.

What You Should Know About

Item numbers

Be sure to use a valid item number.

See the *Technical Foundation Guide* for information about adding item numbers.

Reviewing AAIs

Before setting up or revising AAIs, locate and review the existing information.

For each AAI item, verify that there is a default for company 00000. For each company requiring specific instructions, verify that there is a company-specific AAI item indicating the business unit and object account to use.

► To review AAIs

On Automatic Accounting Instructions

The screenshot shows a window titled "[00121] - Automatic Accounting Instruct." with a menu bar (Functions, Options, Tools, Help). Below the menu is a "Skip to Sequence Number" field with the value "1.". The main area contains a table with columns: Sequence Number, Description, Company Bus. Unit, Object, Sub, and Item.

Sequence Number	Description	Company Bus. Unit	Object	Sub	Item
1.010	General Purpose Accounts				GLG1
1.020	Beginning Assets		1000		GLG2
1.030	Beginning Liabilities		4000		GLG3
1.040	Retained Earnings For annual closing. If the Business Unit is blank, it will default to the Company number		4900		GLG4
1.040	Unreserved-Undesignated	2000			GLG4

At the bottom, there are checkboxes for "Opt: 1=AAI Rev" and "F5=Acct Struct by BU". A status bar at the very bottom shows "Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys MW".

1. Complete the following optional field:
 - Skip to Sequence Number
2. Locate the appropriate AAI item (optional).
3. To display detailed information, access AAI Revisions.

Field	Explanation
Skip to Sequence Number	A field that controls the sequencing of information on the form.

Revising AAls

You might need to revise the AAls you have set up. For example, you might need to revise them because:

- Your chart of accounts does not meet the default requirements for AAI item GLG4
- Each company uses a different object account for its retained earnings
- Your business unit numbers are different from your company numbers

You can revise AAls one at a time or in groups:

- Use Single AAI Revisions to revise one AAI
- Use Multiple AAI Revisions to revise more than one AAI



To revise AAls

On Automatic Accounting Instructions

1. Access one of the following forms:
 - Single AAI Revisions (F15)
 - Multiple AAI Revisions (F16)

[0012] - Single AAI Revisions

Functions Tools Help

Item Number 6LG4

Company 00000

Sequence Number 1.040

System Code 09

Account Codes

Business Unit

Object Account 4980

Subsidiary

Option

Options:

O = Optional

R = Required

N = Not Used

Account Use Description

Retained Earnings

For annual closing.

If the Business Unit is blank,

it will default to the Company

number

F21=Print Automatic Accounting Instructions F24=More Keys

[00122] - Multiple AAI Revisions

☐ ☐ ☐

Functions
Options
Tools
Help

Item Number

0	Item P Number	Co	Business Unit	0	Obj Acct	0	Sub Account	0	Description
	GLG1	000000		N		N		N	General Purpose Accounts
	GLG11	000000		N	9000	R		0	Beginning Other Income Account
	GLG12	000000		N	9999	R	999999999	0	Ending P&L Account
	GLG13	000000		N	9200	R		0	Beginning Other Expense Acct
	GLG2	000000		N	1000	R		0	Beginning Assets
	GLG3	000000		N	4000	R		0	Beginning Liabilities
	GLG4	000000		0	4980	R		0	Retained Earnings
	GLG4	02000		0	4992	R		0	Unreserved-Undesignated
	GLG4	02800		0	4992	R		0	Unreserved-Undesignated
	GLG4	02850		0	4992	R		0	Unreserved-Undesignated
	GLG4	02885		0	4992	R		0	Unreserved-Undesignated
	GLG4	02895		0	4992	R		0	Unreserved-Undesignated
	GLG4	02905		0	4992	R		0	Unreserved-Undesignated
	GLG4	02920		0	4992	R		0	Unreserved-Undesignated
	GLG4	02935		0	4970	R		0	Retained Earnings-Unreserved
	GLG4	02995		0	4970	R		0	Retained Earnings-Unreserved

Option: 1=Single AAI Revisions 9=Delete F24=More Keys

2. On Single or Multiple AAI Revisions, change any of the following fields:
 - Business Unit
 - Object Account
 - Subsidiary
3. Do not change the following fields:
 - Item Number
 - Option

Field	Explanation
Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric. You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department. Business unit security can prevent you from locating business units for which you have no authority. NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table. <i>Form-specific information</i> Defining a business unit code might be optional, depending on the type of AAI. For example, if the business unit code is optional and you do not set one up for the AAI, the system might use a business unit number associated with the company number for the transaction.
Object Account	The object account portion of a general ledger account. The terms "object account" and "cost type" are used synonymously. They refer to the breakdown of the Cost Code (for example, labor, materials, and equipment) into subcategories (for example, dividing labor into regular time, premium time, and burden). When you are using a flexible chart of accounts, if the object is set to 6 digits, J.D. Edwards recommends that you use all 6 digits. Here, entering 000456 is not the same as entering 456, because the system adds three blank spaces to fill a 6-digit object.
Subsidiary	A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. <i>Form-specific information</i> This number identifies the general ledger subsidiary account for the AAI when one is required. Defining a subsidiary account can be optional, depending on the type of AAI. Use 99999999 to express the end of a range of subsidiary accounts.

Field	Explanation						
Item Number	A hard-coded field that defines an account or range of accounts used for a particular function. For example, item GLG4 defines the retained earnings account, which is used for annual close purposes. During processing, programs use the item number and company number to find the correct account to debit or credit. Along with company, the item (or range) is the key to the AAI table.						
Option	A code that specifies whether the business unit, object account, or subsidiary account is required for this AAI. Codes are: <table><tr><td>O</td><td>Optional</td></tr><tr><td>R</td><td>Required</td></tr><tr><td>N</td><td>Not used</td></tr></table> Generally, you should not change this code. Changing the value in this field does not affect how individual programs use the AAI.	O	Optional	R	Required	N	Not used
O	Optional						
R	Required						
N	Not used						

What You Should Know About

Working efficiently with AAI

The following is an efficient way to use an existing AAI to set up a new AAI:

- Locate an AAI item that is similar to the one you want to add
- Type the new values over the old values in the appropriate fields, including the description
- Use the Add action

The system keeps the existing AAI and adds the new one.

If you use the Change action, the system changes the existing AAI to use the new values you entered.

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

Setting Up AAI for General Accounting

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

This task consists of:

- ☐ Setting up AAI for general purpose accounts
- ☐ Setting up AAI for financial statement totals
- ☐ Setting up AAI for financial ratio accounts
- ☐ Setting up AAI for speed codes
- ☐ Setting up AAI for account summarization
- ☐ Setting up AAI for reconcilable ranges
- ☐ Setting up AAI for prior year account purges

See Also

- *Setting Up Intercompany Settlements (P00121)*
- *Setting Up AAI for Multi-Currency (P00121)*
- *Tax Reference Guide* for information about AAI for taxes

Setting Up AAI for General Purpose Accounts

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLGx	Default Accounts	00000	N	R	O	1.01

Use the GLGx series to define your chart of accounts. For example, you can indicate that your assets begin with object account 1000, your liabilities begin with object account 2000, and so on. This series is used primarily for financial reporting.

Set up the GLGx series only one time for company 00000. The system assumes that your account structure is consistent across all companies.

The following describes each AAI item for the GLGx series and its setup considerations.

GLG2	Beginning account range for assets. Enter the object account only.
GLG3	Beginning account range for liabilities and equities. Can also be used to reverse the sign on financial reports. Enter the object account only.
GLG4	Account number for retained earnings. Enter the object account. Business unit is optional.
GLG5	Ending account number for year-to-date income and loss. This should point to the last balance sheet account, which must be non-posting. Used in the balance sheet report to ensure that assets are equal to liabilities plus equity (a calculated figure). Enter the object account only.
GLG6	Beginning account range for revenue. Used for automatic sign reversal on reports. Used to calculate the percentage of revenue on some reports and the retained earnings for G/L annual close. Enter the object account only.
GLG7	Ending account range for revenue. Used for automatic sign reversal. Used to calculate the percentage of revenue on some reports. Enter the object account. Enter the subsidiary, if applicable.
GLG8	Beginning account range for cost of goods. Can be used to reverse the sign of expense accounts on some financial reports. Enter the object account only.
GLG9	Ending account range for cost of goods. Enter the object account. Enter the subsidiary, if applicable.
GLG11	Account range for other income. Can be used to reverse the sign of income accounts on some financial reports. Enter the object account only.

GLG12

Account for ending profit and loss (income statement). Referenced to calculate retained earnings for G/L annual close. If you do not enter an object account, the system uses account 999999.

Revenues (GLG6)

+Expenses (GLG12)

Retained Earnings (GLG4)

Enter the object account. Enter the subsidiary, if applicable.

GLG13

Account range for other expenses. Can be used to reverse the sign of other expense accounts on some financial reports. Enter the object account only.

GLG4: Special Considerations for Retained Earnings

Use AAI item GLG4 to define the account number that the system uses to update the retained earnings of each company. The account must be a posting account for machine-generated entries. During the annual close, the system looks for the GLG4 item to post retained earnings.

J.D. Edwards recommends that you use the company number for the business unit number for the balance sheet. If you do, you need to set up only one GLG4 item. The system uses the company number for the business unit number. That is, company 100 would use the default of business unit 100.

If your company number is different from the business unit on your balance sheet, you must set up item GLG4 for each company.

The system searches AAI for the appropriate company/item combination. Using the sample AAI table:

- If closing company 100, the system uses GLG4 for company 00000, or account 100.4980 to post retained earnings.
- If closing company 300, the system uses GLG4 for company 00000, or account 300.4980 to post retained earnings.

If your company number is different from the business unit on your balance sheet, you must set up a GLG4 item for each company.

► To set up AAIs for general purpose accounts (GLGx)

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Object Account
 - Subsidiary (optional)
2. Leave the following field blank:
 - Company

Setting Up AAIs for Financial Statement Totals

When you produce financial reports, the system creates report subtotals based on the FSxx series of AAIs. You can define the text for the subtotals.

These AAI items are optional. If you use them, your account number series must be consistent across all companies for your reports to be meaningful.

Example: Income Statement Totals

The following are examples of report subtotals for an income statement:

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

When you print an income statement, you must set the appropriate processing option so these subtotals appear in order, that is, from the top to the bottom of the report.

00100 - Model Finan/Distrib Co (Mktg)				J.D. Edwards & Company Company 00100 Simple Income Statement 6 Months Ending 06/30/98		Page - 3 Date - 4/18/98			
Current Month Actual	%	Last Year Actual	%		Year to Date Actual	%	Last Year To Date Actual	%	% Chng
				Revenues					
12,579,424.80	68.1	22,254,329.98	67.5	Sales - Product A	72,378,232.32	67.9	75,527,295.66	67.2	4.2
5,047,870.05	27.3	9,133,291.10	27.7	Sales - Product B	28,831,043.09	27.0	31,017,299.94	27.6	7.1
840,064.95	4.6	1,594,048.98	4.8	Sales - Other	5,451,295.73	5.1	5,792,234.13	5.2	5.9
18,467,359.80	100.0	32,981,670.06	100.0	Revenues	06,660,571.14	100.0	12,336,829.73	100.0	5.1
				Direct Costs					
14,007,772.88	75.9	26,358,049.26	79.9	Cost of Sales - Product A	81,239,604.14	76.2	87,099,988.40	77.5	6.7
1,210,525.27	6.6	2,068,430.34	6.3	Cost of Sales - Product B	7,019,348.02	6.6	7,263,328.66	6.5	3.4
150,572.93	0.8	515,933.32	1.6	Cost of Sales - Other	1,743,145.34	1.6	1,853,513.61	1.7	6.0
				Other Direct Expenses					
				Outside Operations					
267,814.20	1.5	485,742.74	1.5	Allocated Overhead	1,535,817.71	1.4	1,652,427.75	1.5	7.1
15,636,685.28	84.7	29,428,155.66	89.2	Direct Costs	91,537,915.21	85.8	97,869,258.42	87.1	6.5
2,830,674.52	15.3	3,553,514.40	10.8	Gross Margin	15,122,655.93	14.2	14,467,571.31	12.9	4.5
				General And Administrative					
				Administrative Salaries	11,260.09				
				General And Administrative	11,260.09				
309,272.37	1.7	441,263.46	1.3	Building Expense	1,701,089.95	1.6	1,583,155.75	1.4	7.5
51,928.49	0.3			Equipment Expenses					
				Supplies, Services & Other	108,460.33	0.1			
				Computer Expenses	1,600.38				
				Interest Expense					
437,151.61	2.4	441,263.46	1.3	Salary and Wages	1,982,047.21	1.9	1,583,155.75	1.4	25.2
2,393,522.91	13.0	3,112,250.94	9.4	Operating Income	13,129,348.63	12.3	12,884,415.56	11.5	1.9
13,870.00	0.1			Other Income	13,790.00				
12,000.00	0.1			Other Expense	12,000.00				
2,395,392.91	13.0	3,112,250.94	9.4	Net Profit Before Taxes	13,131,138.63	12.3	12,884,415.56	11.5	1.9
				Income Taxes					
1,870.00				Other Income and Expense	1,790.00				
2,395,392.91	13.0	3,112,250.94	9.4	Net Income (Loss)	13,131,138.63	12.3	12,884,415.56	11.5	1.9

About FS01 through FS15

Enter the object account that has a posting edit code of N because the object account is a title account. Each subtotal prints before the specified account range.

Using the following setup, the system will generate an Operating Income total before printing the balances for the 9000 (Other Income and Expense) account range.

[00121] - Automatic Accounting Instruct.

Functions Options Tools Help

Skip to Sequence Number

Sequence P	Sequence Number		Company Bus. Unit	Object	Sub	Item
	1.140	Set up "FS" AAI's only for Company 00000. Do not enter an object account which will have G/L transactions posted to it.				FS9
	1.140	Gross Margin Wording is defined by first line of description. Total is triggered by this account.		8000		FS04
	1.150	Operating Income Wording is defined by first line of description. Total is triggered by this account.		9000		FS05

Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys MW

About FS99 (Net Income AAI)

Use the FS99 item to provide the net income wording. The text on the first line is the description that appears on the last line of your income statements. No account information is required.

[00121] - Automatic Accounting Instruct.

Functions Options Tools Help

Skip to Sequence Number

Sequence P	Sequence Number		Company Bus. Unit	Object	Sub	Item
	1.180	Net Income (Loss) Special wording for "Bottom Line" total of P&L as defined by 1st line of description				FS99
	1.200	Intercompany Accounts ----- Brief explanation follows. Press Help Key for details.				IC
	1.200	Intercompany Transactions generally clear through one company-wide G/L account number to facilitate consolidation.				IC 1

Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys MW

► **To set up AAIs for financial statement totals (FSxx)**

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Object Account
 - Description
 - Subsidiary (optional)
2. Leave the following fields blank:
 - Company
 - Business Unit
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Financial Ratio Accounts

Use the Fxx series to define the account ranges for the different financial ratios, for example, debt to total assets, inventory turnover, and profit margin on sales. These account ranges include inventory, fixed assets, long term debt, and so on. This series is used only in financial reporting. The sequence number for this series is 90.

These AAI items are optional. If you use them, your account number series must be consistent across all companies for your reports to be meaningful.

► **To set up AAIs for financial ratio accounts (Fxx)**

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Object Account
 - Subsidiary (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAI for Speed Codes

Item:	Description:	Company	BU	Obj	Sub	Seq No.
SPx	Speed Coding		O	R	O	1.280

Use the SPx series to set up one-digit speed codes (A–Z) that you can use instead of the standard combination of business unit.object.subsidiary.

You can use a speed code to replace the entire business unit.object.subsidiary, or to replace the object number only. 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. J.D. Edwards recommends that you use only alphabetic characters in this field if your business units are numeric.

Example: AAI for Speed Codes

In the following sample AAI item SPL, only the object is defined as a speed code. During data entry, you type a business unit and subsidiary (if appropriate). For example, if you enter 100.L the system reads it as 100.1341. The letter L represents the character used for entry.

The screenshot shows a window titled "[00121] - Automatic Accounting Instruct." with a menu bar (Functions, Options, Tools, Help). A "Skip to Sequence Number" field contains "1.280". Below is a table of AAI items:

Sequence Number	Description	Company	Bus. Unit	Object	Sub	Item
1.280	Speed Coding ----- Short codes used in place of normal G/L account numbers.					SP
1.281	Speed Coding - Labor e.g. 5001.L.0302 yields 5001.1341.0302 'L' is the speed code.			1341		SPL
1.285	Speed Coding - Taxes Payable e.g. "T" yields 1.4510 'T' is the speed code.		100	4510		SPT
1.286	Speed Coding - Interest Income					SPX

At the bottom, there are checkboxes for "Opt: 1=AAI Rev" and "F5=Acct Struct by BU". A status bar at the bottom shows "Opt: 1=AAI Rev F5=Acct Struct by BU F15=AAI Rev F21=Print F24=More Keys MW".

► To set up AAI for speed codes (SPx)

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Business Unit (optional)
 - Object Account
 - Subsidiary (optional)
2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Setting Up AAIs for Account Summarization

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLSMxx	Summarization Accounts		N	R	O	1,300

Use the GLSMxx series to define account ranges that you do *not* want summarized. For example, if you do not want any liquid asset accounts summarized, you might set up an account range as follows:

Beginning of range: GLSM01 (Object 1000)

Ending of range: GLSM02 (Object 1199, Subsidiary 99999999)

You must define complete ranges, beginning with an odd AAI item number (GLSM01) and ending with the next consecutive even AAI item number (GLSM02).

► To set up AAIs for account summarization (GLSMxx)

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Object Account
 - Subsidiary (optional)
2. Leave the following field blank:
 - Business Unit
3. Do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add

See Also

- *Creating Balance Forward Records (P09811)* in the *General Accounting II Guide*

Setting Up AAIs for Reconcilable Ranges

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLRCxx	Reconcilable Ranges		N	R	O	1,400

Use the GLRCxx series to define ranges of accounts that are to be reconciled. You must reconcile these accounts before you can summarize them.

You must define complete ranges, beginning with an odd AAI item number and ending with the next consecutive even AAI item number. For example, GLRC01-GLRC02.



To set up AAIs for reconcilable ranges (GLRCxx)

On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Object Account
 - Subsidiary (optional)
2. Leave the following field blank:
 - Business Unit
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

See Also

- *Reconciling Voided Payments (P09551)*
- *Creating Balance Forward Records (P09811)* in the *General Accounting II Guide*

Setting Up AAIs for Prior Year Account Purges

Item	Description	Company	Business Unit	Object	Subsidiary	Sequence Number
GLPRxx	Purge Accounts		N	R	O	1.440

Use the GLPRxx series to define account ranges that you do *not* want purged.

You must define complete ranges, beginning with an odd number and ending with the next consecutive even number. For example, GLPR01-GLPR02.



To set up AAIs for prior year account purges (GLPRxx)

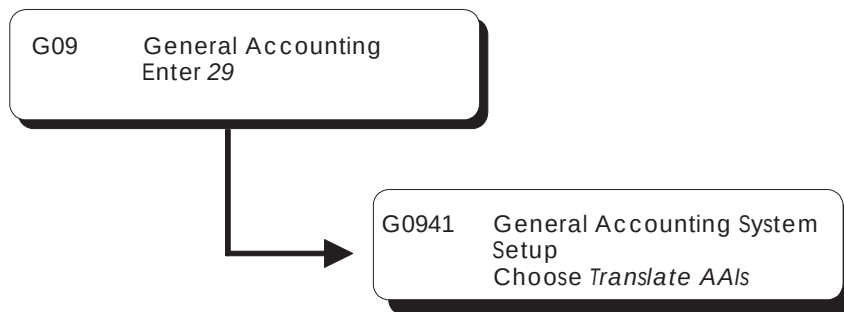
On Single AAI Revisions or Multiple AAI Revisions

1. Complete the following fields:
 - Item Number
 - Object Account
 - Subsidiary (optional)
2. Leave the following field blank:
 - Business Unit
3. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

See Also

- *Purging Prior Year Account Balances (P09112)* in the *General Accounting II Guide*

Translating AAIs



If your business is multi-national, you might want to translate the descriptions of your AAIs. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, when someone who is set up as a French-speaking user accesses an AAI that has a French translation, the description appears in French.

► To translate an AAI

On Translate AAIs

[00123] - Translate AAIs

Functions Tools Help

Company: 00100
Model Finan/Distrib Co (Mkt):
Skip to AAI:

... Language ...
From: Domestic Language
To: F French

AAI	From Description	To Description
GT	Journal Entry with VAT Tax	
GV	Unrealized Gain on Monetary	
GW	Unrealized Loss on Monetary	
HRLT	Ledger Type where Budget is	
HRSB	Beginning Salary Range	
HRSE	Ending Salary Range	
ICCC	Default Account Number for	
PB	Default Bank Account	
PBDEM	German Bank Account (DEM)	
PBFRF	French Bank Account (FRF)	
PC	Trade Accounts Payable	
PC4110	Trade Accounts Payable	

F4=Additional Descriptions F24=More Keys

1. Complete the following fields:

- Company
- From Language

- To Language
 - Skip to AAI (optional)
 - To Description
2. Access the detail area.

[00123] - Translate AAIs

Functions Tools Help

Company: 00100
 Model Finan/Distrib Co (Mkt)
 Skip to AAI:
 ... Language ...
 From: ☐ Domestic Language
 To: ☒ French

AAI	From Description	To Description
GT	Journal Entry with VAT Tax	
	GTxxxx	
	xxxx = G/L Class Code of Tax Rate/Area	
GV	Unrealized Gain on Monetary Account Valuation	

F4=Additional Descriptions F24=More Keys

3. In the detail area, complete the following optional field:
- To Description

Test Yourself: Working with AAI's

1. What company do you use to set up default AAI's?

2. What are the two forms you can use to set up and revise AAI's?

3. Draw lines to match the following AAI's to their descriptions.

SPx	General accounts that define your chart of accounts
ICH	Intercompany business units
GLGx	Speed codes for data entry
ICCC	Hub method intercompany settlements

The answers are in *Appendix B*.

Understand User Defined Codes

About User Defined Codes for General Accounting

You must set up user defined codes, which can be customized for your business needs. Many fields in the General Accounting system accept only user defined codes. For example, when you create allocations, you must enter the ledger type for the source account and the destination account. The system does not accept a ledger type that is not in the user defined list of valid ledger types.

Each user defined code in the General Accounting system is either soft-coded or hard-coded. You can customize any soft-coded user defined code to accommodate your specific business needs. You can set up additional codes that are soft-coded as well. You cannot customize a hard-coded user defined code.

User defined code types are identified by the system code and the user defined code list. For example, 00/DV represents system 00 and user defined code list DV.

What User Defined Codes Are Available?

User defined codes that are available for the General Accounting system are:

- Ledger type codes
- Business unit category codes
- Account category codes
- Document type codes
- Business unit type codes
- Subledger type codes
- Annual close ledger type codes
- Reconciliation codes
- Ledger comparison column headings
- Consolidation review column headings

Information about user defined codes is stored in the User Defined Codes table (F0005).

Ledger Type Codes (09/LT)

Ledger types define the ledgers you maintain in the general ledger. These ledgers contain management and control information for:

- Statistics or units
- Budgets
- Forecasts
- Accrual basis amounts
- Cash basis amounts
- Currency conversion information

J.D. Edwards provides some ledger types for you. For example:

AA	Actual amounts
AU	Actual units
BA	Budget amounts
CA	Foreign currency amounts

You can create your own ledger types to meet the needs of your business. J.D. Edwards has provided ledger types UA through UZ for your use. These ledger types will not be overwritten or used in a future release of J.D. Edwards software.

Example: Ledger Types

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

F0902
Account Balances table

Account 1.4110

1997		1998	
AA	AU	AA	AU
1	1	1	1
2	2	2	2
.	.	.	.
12	12	12	12
PYN	PYN	PYN	PYN
PYC	PYC	PYC	PYC

The Account Balances table contains a separate fiscal year for each ledger type.

Each ledger type has its own period balances for each fiscal year. Each ledger type also has a prior year net (PYN) balance and a prior year cumulative (PYC) balance.

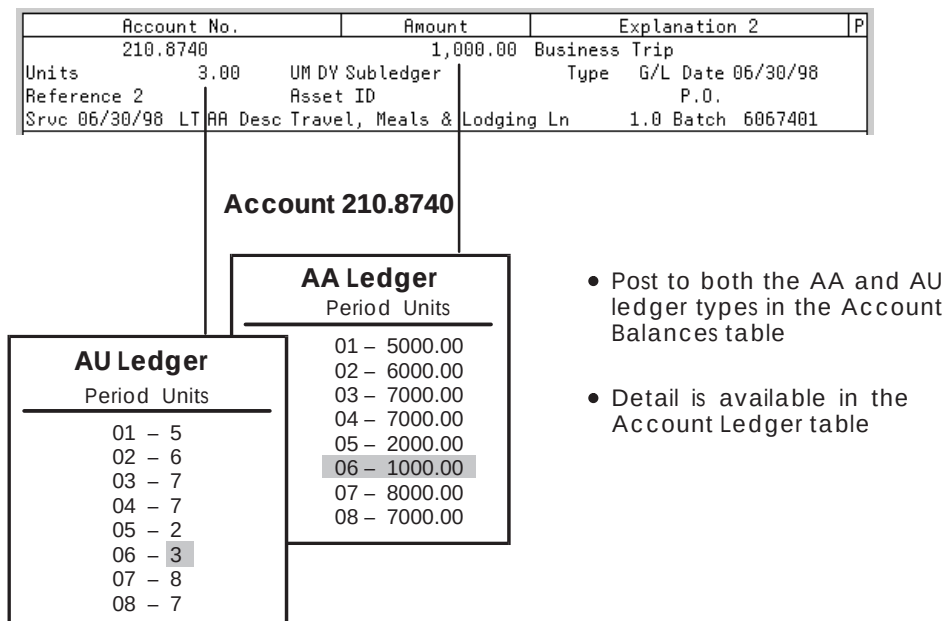
This structure lets you report multiple ledger type balances for each fiscal year.

Example: Ledger Types for Units

The system associates a ledger for units 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 type 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.

The following graphic illustrates how the AU ledger corresponds to the AA ledger:



Business Unit Category Codes (00/01-30)

You can classify your business units into groups for financial reporting purposes. You decide what groups you want to see, and which business units belong to each group. For each group, you set up a business unit category code.

There are 30 category codes available for business units:

- 3-character codes, 20 available (code types 01-20)
- 10-character codes, 10 available (code types 21-30)

See Also

- *Working with Business Units (P0006)*

Account Category Codes (09/01-23)

You can combine object accounts into groups for financial reporting purposes. Account category codes are stored in the Account Master table (F0901).

There are 23 category codes available for the chart of accounts:

- 3-character codes (types 01-20)
- 10-character codes (types 21-23)

Use these codes to describe your organizational structure for higher level or for selective reporting. One common use of account category codes is to provide a second chart of accounts. For example, you might need a regulatory chart for government reporting in addition to your internal reporting chart. Code types 21 through 23 (the three 10-character codes) can accommodate your secondary account numbers.

Document Type Codes (00/DT)

You can group similar transaction entries in the general ledger by using document types. For example, JE is the document type for journal entries. Some document types are hard-coded and others are soft-coded (user defined). Hard-coded document types include:

%	Percentage journal entry
##	Prior year transactions
BF	Balance forward summary
EX	Currency conversion offsets
JX	Foreign currency revaluation

You can set up user defined document types based on the needs of your business. For example, if you use cash basis accounting, you should set up document type codes for your cash basis entries.

Business Unit Type Codes (00/MC)

To group similar business units into categories, you can use business unit types. Business unit types are useful in dynamic account creation or business unit duplication. For example, you can automatically duplicate all of the accounts from a model business unit to a group of new business units that have matching business unit type codes.

Subledger Type Codes (00/ST)

You can set up detailed auxiliary accounting within a general ledger account using subledger type codes. The subledger type code defines the type of subledger number that you are using and controls how the system validates the subledger value entered when you create a journal entry.

See Also

- *Entering Journal Entries with Subledgers (P0911)* for more information about subledger accounting

Annual Close Ledger Type Codes (00/LT)

You can use the ledger types for the annual close to designate how the system updates the original budget amounts when you perform an annual close.

The system looks first at a processing option in the Close Year program. If you do not set this processing option, the system will not roll any budget amounts forward. If you set this option to roll budgets forward, the system uses the ledger type codes for instructions.

Use the following codes as the first character of the Description-2 field to designate how the original budget amount for each ledger type is rolled forward to the next year:

B	Roll the original budget forward and spread the amounts
R	Roll the original budget forward but do not spread the amounts
S	Do not roll the original budget forward but do override the DNS (do not spread) code on accounts for that ledger type
blank	Do not roll the original budget forward and do not override the DNS code on accounts for that ledger type

When you enter B or S in the Description-2 field, the Spread Annual to Periods program distributes the original budget for that ledger type to all accounts, including accounts with DNS in the Budget Pattern Code field. The system overwrites any entered budget.

If a ledger type is not set up in list 00/LT, no original budgets in that ledger type are rolled forward during the annual close.

See Also

- *Closing the Fiscal Year (P098201)* for more information about the annual close process
- *Working with Annual Budgets (P14102)* for more information about creating budgets

Reconciliation Codes (09/RC)

Some reconciliation codes, such as R, are hard-coded. You might want to use a reconciliation code other than R during manual reconciliation if your business uses a different term for the reconciliation procedure. You can add your own soft-coded reconciliation codes in list 09/RC.

Ledger Comparison Column Headings (09/CH)

To customize the column headings that appear on the Daily or Weekly Comparisons form, you can set up ledger comparison column headings. These headings appear over the columns of information from the various ledgers.

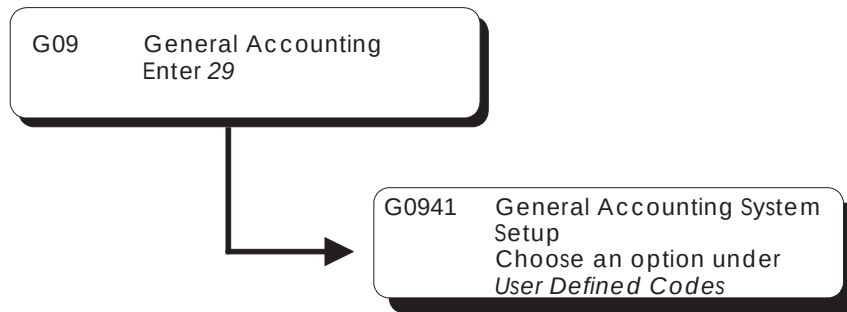
If a ledger comparison column heading is not set up for a ledger type, the system uses the description for the ledger type defined in list 09/LT (ledger types).

Consolidation Review Column Headings (14/CH)

To customize the column headings that appear on the Consolidation Review form, you can set up consolidation review column headings. These headings appear over the columns of information from the various ledgers.

If a consolidation review column heading is not set up for a ledger type, the system uses the description for the ledger type defined in list 09/LT (ledger types).

Work with User Defined Codes



Working with User Defined Codes for General Accounting

Because the system already has some user defined codes in place, you need to make sure these codes are appropriate for your business needs. You can set up additional user defined codes as needed. You can also translate descriptions of user defined codes into other languages.

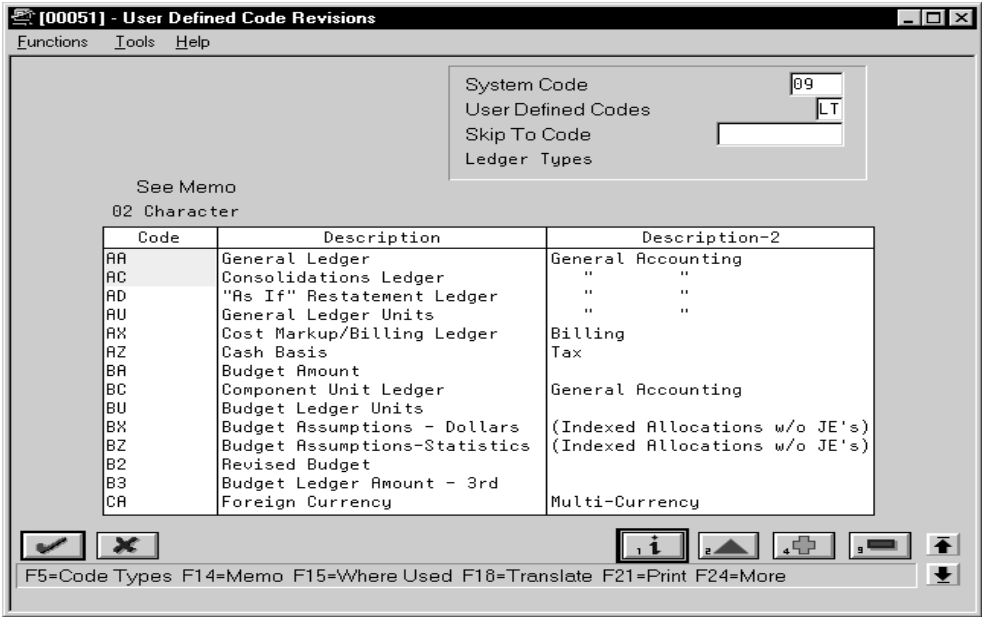
Working with user defined codes consists of:

- ☐ Setting up user defined codes
- ☐ Translating user defined codes

Example: User Defined Codes Form

The following is an example of a user defined codes form. When you access a user defined code, the form looks like this, with these exceptions:

- The title is the name of the user defined code.
- The Character Code field accepts 1, 2, 3, or 10 characters, depending on the code.
- The Description-2 field does not appear for some user defined codes.



Setting Up User Defined Codes for General Accounting

After examining the user defined codes supplied with your J.D. Edwards system, you might find you need to set up additional codes. You can set up additional user defined codes on any user defined codes list.

► To set up a user defined code

On the appropriate user defined codes form

- 1. Complete the following fields:
 - Character Code
 - Description
 - Description-2 (optional)
- 2. Do one of the following:
 - In WorldSoftware, press Enter
 - In WorldVision, click Add

Field	Explanation
User Defined Code	This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.

Field	Explanation
Description	A user defined name or remark that describes a field.
Description-2	Additional text that further describes or clarifies a field in the J.D. Edwards systems.

What You Should Know About

Setting up business unit type codes	You should set up one entry of asterisk (*) or blank for the system to use in searching.
Setting up reconciliation codes	You must enter 01 in the Special Handling field in the detail area. Reconciliation codes are defined in user defined code list 09/RC.
Setting up annual close ledger type codes	The Description-2 field is required.
Deleting a user defined code	To delete a user defined code, clear the Character Code and Description fields. To delete the entire list, use action code D.
Printing a list of user defined codes	Choose User Defined Codes List from the General Accounting System Setup menu and run the appropriate DREAM Writer version.
Setting up blank codes	A code of blank in a user defined code list indicates that a blank is a valid entry for this code. This means that the user defined code does not require a specific value to be assigned to the field when it appears on a form. Leave the character code blank and type a period in the last position of the description to set up a valid code equal to blank.

Translating User Defined Codes

If your business is multi-national, you might want to translate the descriptions of your user defined codes. The descriptions work in conjunction with the language specified for each person who uses the J.D. Edwards system. For example, when someone who is set up as a French-speaking user accesses a user defined code with a French translation, the description appears in French.

► **To translate a user defined code**

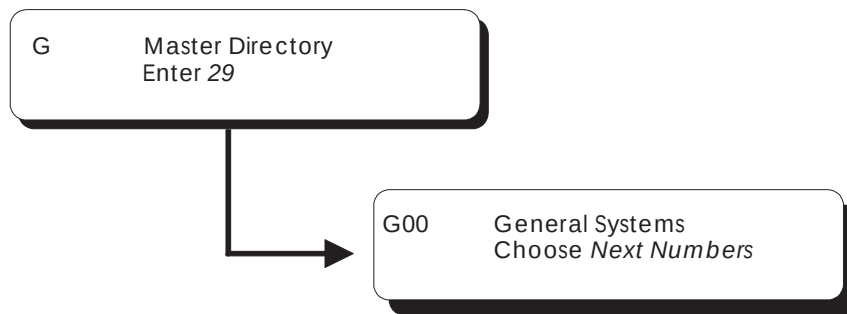
On the appropriate user defined codes form

1. Choose a code to translate.
2. Access Translate.

3. On Translate User Defined Codes, complete the following fields:
 - Language
 - Description
 - Description 02 (optional)

Field	Explanation
Language	A user defined code (system 01/type LP) that specifies a language to use in forms and printed reports. If you leave the Language field blank, the system uses the language you specify in your user profile. If you do not specify a language in your user profile, the system uses the default language for the system. Before any translations can appear, a language code must exist at either the system level or in your user profile. <i>Form-specific information</i> On this form, use the Language code to indicate alternate languages for user defined code descriptions.

Work with Next Numbers



Working with Next Numbers

When you enter a document, such as a journal entry, you can assign a document number or you can let the system assign one. The next numbers program assigns numbers to journal entries and other documents in two ways:

- Using standard next numbers. The system finds the next available number in the Next Numbers table (F0002) and assigns the number to the document.
- Using next numbers by company and fiscal year. The system assigns a unique set of next numbers for each company, fiscal year, or combination of company and fiscal year in the Next Numbers by Company/Fiscal Year table (F00021).

You can use the standard next numbers method, the next numbers by company and fiscal year method, or both.

Working with next numbers consists of:

- ☐ Reviewing standard next numbers
- ☐ Assigning next numbers by company and fiscal year

What You Should Know About

Changing next numbers Do not change any next numbers after you start using the General Accounting system. Changing the numbers can result in duplicates as well as the inability to locate previously added numbers.

Changing the sequence of next numbers 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.

See Also

- *Technical Foundation Guide* for a complete explanation of next numbers

Reviewing Standard Next Numbers

You can review the next numbers that the system will assign to journal entries and other documents.

► **To review standard next numbers**

On Next Numbers

System Code	09	General Accounting
Use	Next Number	Check Digit
Next Account ID	205656	N
Journal Entries	16269	N
Consol Accounts	90000301	N
On-Line Consol	137	N
Bank Journal	1	N
Reconciliation	239	N
	31	N

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.

F8=Next Numbers by Co/FY F24=More Keys

1. Complete the following field:
 - System Code
2. Verify information in the following field:
 - Next Number

Field	Explanation
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
Next Number	The number that the system will use next when assigning numbers. Next numbers can be used for many types of entries, including voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and so on. You must use the next numbers already established, unless custom programming has been provided.

Assigning Next Numbers by Company and Fiscal Year

The system can assign a unique set of next numbers to journal entries 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 or for each company by fiscal year.

► To assign next numbers by company and fiscal year

On Next Numbers

1. Access Next Numbers by Company/Fiscal.

Doc Co	Disply Seq	Do Ty	Sm Rs	Description	Fisc Year	I D	Next Number	C D	Auto Reset
00100		FP		Field Progress Reporting			26	N	
00100		IA		Inventory Adjustments			1525	N	
00100		II		Inventory Issue			1000	N	
00100		IT		Inventory Transfers			120	N	
00100		JE		Journal Entry			1535	N	
00100		OP		Purchase Order			2017	N	
00100		OV		Do Not Use--Receiving Document			1000	N	
00100		RI		Invoice			2233	N	
00100		SO		Sales Order			2071	N	
00200		JE		Journal Entry			13	N	
00200		OB		Blanket Order			12	N	

2. On Next Numbers by Company/Fiscal, complete the following field:
 - Next Number Constant
3. Depending on the value you entered for the next number constant, do one of the following:
 - If you entered 1, complete the following fields:
 - Skip to Company/Sequence (optional)
 - Skip to Fiscal Year (optional)
 - Document Company
 - Display Sequence (optional)
 - Document Type

- Same As (optional)
- Fiscal Year (optional)
- Imbed Digits (optional)
- Next Number
- Check Digit (optional)
- Auto Reset (optional)
- If you entered 2, the system uses the setup for standard next numbers for any document types that do not appear on the Next Numbers by Company/Fiscal form.

Field	Explanation
Next Number Constant	A code that specifies which processing option to implement for next numbers. Valid codes are: 0 Do not implement next numbers by Company/Fiscal Year. Continue using the standard next numbers setup. 1 Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, a next number record is created and the next number default is 1. 2 Implement next numbers by Company/Fiscal Year. If a company record is not set up for a document type, the standard next numbers setup is used. If you leave this field blank, the system uses 0. This constant value resides in the General Constants table (F0009) and can be updated on Next Numbers by Company/Fiscal Year (P00021).
Document Company	A number that, along with document number, document type and G/L date, uniquely identifies an original document, such as invoice, voucher, or journal entry. If you are using the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company. If two or more original documents have the same document number and document type, you can use the document company to locate the desired document.

Field	Explanation				
Sequence Number/Display Sequence	A number that the system uses to sequence information. <i>Form-specific information</i> Use the Skip to Sequence field to begin the form display with a specific sequence number. Use the Display Sequence field to group together document types by system code within a company.				
Same As Document Type	If you set up next numbers by company or by company and fiscal year, a document type can share the same next number sequence as another document type. Same As Document Type refers to the document type that controls the next number the system uses. For example, you are creating a document with a document type of RR. The document you are creating should use the same next number sequence as regular invoices or RI document types. In this case, define the RR document type setup record with a Same As Document Type of RI.				
Fiscal Year	The four-digit fiscal year designation. You must always use the year in which the first period ends. For example, a fiscal year beginning October 1, 1998 and ending September 30, 1999 is fiscal year 1998.				
Imbed Digits	The number of digits that the system imbeds in a document number to represent the fiscal year. The imbed digits are only used when assigning next numbers by fiscal year. Valid values are: 1 Imbed one digit. The last digit of the fiscal year will be imbedded in the first position of the resulting document number. For example, 80012345, represents the 8 from 1998 and 0012345 is the next number. 2 Imbed two digits. The last two digits of the fiscal year will be imbedded in the first two positions of the resulting document number. For example, 98012345, represents the 98 from 1998 and 012345 is the next number.				
Check Digit	A code that specifies whether the system adds a number to the end of each next number assigned. For example, if you are using check digits and the next number is 2, the system will add a check digit such as 7, making the last two numbers 27. Check digits provide a method of randomly incrementing numbers to prevent the assignment of transposed numbers. In the example above, the system would never assign next number 72 while check digits are activated. Valid codes are: <table> <tr> <td>Y</td><td>Yes, add a check digit to this next number</td></tr> <tr> <td>N</td><td>No, do not add a check digit</td></tr> </table>	Y	Yes, add a check digit to this next number	N	No, do not add a check digit
Y	Yes, add a check digit to this next number				
N	No, do not add a check digit				

Field	Explanation
Auto Reset	The number that you want the system to use when resetting next numbers for a new fiscal year. Auto Reset applies only to next numbers by fiscal year. Document number will reset or start with the number specified for each new fiscal year.

What You Should Know About

Activating check digits	Do not activate check digits for general accounting next numbers. Check digits prevent transposition errors on next numbers, such as address book numbers.
Existing next numbers	If next numbers by company/document type already exist with the other next number constant, you must delete that next number before you can add the new constant/fiscal year.

Understand Intercompany Settlements

About Intercompany Settlements

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 have the system create them automatically. Several methods of intercompany settlements are available. To use these methods requires setup tasks.

What Intercompany Settlement Methods Are Available?

Four methods of intercompany settlements are available:

- Hub methods Y and 1
- Detail methods D and 2

Hub Methods Y and 1

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

Hub methods require more account setup than detail methods, but create fewer records in the Account Ledger table (F0911) when you post entries.

- Hub method Y uses standard account codes and subsidiaries.
- Hub method 1 uses either standard account code and subledgers or flex account codes.

Detail Methods D and 2

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

Detail methods require less account setup than the hub methods, but create more records in the Account Ledger table when you post entries. Detail methods are commonly used by companies and government agencies that need a detailed audit trail.

You must use a detail method if you are performing intercompany settlements between companies that have different domestic currencies.

- Detail method D uses standard account codes and subledgers.
- Detail method 2 uses flex account codes and subledgers.

Do Intercompany Settlements Require AAIs?

When you post using any method, the system creates journal entries for intercompany settlements based on AAIs. There are two AAI items for intercompany settlements. Depending on the method that you choose, you must set up one or both.

See Also

- *Working with AAIs (P00121)*

When Should You Reconcile Intercompany Settlements?

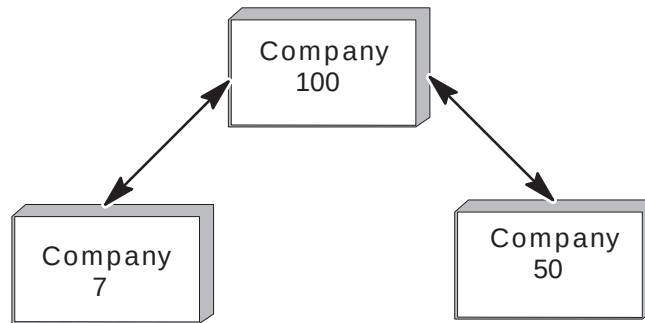
J.D. Edwards recommends that you manually reconcile intercompany settlements on a periodic basis. Do this by running the Companies in Balance and Intercompany Accounts in Balance integrity reports.

See Also

- *Resolving Company Imbalances (P097001)* and *Correcting Intercompany Account Imbalances (P097011)* in the *General Accounting II Guide*

Example: Hub Method

In the following example, one company (7) pays a liability incurred by another company (50). Accounts for these companies are cleared through the hub company (100). In the journal entries, it is assumed that the business unit on the balance sheet matches the company number.



Two entries are created in batch 1212 as follows:

Document	Company	Account	Description	Debit	Credit
JE 1	50	50.8150	Expenses	500	
JE 1	7	7.4110	Accounts Payable		500
JE 2	50	50.8110	Expenses	600	
JE 2	7	7.4110	Accounts Payable		600

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

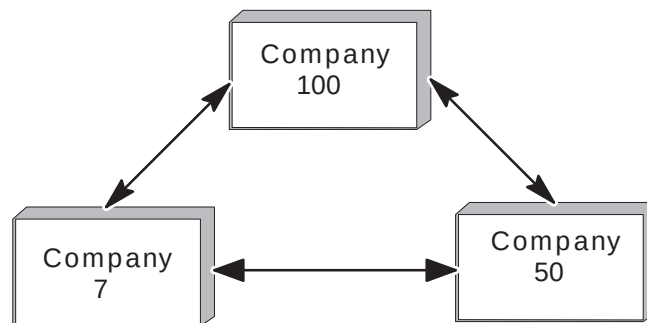
Document	Company	Account	Description	Debit	Credit
AE 1212	50	50.1291.00100	Intercompany Receivables/Payables		1100
AE 1212	100	100.1291.00050	Intercompany Receivables/Payables	1100	
AE 1212	7	7.1291.00100	Intercompany Receivables/Payables	1100	
AE 1212	100	100.1291.00007	Intercompany Receivables/Payables		1100

The highlighted rows in the above example are entries to the hub company (100) from companies 50 and 7.

In hub methods, the system tracks settlements through subsidiary accounts or subledgers. The business units (100, 7, and 50) and object account (1291) are determined by the AAls. The system summarizes journal entries by batch into one line per intercompany account by G/L date. The automatic entries are created with a document type of AE and a document number equal to the batch number.

Examples: Detail Method

In the following examples, one company (7) pays a liability incurred by another company (50). There is no hub company. In the journal entries, it is required that the business unit number matches the company number for the business unit on the balance sheet.



Example 1

One entry is created as follows:

Document	Company	Account	Description	Debit	Credit
JE 10	50	50.8150	Expenses	500	
JE 10	7	7.4110	Accounts Payable		500

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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 10	7	7.1291/00050/A	Intercompany Receivables/Payables	500	
AE 10	50	50.1291/00007/A	Intercompany Receivables/Payables		500

The first entry in the above example is due to company 7 from company 50. The second entry is due to company 50 from company 7.

Example 2

The system creates one automatic entry that involves more than two accounts as follows:

Document	Company	Account	Description	Debit	Credit
JE 20	50	50.8150	Expenses	300	
JE 20	100	100.8110	Expenses	200	
JE 20	7	7.4110	Accounts Payable		500

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

Document	Company	Account/Sub/Type	Description	Debit	Credit
AE 20	100	100.1291/00050/A	Intercompany Receivables/Payables		200
AE 20	50	50.1291/00100/A	Intercompany Receivables/Payables	200	
AE 20	7	7.1291/00050/A	Intercompany Receivables/Payables	500	
AE 20	50	50.1291/00007/A	Intercompany Receivables/Payables		500

The following T-accounts also illustrate the entries in example 2:

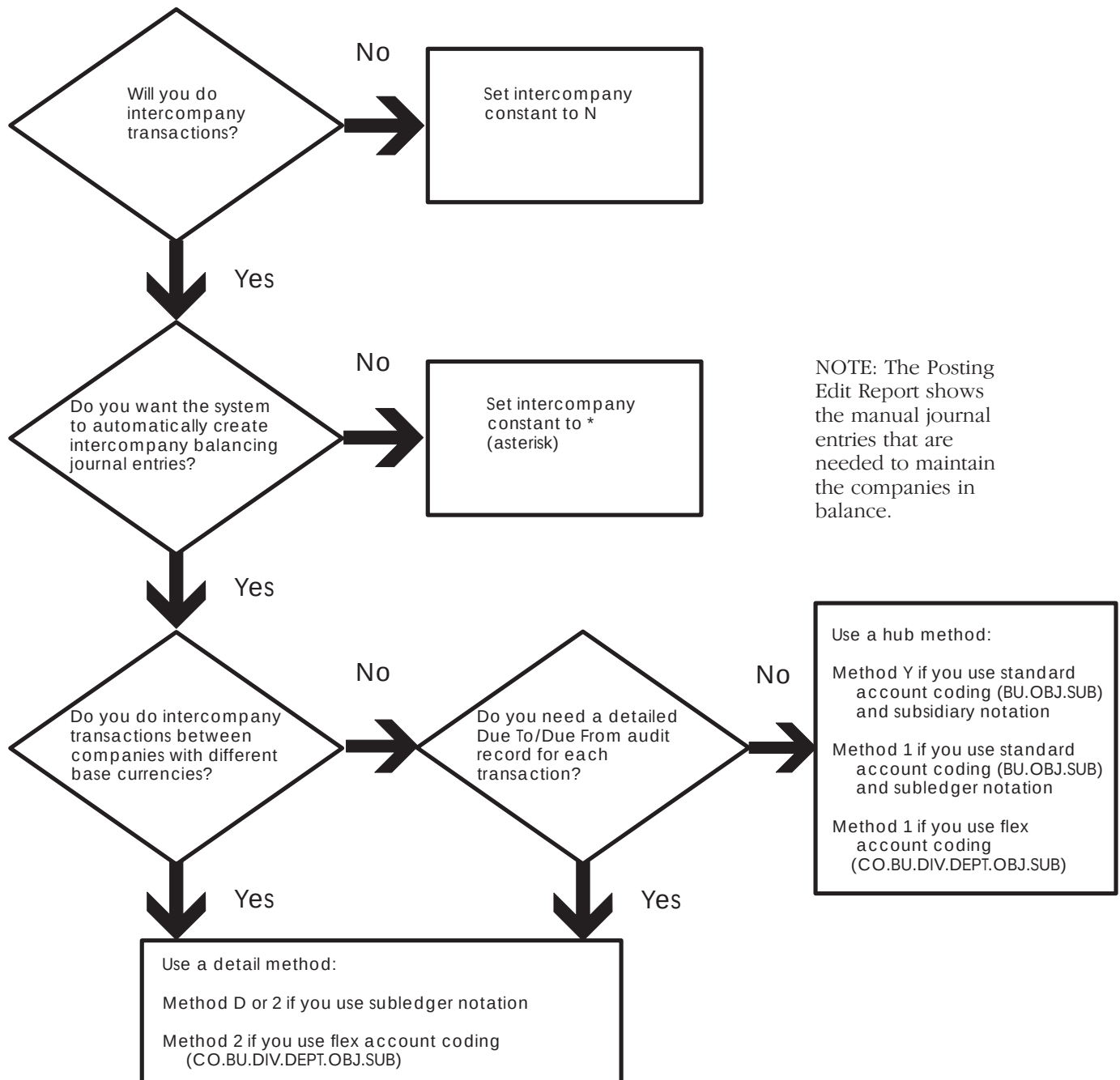
Journal Entries	50.8150	7.4110	100.8110
	300	500	200
Automatic Entries	50.1291	7.1291	100.1291
	200 500	500	200
Subledger/Type:	00100/A 00007/A	00050/A	00050/A

In the detail methods of intercompany settlements, the system tracks settlements using subledgers. The company associated with the first line entry acts as the hub company for the transaction. In this example, company 50 is acting as the hub. Each company involved in an intercompany settlement has an automatic offset to the appropriate intercompany account with the subledger equal to the offsetting company number. The subledger field is used to record the *other* company involved in the transaction. The subledger type is A (address book) and the companies must be set up in the Address Book system.

As in the hub methods, the business units (7, 50, and 100) and object account (1291) are determined by the AAIs. The detail methods do not use subsidiary accounts. The document type equals AE and the document number equals the original transaction number.

Which Method Should You Use?

Use this chart to decide which method of intercompany settlement to use.



NOTE: The Posting Edit Report shows the manual journal entries that are needed to maintain the companies in balance.

About Intercompany Settlements for Multi-Currency

Intercompany settlements for multiple currencies are used for companies that work with different base currencies.

For example, if you are using multiple currencies, you can create intercompany settlements. When you make a U.S. dollars (USD) entry that is distributed to accounts for a French franc (FRF) company and a USD company, the journal entry distribution crosses company and currency boundaries.

Using multiple currency intercompany settlements enables you to enter and distribute invoices, vouchers, and journal entries to multiple companies with different base currencies. The post program makes currency adjustments as well as intercompany settlements.

You must use one of the detail methods for multiple currency intercompany settlements.

What General Accounting Constants Do You Need to Set Up?

To enable entries for accounts in different base currencies, set up the following on General Accounting Constants:

Intercompany settlements	D or 2. You must use the detail method of intercompany settlements with multiple currencies. If this constant is not set properly, the system will not create the critical adjusting entry.
Multi-currency conversion	Z or Y.
Allow multi-currency intercompany journal entry	Y. This constant allows multiple currency settlements. If this constant is set to N, all G/L accounts on any journal entry must have the same base currency code.

See Also

- *Setting Up Intercompany Settlements (P00105)*
- *Setting Up Multi-Currency (P00105)*

How Are Journal Entries Processed?

For a stand-alone journal entry, the base currency of the document is the currency of the company associated with the G/L account of the first line of the document. For vouchers or invoices, the base currency of the document is the currency of the company assigned to the voucher or invoice.

Entering Multiple Currencies

For intercompany journal entries, you can enter a multiple currency amount in either domestic or foreign mode. When you enter an amount in the domestic mode, the system uses the number of decimals in the company's base currency.

When you enter an amount in foreign mode, the system uses the number of decimals in the specified transaction currency. The system creates the domestic amounts with the decimals of the company's base currency.

Posting Multiple Currencies

When you post an intercompany journal entry for a multiple currency, the post program creates an adjusting entry to the Account Ledger table (F0911) to balance the domestic amounts (AA ledger) of the non-base currency accounts. The adjusting entry is identical to the original AA ledger record except that:

- The system updates the Line Extension Code with AM to make it a unique record
- The amount is an adjusting debit or credit

The original entry plus its associated adjusting entry net to the correct amount for the actual base currency of the non-base currency account.

Example: Intercompany Settlements for Multi-Currency

In the following example, you create a journal entry for 1,000.00 USD to transfer funds from an American company (company 100) to a French company (company 71). The exchange rate of 5 FRF equals 1 USD.

You have entered transaction amounts in USD to both companies. It is considered a domestic transaction because the transaction currency is the same as the currency of the company of the account on the first line. The system creates entries in the AA (actual amounts) ledger as follows:

Journal Entry		
Currency=USD Mode=D		
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>
100.1110.BEAR	1000.00–	AA
71.1110.FRANCE	1000.00	AA

In the following chart, the system also creates an entry for the transaction in the CA (foreign currency) ledger. The value for company 71 (the FRF company) is the USD (foreign) value of the transaction. There is a CA value for company 100 only to keep the CA ledger in balance.

Journal Entry		
Currency=USD Mode=F		
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>
100.1110.BEAR	1000.00–	CA
71.1110.FRANCE	1000.00	CA

When you post the journal entry, the system creates an adjusting entry to correct the domestic amount of the non-base currency. In the following chart, this entry is 4,000 FRF to the AA ledger:

Posting Process				
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>		
100.1110.BEAR	1000.00– USD	AA	JE posted to AA ledger	
71.1110.FRANCE	1000.00 FRF	AA	JE posted to AA ledger	
71.1110.FRANCE	4000.00 FRF	AA	AE to adjust original 1000 USD to 5000 FRF ((1000 × 5)–1000) Line Extension Code = AM	
100.1110.BEAR	1000.00– USD	CA	JE posted to CA ledger	
71.1110.FRANCE	1000.00 USD	CA	JE posted to CA ledger	

- The 4000.00 FRF amount is the net of [(foreign value of the transaction multiplied by exchange rate) – value of the transaction as already posted].
- The total FRF amount is 5,000.
- The system does not display this adjusting entry on the Journal Entries screen. It adds the original AA entry and the adjusting entry and then displays the total as one amount on Account Ledger Inquiry and on all printed journals and G/L reports.

During the settlement process, the system creates the final entries that complete the intercompany settlement and keep the two companies in balance. For company 100, these are USD amounts. For company 71, they are FRF amounts in the AA ledger:

Intercompany Settlement			
<u>Account</u>	<u>Amount</u>	<u>Ledger Type</u>	
100.1291 00071 A	1000.00	AA	
71.1291 00100 A	5000.00–	AA	
100.1291 00071 A	1000.00	CA	
71.1291 00100 A	1000.00–	CA	

Example: T Accounts

The following shows the settlement process using T accounts. You create a journal entry to credit the cash account for company 100 and debit the cash account for company 71. The system records these entries in USD, as entered, in both the AA (actual amounts) and CA (foreign currency) ledgers:

Journal Entry			
100.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE

When you post this journal entry, the system creates an entry in the AA (actual amounts) ledger to convert the USD amount to FRF for company 71. The exchange rate for USD to FRF is 1:5, for a total of 5000.00 FRF. The system has already debited company 71 1000.00 from this account, so it debits an additional 4000.00:

Posting Process			
100.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE
		4000.00	AA AE

During the settlement process, the system creates additional automatic journal entries to transfer the money between the companies:

Intercompany Settlement			
100.1110.BEAR		71.1110.FRANCE	
JE CA	1000.00	1000.00	CA JE
JE AA	1000.00	1000.00	AA JE
		4000.00	AA AE

100.1291		71.1291	
00071 A		00100 A	
1000.00	CA AE	AE CA	1000.00
1000.00	AA AE	AE AA	5000.00



If you use these transactions, the intercompany accounts in balance reports will show that the accounts are out-of-balance because of the different currencies.

Set Up Intercompany Settlements

Setting Up Intercompany Settlements

If your business enters transactions between companies, the companies will be out of balance unless you create and post intercompany balancing entries. To do so, you must set up intercompany settlements.

This consists of:

- ☐ Setting up the intercompany settlement constant
- ☐ Setting up companies for intercompany settlements

In addition, intercompany settlements consists of any of the following:

- ☐ Setting up hub method Y
- ☐ Setting up hub method 1
- ☐ Setting up detail method D
- ☐ Setting up detail method 2

Before You Begin

- ☐ Decide whether you want to use a hub or detail method

See Also

- *Creating Your Chart of Accounts (P0901)*

Setting Up the Intercompany Settlement Constant

You must designate the method of intercompany settlements that you want to use. To do this, activate the intercompany settlements constant on General Accounting Constants. Valid options for this constant are:

Y	Use hub method Y with subsidiary accounts.
1	Use hub method 1 with address book subledgers.
D	Use detail method D with standard accounts and address book subledgers.
2	Use detail method 2 with flex or standard accounts and address book subledgers.
N	Do not use intercompany settlements. The system will not post a batch that contains intercompany transactions.
*	Do not use intercompany settlements. The system will post intercompany transactions but will not create balancing entries for the companies. You must manually create the balancing entries that show on the Posting Edit Report.

See Also

- *Setting Up Constants (P000909)*

Setting Up Companies for Intercompany Settlements

You must set up all companies that are involved in intercompany transactions on Companies Numbers & Names. When you do so, J.D. Edwards recommends that you set up the company number to be the same as the company's address book number.

If you use hub method 1, or detail method D or 2, set up the companies in the address book. If you use hub method Y, set up a subsidiary of the company number in your chart of accounts.

See Also

- *Setting Up Companies (P00105)*

Setting Up Hub Method Y

Hub method Y creates summarized journal entries for your intercompany settlements between a hub company and related companies.

Setting up hub method Y includes:

- Setting up intercompany accounts
- Setting up AAls

Before You Begin

- ☐ Decide which company is the hub. All other companies on the system are non-hub companies.

Setting Up Intercompany Accounts for Method Y

Set up intercompany accounts on Accounts by Object. For method Y, do the following:

For each intercompany account	Set up a non-posting title account. Title accounts must have a consistent level of detail across all companies involved.
For the hub company	Set up a subsidiary account referencing each non-hub company. The subsidiary account is the link that connects companies for intercompany accounting. The subsidiary number must be five digits. For example, company 100 must be coded as 00100 and company 50 must be coded as 00050. J.D. Edwards recommends that you use a posting edit code of M (machine-generated only). This posting edit code only allows entries created by the system and protects the integrity of the account.
For each non-hub company	Set up an intercompany settlement account. The object account for all intercompany accounts should be the same. Set up a subsidiary account that references the hub company.

Example: Intercompany Accounts for Method Y

The following example shows the setup step (described previously) and the account setup needed for companies with a hub company 100 and non-hub companies 7 and 50. It also shows the appropriate levels of detail and posting edit codes.

Company	Setup Step	Accounts (BU.Obj.Sub)	Posting Edit Code	Level of Detail
00100 (hub)	1	100.1291	N (title account)	6
	2	100.1291.00007	M (machine only)	7
	2	100.1291.00050	M (machine only)	7
00007	1	7.1291	N (title account)	6
	3	7.1291.00100	M (machine only)	7
00050	1	50.1291	N (title account)	6
	3	50.1291.00100	M (machine only)	7

Setting Up AAIs for Method Y

Set up AAIs for intercompany settlements on Single AAI Revisions or Multiple AAI Revisions.

There are two AAIs for intercompany settlements:

- ICH (Intercompany Hub). This item defines the hub company.
 - There can be only one AAI item ICH.
 - You must set up AAI item ICH for company 00000.
 - You must enter a business unit. The business unit should be the business unit of the intercompany account for the hub company.
 - You must enter an object account. The object account must point to the hub company's nonposting title account for intercompany settlements.
- ICC (Intercompany Business Unit). This item defines the non-hub companies.
 - You must have a separate AAI item ICC for each non-hub company.

If you have a single AAI item ICC for company 00000, the Business Unit field must be blank, and the business unit number on the balance sheet accounts must be the same as the company number.

- You must enter an object account. The object account must point to the nonposting intercompany settlements account for the non-hub company.

The subsidiary account is blank because the system can extract subsidiary account numbers from the company numbers.

Example: AAIs for Method Y

The following example shows the AAI setup requirements if the business unit number on the balance sheet account is the same as the company number.

AAI Item	Company	Business Unit	Object	Subsidiary
ICH	00000	100	1291	
ICCC			1291	

The following example shows the AAI setup if the business unit number on the balance sheet account (550) is different from the company number (00050).

AAI Item	Company	Business Unit	Object	Subsidiary
ICH	00000	100	1291	
ICCC			1291	
ICCC	00050	550	1291	

See Also

- *Creating Your Chart of Accounts (P0901)*
- *Working with AAIs (P00121)*

Setting Up Hub Method 1

Hub method 1 creates summarized journal entries for your intercompany settlements between a hub company and related subsidiary companies. This method uses either standard account codes and subledgers or flex account codes.

Setting up hub method 1 includes:

- Setting up intercompany accounts
- Setting up AAIs

Before You Begin

- ☐ Decide which company is the hub. All other companies on the system are non-hub companies.

Setting Up Intercompany Accounts for Method 1

Set up intercompany accounts on Accounts by Object.

For each company, you must set up an intercompany settlement account. The object account for all intercompany accounts should be the same. J.D. Edwards recommends that you use a posting edit code of M (machine-generated only). This posting edit code only allows entries created by the system and protects the integrity of the account.

There is no need to set up subsidiary accounts for method 1 because this method uses subledgers. This method is designed for use with a flex chart of accounts, but can also be used with a standard chart of accounts.

Example: Intercompany Accounts for Method 1

The following example shows the setup requirements for each company and intercompany object account. Note that methods 1 and D have the same setup requirements.

Company	Accounts (BU.Obj.Sub)	Posting Edit Code	Level of Detail
00100	100.1291	M (machine only)	6
00007	7.1291	M (machine only)	6
00050	50.1291	M (machine only)	6

Setting Up AAIs for Method 1

Set up AAIs for intercompany settlements on Single AAI Revisions or Multiple AAI Revisions.

There are two AAIs for intercompany settlements:

- ICH (Intercompany Hub). This item defines the hub company.
 - There can be only one AAI item ICH.
 - You must set up AAI item ICH for company 00000.
 - You must enter a business unit. The business unit should be the business unit of the intercompany account for the hub company.
 - You must enter an object account. The object account must point to the hub company's nonposting title account for intercompany settlements.

- ICC (Intercompany Business Unit). This item defines the non-hub companies.
 - You can have separate AAI items for ICC for each non-hub company (recommended), or you can have a single AAI item ICC for company 00000.
 - You must enter an object account. The object account must point to the machine-generated posting account for the non-hub company.

The subsidiary account is blank for these AAI items because this method uses subledgers.

Example: AAI items for Method 1

After you set up the intercompany settlement accounts for each company, you can reference these accounts in the intercompany AAI items. This way the system knows which accounts to automatically create balancing entries for during the post.

The following example shows the AAI items for items ICH and ICC with separate items for ICC, instead of a blank company and business unit.

Item	Company	Business Unit	Object	Subsidiary
ICH	00000	100	1291	
ICC	00007	7	1291	
ICC	00050	50	1291	

What You Should Know About

Setting up companies

If you use method 1, you must set up each company in the Address Book system. For example, if you set up company 00007, you must set up address book record 7 describing this company.

See Also

- *Creating Your Chart of Accounts (P00901)*
- *Working with AAI items (P00121)*

Setting Up Detail Method D

Detail method D creates detailed journal entries for your intercompany settlements. Because there is no designated hub company, this method uses the company on the first line of a transaction as the hub company. Method D uses standard account codes and subledgers.

Setting up detail method D includes:

- Setting up intercompany accounts
- Setting up AAI's

Before You Begin

- ☐ Decide whether you have set up standard accounts or flex accounts

Setting Up Intercompany Accounts for Method D

Set up intercompany accounts on Accounts by Object. For method D, do the following:

For the business unit on each company's balance sheet	Set up an intercompany settlement account. The object account for all intercompany accounts should be the same. J.D. Edwards recommends that you use a posting edit code of M (machine-generated only). This posting edit codes only allows entries created by the system and protects the integrity of this account.
For each intercompany account	Assign a business unit number equal to the company number. If this deviates from your naming conventions for business units, consider using method 2.

There are no rules for setting up subsidiary accounts for method D because it uses subledgers. This method is designed for use with a flex chart of accounts, but can also be used with a standard chart of accounts.

All companies must be set up in the address book, and the address book number must be the same as the company number.

Example: Intercompany Accounts for Method D

The following example shows the setup requirements for intercompany object accounts for each company. Note that methods D and 1 have the same setup requirements.

Company	Accounts (BU.Obj.Sub)	Posting Edit Code	Level of Detail
00100	100.1291	M (machine only)	6
00007	7.1291	M (machine only)	6
00050	50.1291	M (machine only)	6

Setting Up AAIs for Method D

Set up AAIs for intercompany settlements on Single AAI Revisions or Multiple AAI Revisions.

There are two AAIs for intercompany settlements. For method D, define AAI item ICH (Intercompany Hub) only. This item defines the object account.

- There can be only one AAI item ICH.
- You must set up AAI item ICH for company 00000.
- The business unit must be blank. The system requires that the business unit number be the same as the company number.
- You must enter an object account. The object account points to the intercompany settlement account.

The subsidiary account is blank for this AAI because method D uses subledgers.

Example: AAIs for Method D

The following example shows the relationship between the AAI item and company and object account. This is the required AAI setup for method D.

AAI Item	Company	Business Unit	Object	Subsidiary
ICH	00000		1291	
ICCC	00000		1291	

See Also

- *Creating Your Chart of Accounts (P00901)*
- *Working with AAIs (P00121)*

Setting Up Detail Method 2

Detail method 2 creates detailed journal entries for your intercompany settlements. Because there is no designated hub company, this method uses the company on the first line of a transaction as the hub company. Method 2 uses flex account codes and subledgers.

Setting up detail method 2 includes:

- Setting up intercompany accounts
- Setting up AAI's

Before You Begin

- ☐ Decide whether to use standard accounts or flex accounts

Setting Up Intercompany Accounts for Method 2

Set up intercompany accounts on Accounts by Object.

For method 2, set up an intercompany settlement account for the business unit on each company's balance sheet. The object account for all intercompany accounts should be the same. J.D. Edwards recommends that you use a posting edit code of M (machine-generated only). This posting edit codes only allows entries created by the system and protects the integrity of this account.

Method 2 gives you the ability to process intercompany settlements when the company number is not reflected in its associated balance sheet business unit.

There are no rules for setting up subsidiary accounts for method 2 because it uses subledgers. This method is designed for use with a flex chart of accounts, but can also be used with a standard chart of accounts.

Example: Intercompany Accounts for Method 2

The following example shows the setup requirements for intercompany settlements account when the company number (100) is different from the balance sheet (10).

Company	Accounts (BU.Obj.Sub)	Posting Edit Code	Level of Detail
00100	10.1291	M (machine generated)	6
00007	70.1291	M (machine generated)	6
00050	550.1291	M (machine generated)	6

Setting Up AAIs for Method 2

Set up AAIs for intercompany settlements on Single AAI Revisions or Multiple AAI Revisions.

For method 2, define AAI item ICCC (Intercompany Business Unit) only. This item defines the companies involved in intercompany settlements.

- You must have separate AAI items for ICCC for every company that will be involved in intercompany settlements.
- For each AAI item ICCC, you must enter a business unit. The business unit does not need to match the company number.
- For each AAI item ICCC, you must enter an object account. The object accounts for all AAI items for ICCC is the intercompany transaction account.

The subsidiary account is blank for these AAIs because method 2 uses subledgers.

Example: AAIs for Method 2

The following example shows the setup requirements for AAI item ICCC.

AAI Item	Company	Business Unit	Object	Subsidiary
ICCC	00100	10	1291	
ICCC	00007	70	1291	
ICCC	00050	550	1291	

See Also

- *Creating Your Chart of Accounts (P00901)*
- *Working with AAIs (P00121)*



Exercises

See the exercises for this chapter.

Test Yourself: Setting Up Intercompany Settlements

1. If the ICH is set up for company 00000, how does the system know which is the hub account?
2. Your organization wants the intercompany settlement to be identified by OBJECT.SUBSIDIARY notation. What setting will you use for the Intercompany Settlements constant to achieve this?
3. According to the following example, determine:

Is this journal entry in balance? (Yes or No)

Is each company in balance? (Yes or No)

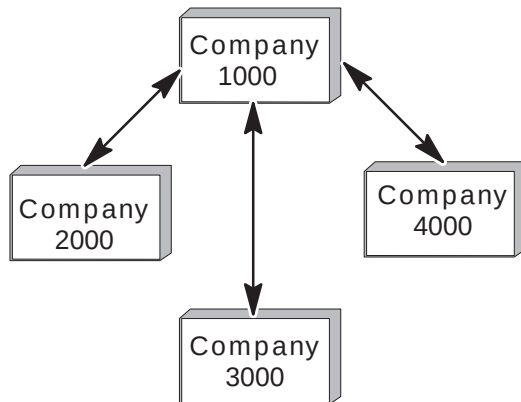
JE 9090

Account	Amount	Description
100.1891	500	Inventory transfer (Company 100)
200.4110	500 –	Inventory transfer (Company 200)

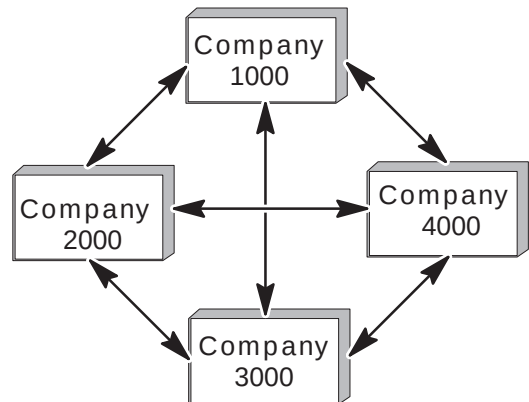
4. When you set the Intercompany Settlements constant to * (asterisk), the system will:
 - a. Create detailed intercompany settlement transactions
 - b. Post the intercompany journal entry and make no balancing entries
 - c. Create summarized intercompany settlement transactions
 - d. Post the intercompany journal entry to the hub company account
5. When are the intercompany settlement transactions created?
 - a. When you create the journal entry
 - b. On the first day of the next accounting period
 - c. When you set the Intercompany Settlements constant to Y
 - d. When you post the transaction batch

Test Yourself, continued

6. Examine the following illustrations of the system-generated intercompany settlement methods. Identify which method each illustrates.



A: Method:



B: Method:

The answers are in *Appendix B*.

Understand Multi-Currency

About Multi-Currency

If you do business internationally, your accounting system has additional setup requirements and added complexity. You need to do business in different currencies and follow the reporting and accounting requirements of the corresponding countries. Some of the fundamental needs of an international organization include:

- Converting foreign currencies to local currencies
- Converting local currencies to one currency for consolidated reporting
- Following regulations for each country where you do business
- Revaluing currencies as exchange rates fluctuate

To work with foreign currencies, you use the multi-currency features. These programs provide a series of extended features to J.D. Edwards' existing programs. For example, you use the same program to enter a journal entry in a foreign currency as you use for entering in a domestic currency.

What Are the Features of Multi-Currency?

With the features of multiple currency, you can do the following:

Assign currencies

When you set up your system for multiple currencies, you can assign a currency to companies, object accounts, and address book records such as customers and suppliers.

Enter many kinds of foreign currency transactions

You can enter foreign currency transactions for vouchers, invoices, and journal entries.

Enter your transactions in the original currency of the documents that you receive or send. You do not need to convert currencies before you enter transactions.

When you enter a transaction, the system compares the currency of the transaction with the currency of the company. If the currency is different from the company's currency, it is considered a foreign transaction. The system converts foreign amounts to domestic amounts based on the currency of the transaction and the company that the transaction is associated with.

Control your exchange rates

You control the exchange rates for your various currencies. When you enter a transaction, the system retrieves the exchange rate that you entered in the exchange rate table. You can override this rate, if necessary.

Realize your gains and losses automatically

When you make or receive a payment, the system uses the current exchange rate to realize a gain or loss. It realizes a gain or loss if the exchange rate changed between the time an invoice or voucher was entered and the time a payment was made or received.

Revalue your open transactions

Use the currency gains and losses reports to revalue open transactions at the end of a period. You can also revalue monetary (currency-specific) accounts using a program that creates journal entries for unrealized gains and losses.

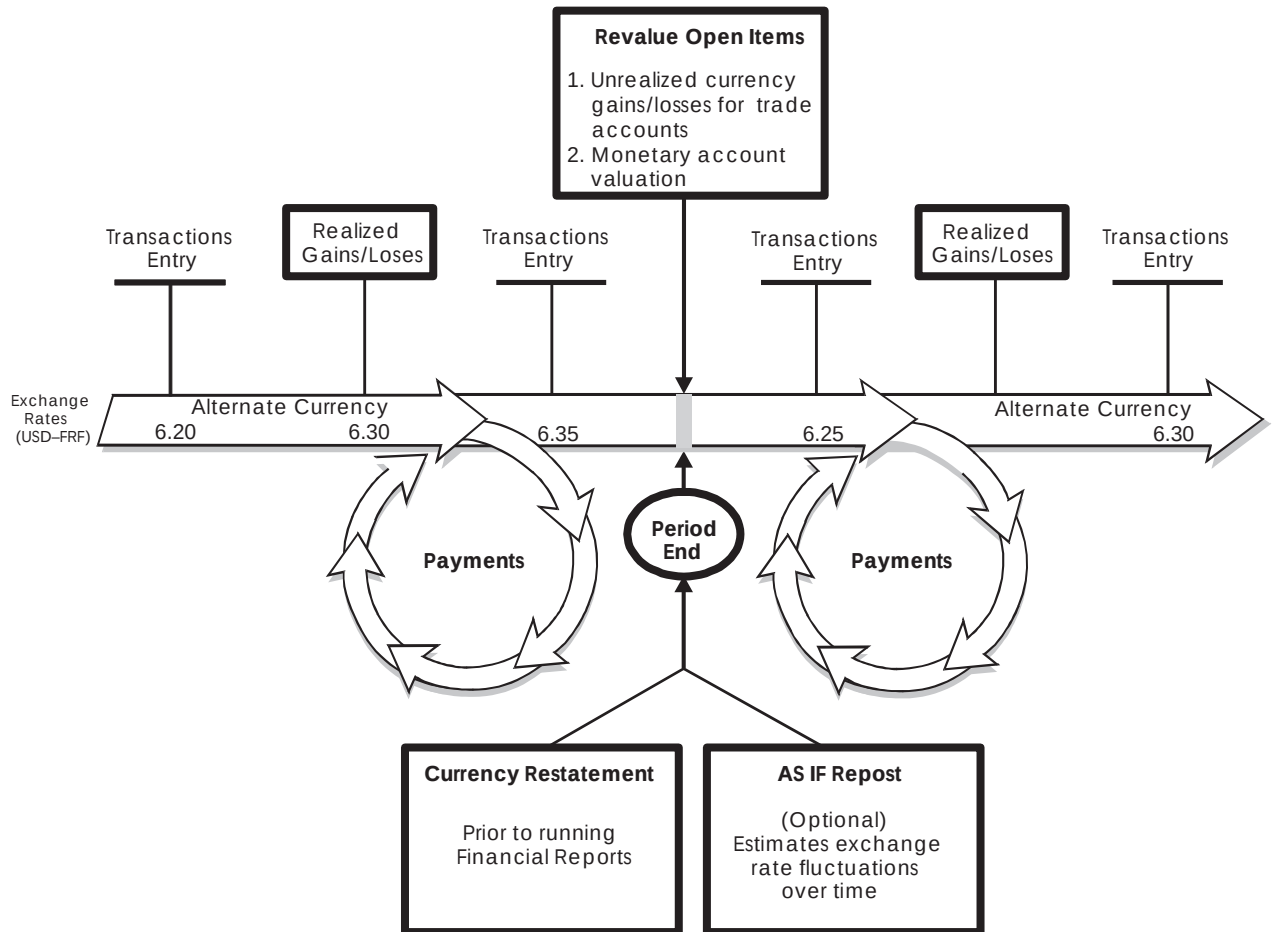
Restate your foreign transactions

Before you run financial reports at the end of a period, you can:

- Restate account balances for companies with different base currencies into one currency for consolidated reporting in one currency
- Restate amounts at the transaction level
- Restate foreign transactions at a new exchange rate for analyzing budgets and job costing

What Is the Multi-Currency Process?

The following graphic illustrates the process you follow when working with multiple currencies.



Where Is Information Stored?

In the following examples, the base currency for company 100 is U.S. Dollars (USD).

Ledger Information

The Accounts Receivable Ledger (F0311) and Accounts Payable Ledger (F0411) tables store transactions with both the foreign and domestic amount in one record. In the following examples, the base currency for company 100 is USD.

Document Type	Company	Domestic Amount	Domestic Currency	Originated-in Currency	Exchange Rate	Foreign Amount
RI	100	1,000.00	USD	FRF	5	5,000.00

The Account Ledger table (F0911) stores separate records for foreign and domestic amounts based on ledger type: It stores:

- Domestic transactions in ledger type AA
- Foreign transactions in ledger type CA

Document Type	Company	Ledger Type	Amount	Originated-in Currency	Exchange Rate
RI	100	AA	1,000.00	FRF	5
RI	100	CA	5,000.00	FRF	5

Balance Information

The Account Balances table (F0902) stores amounts in one of the following ways:

- Balance by Currency

Account	Company	Ledger Type	Amount	Denominated-in Currency	Originated-in Currency
1.1210	100	AA	1,000.00	USD	FRF
1.1210	100	CA	5,000.00	FRF	FRF
1.1210	100	AA	1,000.00	USD	BEF
1.1210	100	CA	33,000	BEF	BEF

- Summarized Balance

Account	Company	Ledger Type	Amount	Denominated-in Currency	Originated-in Currency
1.1210	100	AA	2,000.00	USD	<blank>
1.1210	100	CA	5,330.00	<blank>	<blank>

Before You Set Up Multi-Currency

Before you set up your system for multiple currencies, answer the following questions:

- ☐ Which currency restatement method should you use?
- ☐ Do you need to set up additional ledger types?
- ☐ Should you post balances by currency?

Which Currency Restatement Method Should You Use?

Determine which types of currency restatement you need for reporting or governmental requirements. Most organizations that use multiple currencies typically complete some type of restatement at the end of each period. The restatement process involves recalculating amounts in one currency to an amount in another currency. The primary objective is to produce consolidated reporting across companies and currencies. If you are not required to produce consolidated reports, you might not have to perform currency restatements.

J.D. Edwards provides three types of currency restatement. You can use a combination of these:

Balance currency restatement

Use this method to complete consolidated financial reports. The Balance Currency Restatement method restates amounts into a single currency for consolidated reporting purposes. For example, by restating U.S. dollars to Canadian dollars you can consolidate reporting with other Canadian companies.

Detailed currency restatement

Use this method if your company:

- Operates in a highly inflationary economy. This method maintains a second set of books in a stable currency for reporting purposes. For example, by restating transactions from Colombian pesos (COP) to U.S. dollars (USD), a Colombian company can generate meaningful comparisons of current to historical amounts by using the more stable U.S. dollar.
- Needs to maintain transactions in two currencies in the Account Ledger table (F0911) for all accounts or a range of accounts. This means that for every domestic transaction, there is a transaction in an alternate currency.

If you use detailed currency restatement, you must have adequate disk space to handle the increased number of records in the Account Ledger table.

“As If” Repost

Use this method if your company needs to eliminate fluctuations in currency exchange rate over a period of time for comparison purposes. For example, by reposting U.S. dollar transactions using a single exchange rate, a French company doing a job in Belgium can compare actual income and expenses against budgeted amounts.

You cannot use As If Repost for consolidations.

What Ledger Types Does the System Use?

When you work with multiple currencies, the system uses the following ledger types:

AA ledger	Contains transactions in the domestic currency
CA ledger	Contains transactions in the foreign currency
XA ledger	Contains transactions in the denominated currency if you use the detailed currency restatement method

The AA and CA ledgers are never assigned a currency code. The XA ledger is always assigned a currency code. You decide if there are any other ledgers your organization must maintain and if so, assign a currency code to them if you want them to contain only one currency.

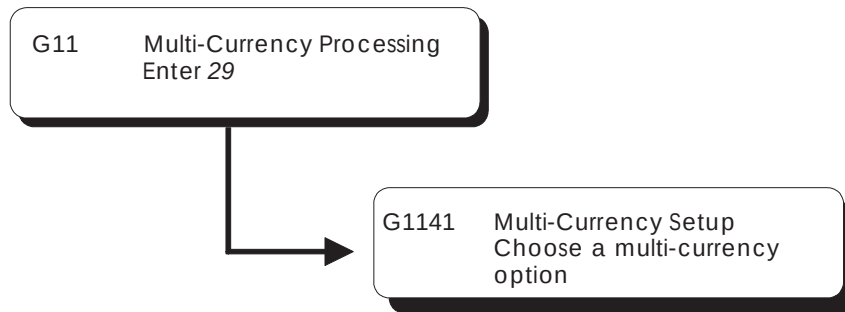
How Do You Post Balances by Currency?

There are two ways you can post balances for your foreign currency ledger.

Mixed balances	Does not separate transaction amounts by currency. In this way, the CA ledger contains numerous currencies and the totals from this ledger are meaningless. The system uses the transaction detail to calculate currency totals for most reports.
Currency balances	Separates transaction amounts for the originating currency in both the CA and AA ledgers.
Monetary account valuation	If you are using monetary account valuation over a range of accounts that are not designated by currency, you should run the Account Balance by Currency Valuation version (XJDE0002) of the Monetary Account Valuation program to revalue these accounts. Doing this ensures that the post of the JX documents will update the correct account balance.

See also *Consolidating Monetary Account Balances* in the *General Accounting II Guide*.

Set Up Multi-Currency



Setting Up Multi-Currency

If your company does business internationally, you work with different currencies. As part of working with different currencies, you need to be able to convert foreign currencies to domestic currencies, revalue currencies, and restate the amount into one common currency rate. Before you can perform these functions, you must set up your system for multi-currency accounting. This includes:

- ☐ Activating multi-currency
- ☐ Defining currency codes
- ☐ Assigning a domestic currency to a company
- ☐ Assigning currency codes to monetary accounts
- ☐ Assigning currency codes to customers and suppliers
- ☐ Setting up AAIs for multi-currency

See Also

- *Working with Exchange Rates (P00151)*

Activating Multi-Currency

Before you can use any of the multi-currency features, you must activate multi-currency. To do this, you need to determine which method to use for calculating conversions, and whether you allow journal entries between companies that have different base currencies.

The system maintains this information in the General Constants table (F0009).

► To activate multiple currency

On Set Multi Currency Option

[000909] - Set Multi-Currency Option	
Functions Tools Help	
Batch Control Required (Y/N)	☐ N
Management Approval of Input (Y/N)	☐ N
Allow PBCO Postings (Y/N)	☒ Y
Allow Invalid Accounts (Y/N)	☒ Y
Symbol to Identify Short Number	*
Symbol to Identify BU.Object.Sub	
Symbol to Identify 3rd G/L Account #	/
Account Separator Character	.
Intercompany Settlements (Y/D/1/2/*N)	D
Multi-Currency Conversion (Y/N/Z)	☒ Y
Allow Multi-Currency Intercompany JE	☒ Y

✓ ✗ F24=More Keys MW

1. Complete the following fields:
 - Multi-Currency Conversion
 - Allow Multi-Currency Intercompany Journal Entries
2. If you allow multi-currency intercompany journal entries, set the following constant to D:
 - Intercompany Settlements

What You Should Know About

Detailed restatement

If you use detailed currency restatement and you use the Accounts Payable or Accounts Receivable system, ensure that the constants for those systems reflect the detailed offset method. The system will then create an offset entry for each detail record.

Defining Currency Codes

In order for your currency amounts to reflect the correct decimal positions, you must define a currency code for each currency you work with. For each currency code, you also assign a program that converts amounts to words when writing payments.

After you define your currency codes, you can assign them to:

- Companies
- Monetary accounts (usually bank accounts)
- Suppliers and customers
- Ledgers types

The system maintains this information in the Currency Codes table (F0013).

How Are Currency Decimals Handled?

The following describes how decimals are handled in a multiple currency environment:

Decimals for amounts that appear without a company number

Controlled by the data display decimals in the data dictionary.

Decimals for amounts in unit ledger types (ledgers ending in U)

Controlled by the data display decimals for the U field in the data dictionary. This field is not currency specific.

Decimals for transaction amounts in ledger type CA (foreign currency)

Controlled by the currency code assigned to the individual transaction.

Decimals for transaction amounts or balances that are not unit or CA ledger types Controlled by the company currency code.

Decimals for foreign (CA ledger) summary amounts Controlled by the first currency code associated with a particular total amount.

The system obtains the currency code according to the following sequence:

- Account Balances (F0902) and Item Balances (F1202) tables — account currency code
- Account Ledger table (F0911) — account currency code, first or last transaction currency code
- Accounts Receivable Ledger (F0311) and Accounts Payable Ledger (F0411) tables — first or last transaction currency code

► To define currency codes

On Designate Currency Codes

The screenshot shows a window titled "[0013] - Designate Currency Codes". It has a menu bar with "Functions", "Tools", and "Help". The main area contains a form with the following fields:

Currency Code	BEF
Description	Belgian Francs
A/P Payment Amt Text	
Display Decimals	0

At the bottom of the window, there is a status bar with the text "F24=More Keys" and a row of icons: a checkmark, an 'X', an information icon, a triangle, a plus sign, a minus sign, and a double arrow.

Complete the following fields:

- Currency Code
- Description

- A/P Payment Amount Text
- Display Decimals

Field	Explanation
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form. NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> Currency codes are normally three characters. J.D. Edwards recommends that you use internationally accepted codes, such as those acknowledged by the International Standards Organization (ISO).
Description	A user defined name or remark that describes a field. <i>Form-specific information</i> This is a description of the currency code.
A/P Payment Amount Text	The routine used by the A/P check writer program to convert numeric values to words.
Display Decimals	This parameter allows you to designate the number of decimals in the currency, amount, or quantity fields. For example, U.S. dollars would be 2 decimals, Japanese yen would be 0 decimals, and Cameroon francs would be 3 decimals. The entire data dictionary has been initially set up to conform to 2-decimal currencies. By changing the data dictionary, you can change the appearance of forms and reports to correspond to zero-decimal (yen) or 3-decimal (francs) currencies.

What You Should Know About

Changing currency decimals

After you define the number of decimals for a currency, do not change it. If you do, you will get incorrect results in transactions already processed.

Assigning a Domestic Currency to a Company

You must assign a domestic currency to each company in your organization. The system uses this information to maintain amounts in the AA ledger with the correct decimal positions for your domestic currency. The system also maintains amounts in the:

- XA (alternate currency) ledger, if you use detailed currency restatement
- CA (foreign currency) ledger, if you have foreign currency transactions

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



To assign a domestic currency to a company

On Designate Company Currency

[00105] - Designate Company Currency

Functions Options Tools Help

Skip To Company

Currency Setup

O	Co	Name	D	No	Begin	Cur	Cur	Cur	Comp	Detl
P			P	Pd	Year	Per	Cod	Bals	Id	Rstm
	00000	J.D. Edwards & Company	R	12	01/01/98	6	USD			Z
	00001	A Model Financial Co (Trng)	R	12	01/01/98	6	USD			
	00007	A Model Payroll Company	R	12	01/01/98	4	USD			
	00050	A Model Construction Mgmt Co	R	12	01/01/98	6	USD			
	00060	A Model Financial Reporting Co	R	12	01/01/98	3	USD			
	00070	Model Multi-National Corporate	R	12	01/01/98	6	BEF	1	V	
	00071	Model Multi-National France	R	12	01/01/98	6	FRF		W	
	00072	Model Multi-National Germany	R	12	01/01/98	6	DEM		W	
	00073	Model Multi-National UK	R	12	01/01/98	6	GBP		W	
	00074	Model Multi-National Italy	R	12	01/01/98	6	ITL		W	
	00075	Model Multi-National Colombia	R	12	01/01/98	6	COP			Z
	00076	Model Multi-National Singapore	R	12	01/01/98	6	SGD		W	
	00077	A Model Canadian Payroll Co	R	12	01/01/98	4	CAD			
	00078	Model Multi-National Egypt	R	12	01/01/98	6	EGP		W	
	00100	Model Finan/Distrib Co (Mktg)	R	12	01/01/98	6	USD	1		
	00150	DIA Property Management Co	R	12	01/01/98	1	USD			

Opt: 1=Date Pattern F4=A/R-A/P F5=Global Close F21=Print F24=More Keys

Complete the following fields:

- Currency Code
- Currency Balances
- Computation ID
- Detailed Currency Restatement

Field	Explanation
Currency Code	A code specifying the currency of the transaction. This can be any code defined on the Designate Currency Codes form. NOTE: This currency field only applies to AA and CA ledger types when posting by currency is activated. <i>Form-specific information</i> Use this field to assign a domestic currency to the company.
Currency Balances	A flag to denote that the system should post Account Balances table (F0902) records for this company by currency for accounts that are included in the account ranges specified in the AAI item PBCxx.
Computation ID	This character/number identifies the computation to be used for Balance Currency Restatement. You can apply a single computation to multiple companies. You can define multiple computation IDs for one company in the Currency Restatement program. The computation ID value is set on Company Numbers & Names for each company. The system uses the company ID and the company code to identify the record.
Detailed Restatement	Y or Z in this field identifies the company as enabled for Detailed Currency Restatement processing (alternate currency). The Detailed Currency Restatement program (P11411) can create Account Ledger table (F0911) records for these companies in the XA ledger and, optionally, in the YA and ZA ledgers. Y indicates the system will use multiplication when calculating the amount on the XA record. Z indicates the system will use division when calculating the amount. <i>Form-specific information</i> The value in this field should be the opposite of the value for multi-currency conversion in the general accounting constants.

See Also

- *Setting Up Companies (P00105)* for more information about the Designate Company Currency form, which is the same form as Company Numbers and Names

Assigning Currency Codes to Monetary Accounts

For most general ledger accounts, you will want the system to accept a transaction in any currency. You do this by *not* assigning a currency code to the account. However, you might want an account to accept only transactions in a specific currency. J.D. Edwards calls these monetary accounts. They are usually bank accounts. For example, if a German organization has a company whose currency is Deutsche marks and the company has a French bank account, you can assign French francs as the only valid transaction currency for that account.

The system stores currency codes for monetary accounts in the Account Master table (F0901).

► To assign a currency code to a monetary account

On Designate Monetary Accounts

[09011] - Designate Monetary Accounts

Functions Tools Help

Account ID: 00017727

Business Unit: 70 General Accounts

Object/Subsidiary: 1110 BNP Banque Nationale de Paris

Free Form (3rd Acct. No.):

Posting Edit: ☐

Account Level of Detail: 7

Billable (Y/N): N

Budget Pattern Code:

Unit of Measure:

Model/Consolidated Account:

Currency Code: FRF

Alternate Object/Sub:

Repeat Data (Y/N): ☐

Legend: F5=Acct Mstr List F6=Chart Accts F15=Cat Codes F16=Exp Cat Cds F24=More

1. Locate the monetary account that you want to assign a currency code to.
2. Complete the following field:
 - Currency Code

See Also

- *Revising a Single Account (P09011)* for more information about the Designate Monetary Accounts form

Assigning Currency Codes to Customers and Suppliers

You need to assign a currency code to a customer or supplier only if the currency used for their invoices or vouchers is different from the currency of the company that they are doing business with. If you assign a currency code to a customer or supplier, the system supplies the code when you enter an invoice or voucher. You can override the code at that time.

Additionally, you need to assign an amount currency code to a customer or supplier to designate in what currency their address book amount fields (such as credit limit, vouchered this year, and so on) are stored.

The system stores this information in the Customer Master (F0301) and Supplier Master (F0401) tables.

You assign currency codes to customers and suppliers on Designate A/R Currency and Designate A/P Currency, respectively. These forms are the same as Customer Master and Supplier Master.

► To assign a currency to a customer or supplier

On Designate A/R Currency or Designate A/P Currency

[01053] - Designate A/R Currency

Functions Tools Help

Customer Number Euromart
Long Address Number

Credit/Collections Information Additional Information

Credit Message ☐
Temp Credit Msg ☐
Factor/Special P Euromart
Parent Number
Payment Terms Net 30 Da
Credit Manager
Collection Mgr
Last Cred Rvw
ABC (Sls/Marg/P)
Credit Limit
Monthly Fin Chg%

Hold Invoices Ledger Inq Seq
Print Stmt(Y/N) Auto Receipt (Y)
Send Stmt To Auto Cash Alg
Statement Cycle Payment Instr
Send Invoice to Bal Fwd/Open Itm
Delinquency Noti No. of Reminders
Apply Fin Chgs Collection Rpt

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

F5=Who F6=Memo F8=Bank cd F9=Srch F11=Addr F13=Billing F14=Cat cd F24=More

- 1. For World Vision, click the Additional Information tab.

[01053] - Designate A/R Currency

FunctionsToolsHelp

Customer Number7003Euronart

Long Address Number

Credit/Collections Information

Additional Information

Currency & Tax Information

Tax Expl CodeTax Rate/AreaPerson/CorpCurrency CodeGBP

Tax ID37981684601Add'l TaxAmt. CurrencyGBP

Accounting Distribution Information

G/L ClassModel JE Type/Doc/Co

Default Rev Acct

✓✗

12345678910

F5=Who F6=Memo F8=Bank cd F9=Srch F11=Addr F13=Billing F14=Cat cd F24=More

- 2. Complete the following fields:
 - Currency Code
 - Amount Currency

Field	Explanation
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. <i>Form-specific information</i> The currency you specify is used as the default value when you entering invoices. You can override this code during invoice entry.
Amount Currency	The currency in which amounts are stored in the address book. For example, the credit limit, invoiced this year, invoiced prior year, and so on. The currency you specify is used to record and store transaction history. <i>Form-specific information</i> Enter the currency you want to see when reviewing credit limits and so on.

See Also

- *Entering Customers (P01053) in the Accounts Receivable Guide*
- *Entering Suppliers (P01054) in the Accounts Payable Guide*

Setting Up AAls for Multi-Currency

AAIs for Revaluation

You can automatically create journal entries to revalue your unrealized gains and losses on monetary accounts. To do this, set up the following AAls:

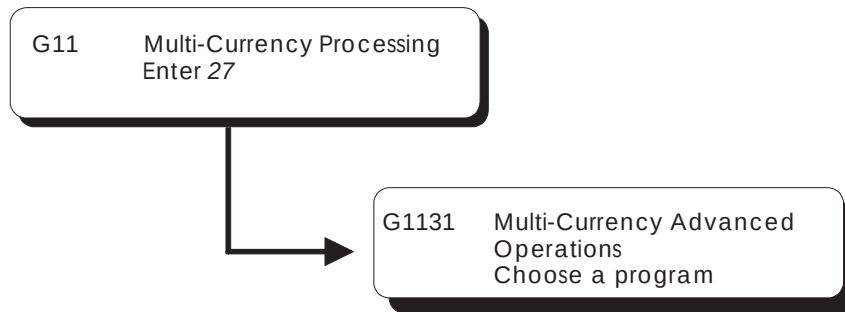
GVxxx	Designates which account to use for unrealized gains on a monetary account. You can optionally set up a separate item for each currency code (xxx).
GWxxx	Designates which account to use for unrealized losses on a monetary account. You can optionally set up a separate item for each currency code (xxx).
GR	Designates which offset account to use for unrealized gain/loss. If the offset is the monetary account (for example, 100.1110.FRANCE), which is usually the case, do not set up this AAI.

AAIs for Balances by Currency

To post multi-currency transactions by currency code, you need to set up the following AAI range:

PBCxx	Designates which account ranges to use when tracking balances by currency in the Account Balances table (F0902).

Work with Currency Codes and Decimals



Working with Currency Codes and Decimals

Under certain circumstances, you might need to do the following after you set up your environment for multi-currency accounting:

- ☐ Update domestic currency codes
- ☐ Change currency decimals

Updating Domestic Currency Codes

If you have been using J.D. Edwards software without multi-currency turned on and are now changing to multi-currency accounting, you must update transactions that already exist with a valid (not blank) currency code.

To update the domestic currency codes for all existing transactions, run the Load Domestic Currency Codes program for each J.D. Edwards system you use. These DREAM Writer programs also update the mode for each transaction and print an error report if either of the following conditions occurs:

- A company does not have a domestic currency code. Use Designate Company Currency to assign the company a currency code.
- A company does not exist in the Company Constants table (F0010).



You do not need to run the Load Domestic Currency Code program if you are setting up your J.D. Edwards software for the first time and are using the multi-currency accounting features.

The following shows the various load programs and the tables updated by them:

General Ledger	• Account Ledger (F0911)
Accounts Payable	• A/P Ledger (F0411) • A/P Matching Document (F0413) • A/P Matching Document Detail (F0414)
Accounts Receivable	• A/R Ledger (F0311)
Contract Management	• Contract Header (F4301) • Contract Detail (F4311) for order types OS and BC
Sales Order Processing	• Sales Header (F4201) • Sales Detail (F4211)
Purchase Order Processing	• Purchasing Header (F4301) • Purchasing Detail (F4311) for order types OR, OP, and OB
Property Management	• Tenant Class Master (F15012) • Sales Overage Master (F15013) • Tenant Escalation Master (F15016) • Recurring Billings Master (F1502) • Billings Detail (F1511)
Address Book	• Customer Master (F0301) • Supplier Master (F0401)

Changing Currency Decimals

Under specific conditions, you might need to change the number of decimals displayed in amount fields. You can use Change Currency Decimals to change the default supplied by the data dictionary when you first receive your software. Do this if either of the following applies:

- You use multiple currency accounting, and the number of decimals displayed for the most commonly used currency on your system is not 2. For example, if you make transactions primarily in Belgian francs, you should change the decimals displayed from 2 to 0.
- You are not using multiple currency accounting, and the number of decimals displayed for your currency is not 2.

This DREAM Writer program changes the information in the Display Decimals field of the data dictionary for all data items that have CURRENCY in the Data Item Class field. It only changes the number of decimals that display on forms and print on reports. It does not change how amounts are stored in tables.

Example: Currency Decimals for Data Item AA

To change the number of decimals displayed in your amount fields, change the Display Decimals field for the data item.

The screenshot shows the [9201] - Data Dictionary window. The 'Data Item' is 'AA' and the 'Rls Last Chg' is 'A61'. The 'Glossary Group' is 'D'. The 'General Information' section shows 'Alpha Desc' as 'Amount', 'Reporting System' as '00', 'System Code' as '00', 'Data Item Class' as 'CURRENCY', 'Type' as 'P', 'Size' as '15', 'Data File Decimals' as '00', and 'Display Decimals' as '2'. The 'Descriptions' section shows 'Row Description' as 'Amount' and 'Column Title' as 'Amount'. The 'Default and Display/Edit Rules' section shows 'Default Value' as an empty field, 'Data Display Rules' as 'CODE | K', 'Data Edit Rules' as an empty field, 'Search Program' as an empty field, 'Next Nbr System' as an empty field, and 'Next Number Index' as an empty field. The bottom status bar shows function keys: F4=Search, F8=UDC, F9=Prev, F10=Glossary, F11=Descriptions, F15=Where Used.

What You Should Know About

Existing transactions

If you have existing transactions with incorrect decimal positions, you must first change all of these transactions to the new number of decimals displayed. If you do not, incorrect amounts will display for these transactions. For example, if your original number of decimals was 2 and you change it to 0, an original amount of 100.00 would display as 10000. You must write a custom program to convert the data.

Processing Options for Change Display Decimals

1. Enter the number for the new display decimals. _____
(Default value is '2' if left blank).
2. Enter the Category of the Data Items being updated. _____

What You Should Know About Processing Options

Processing option 2

Enter CURRENCY to specify currency-related fields.

Work with Exchange Rates

Working with Exchange Rates

As part of working with multiple currencies, you need to ensure that the transactions you enter are based on the most current exchange rates in the international financial market. To do so, you must define and update your currency exchange rates on a regular basis. These exchange rates:

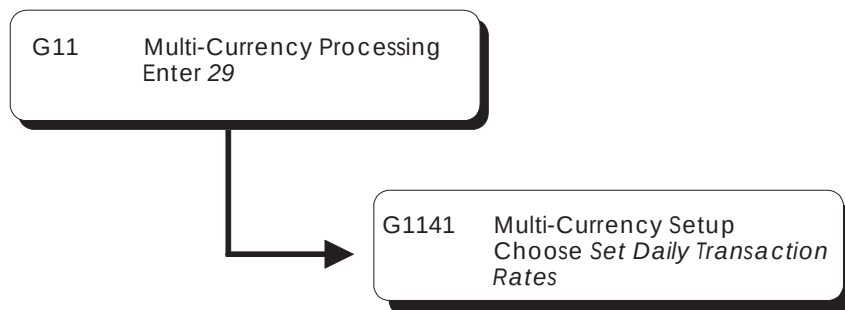
- Provide a default rate when you enter a transaction
- Are used to calculate realized gains or losses in foreign transactions
- Are used for valuation of open transactions for accounts receivable, accounts payable, and monetary bank accounts

Working with exchange rates includes the following tasks:

- ☐ Defining a single currency exchange rate
- ☐ Defining multiple currency exchange rates
- ☐ Defining currency relationships

The task you perform depends on whether your exchange rates are determined by market quotes (updating) or calculated based on cross-rate relationships (defining).

Defining a Single Currency Exchange Rate



Before you use the multiple currency features, you must define exchange rates for the currencies you work with. These exchange rates:

- Provide a default rate when you enter a transaction
- Are used to calculate realized gains or losses in foreign transactions
- Are used for valuation of open transactions for accounts receivable and accounts payable

► To define a single currency exchange rate

On Set Daily Transaction Rates

Effective Date	Multiplier	Divisor
01/01/98	6.0860000	0.1643115
02/01/98	6.1140400	0.1635580
03/01/98	6.0929000	0.1641255

1. Complete the following fields:
 - To Currency
 - From Currency
 - Contract (Address) (optional)
 - Skip to Date (optional)
 - Effective Date
2. Complete one of the following fields:
 - Exchange Rate Multiplier
 - Exchange Rate Divisor
3. Do one of the following:

- In WorldSoftware, press Enter
- In WorldVision, click Add and Redisplay

Field	Explanation
To Currency	The foreign currency code as entered for conversion. This code is used to look up the current exchange rate. The company constants table specifies the domestic currency for the company. Further, you can specify a contract rate for dealings with a particular customer/supplier. The key for locating the proper exchange rate is: • To Currency (from company constants) • From Currency (from data entry form) • Customer/Supplier Address (if there is a currency contract) • Effective Date (Invoice Date from data entry) Currency codes are normally three digits. The third digit can be used for variations within a particular currency, such as Dutch commercial rate versus Dutch free rate. <i>Form-specific information</i> This field specifies the company's domestic currency. This is the currency to which foreign transactions will be converted. The system uses this code to locate the current exchange rate. For detailed currency restatement, use this field to identify the alternate (stable) currency, not the domestic currency.
From Currency	A code that indicates the currency of a customer's or a supplier's transactions. <i>Form-specific information</i> A code that specifies the currency from which you will convert amounts during foreign transactions.
Contract (Address)	The address number you want to retrieve. You can use the short format, the long format, or the tax ID (preceded by the indicators listed in the Address Book constants). <i>Form-specific information</i> Use this field to assign an exchange rate to a specific customer or supplier.
Effective Date	The date on which the exchange rate takes effect. The effective date is used generically. It can be a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, or whatever is appropriate. <i>Form-specific information</i> If you are adding a new effective date to an existing pair of currencies, enter the date on the first blank line.

Field	Explanation
Exchange Rate Multiplier	The conversion rate that the system uses to convert foreign currencies to domestic currencies. If the Multi-Currency Conversion option on the Set Multi-Currency Option form is set to Y, this rate is a multiplier. If it is set to Z, this rate is a divisor. <i>Form-specific information</i> This number can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions. If the Multi-Currency Conversion field on the Set Multi-Currency Option form is set to Y, the multiplier is used for all conversions. If you are adding a new rate for the multiplier, remove the existing divisor so the system can calculate the new rate.
Exchange Rate Divisor	The conversion factor used to convert (divide) foreign currencies to the domestic currency. If the currency conversion flag is set to Z, this rate will be used for all calculations. If the currency conversion flag is set to Y, the multiplier rate (CRR) will be used for calculations. <i>Form-specific information</i> This number can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions. If the Multi-Currency Conversion field on the Set Multi-Currency Option form is set to Z, the divisor is used for all conversions. If you are adding a new rate for the divisor, remove the existing multiplier so the system can calculate the new one.

What You Should Know About

Specifying rates for customers or suppliers

You can assign specific exchange rates to individual customers and suppliers so that when you enter new exchange rates, the customer or supplier transactions reflect the new rate.

Revising exchange rates

After you set up your exchange rates, you can revise them daily or as often as needed by entering new effective dates and rates.

Adding new exchange rates

When you enter new exchange rates, the system automatically records the reverse of the “to” and “from” currencies. That is, if you enter an exchange rate for converting from U.S. dollars to French francs, the system records the correct multiplier and divisor for converting from French francs to U.S. dollars.

Processing Options for Set Daily Transaction Rates

You may specify a tolerance limit to warn you of radical rate changes. For example: 15.0 indicates 15% +/- . This will also alert you to data entry errors.

What You Should Know About Processing Options

The processing option

If you enter an exchange rate that exceeds the previous exchange rate by more than the tolerance limit, you will receive a warning. If you still want to use the new exchange rate, press Enter again.

For example, 05.0 specifies a tolerance limit of 5 percent. If you try to enter an exchange rate that is 6% greater or less than the previous rate, you will receive a warning. This applies to exchange rates you enter on Set Daily Transaction Rates and on data entry forms for individual transactions.

Defining Multiple Currency Exchange Rates

From Multi-Currency Processing (G11), choose *Speed Transaction Rates Entry*.

If your currency exchange rates are quoted in a financial market publication, you need to regularly update those exchange rates using one of the transaction rates programs.

To update a large volume of exchange rates at one time, use the speed entry method. The speed method eliminates locating each specific from currency to update its associated exchange rate.

Speed transaction rates updates information stored in the Currency Exchange Rate table (F0015).

► To define multiple currency exchange rates

On Speed Transaction Rates Entry

Frm Cur	Exchange Rate....	Effective Date	Effective Multiplier	Effective Divisor
RED		01/01/98	.2722941	3.6725000
ARR		01/01/98	1.0000000	1.0000000
ATS		01/01/98	.0087900	11.2625296
AUD		01/01/98	.6790000	1.4727541
BEF		01/01/98	.0305157	32.7700000
BHD		01/01/98	2.6522000	.3770455
BRE		01/01/98	.9725000	1.0282776
CAD		01/01/98	.7855460	1.2730000
CHF		01/01/98	.7027407	1.4230000
CLP		01/01/98	.0025439	393.0900000
CNY		01/01/98	.1748557	5.7190000
COP		01/01/98	.0015141	660.4500000
CSK		01/01/98	.0358938	27.8600000

- Complete the following fields:
 - To Currency
 - Contract (Address) (optional)
 - Effective Date
- Complete the following field with a new value for each associated currency:
 - From Currency
- Complete one of the following fields with a new value for each associated currency:
 - Multiplier
 - Divisor

What You Should Know About

Existing exchange rates If an exchange rate exists for the current effective date, you receive a warning message. To bypass the message and replace the rate with the new one, press Enter.

Alternate method of updating exchange rates If you have only one exchange rate to update, use Set Daily Transaction Rates.

Defining Currency Relationships

From Multi-Currency Processing (G11), choose an option under *Currency Cross Rates*.

If the exchange rates you work with are not quoted in a financial market publication, you need to define currency relationships to link existing exchange rates from one currency to another.

Defining currency relationships consists of:

- ☐ Creating currency cross-rate relationships
- ☐ Reviewing currency cross-rate relationships
- ☐ Calculating currency cross-rate relationships

Creating Currency Cross-Rate Relationships

To calculate currency exchange rates that are not quoted in a financial market publication, you must first locate a common currency that is quoted for the two currencies for which you need the exchange rate. Then you create a cross-rate relationship so that the system can calculate an exchange rate based on that cross-rate relationship.

Example: Creating a Currency Cross-Rate Relationship

You need to create a cross-rate relationship to calculate an exchange rate for Columbian Peso (COP) to the U.S. Dollar (USD). This exchange rate is not quoted in a financial market publication, so you must create a currency relationship between COP and CLP (Chilean Peso). You create the currency relationship based on a relationship of existing rates. To do this, locate the following exchange rates:

COP to CLP	Quoted in the London Financial Times
CLP to USD	Quoted in the Wall Street Journal

Once you create the currency cross-rate relationship by specifying these two rates, the system can calculate the exchange rate from COP to USD. The following example illustrates how to create the currency relationship.

► To create a currency cross-rate relationship

On Set Cross Rates Calculation

[111511] - Set Cross Rates Calculation
 Functions Options Tools Help

To Currency Colombian Peso
 From Currency Chilean Peso
 Contract (Addr)
 Sequence Number

... Reference Rate 1 ... Reference Rate 2 ...

	Eff Date	Frm Cur	To Cur	Contract (Addr)	Frm Cur	To Cur	Contract (Addr)	Stat
0	06/01/98	CLP	USD		USD	COP		A

OPT: 9=Delete F3=Exit F9=Previous F21=Print F24=More MW

1. Complete the following fields:
 - To Currency
 - From Currency
2. Complete the following optional fields:
 - Contract (Address)
 - Sequence Number
3. To create a currency cross-rate relationship, complete the following fields:
 - Effective Date
 - Reference Rate 1 and 2 for the following fields:
 - From Currency
 - To Currency
 - Contract (Address) (optional)

What You Should Know About

Inactivating a currency cross-rate relationship Change the status from active (A) to inactive (I).

Reviewing Currency Cross-Rate Relationships

You can review the currency relationships you have created before the system calculates the exchange rates.



To review a currency cross-rate relationship

On Currency Cross Rates Review

[11152] - Currency Cross Rates Review

Functions Options Tools Help

To Currency Colombian Peso
 From Currency Chilean Peso
 Contract (Addr)
 Effective Date

O/P	Seq Num	To Currency	From Currency	Contract (Addr)	Description
		COP	CLP		

☐ ☐
 OPT: 1=Update F3=Exit F5=Add F24=More MW

- Complete the following fields:
 - To Currency
 - From Currency
- To limit the information that the system displays, complete the following optional fields:
 - Contract (Address)
 - Effective Date
- Choose Update to access Set Cross Rates Calculation where you can view or update a specific currency relationship.

What You Should Know About

Adding cross-rate relationships

Choose Add to access Set Cross Rates Calculation where you can add a new currency relationships.

Calculating Currency Cross-Rate Relationships

After you create and review currency cross-rate relationships, you can calculate their new exchange rate.

You can calculate your exchange rates in proof or final mode:

Proof mode

The system prints a report that lists all currency relationships and the exchange rates that will be calculated in final mode. It also lists any tolerance warnings and errors. Possible errors include:

- A reference rate does not exist.
- An exact date match does not exist. This error might appear if you require that the effective date in the processing options matches the effective date of the exchange rates for the reference currencies.

Use this report to correct any errors, and run the calculation program again.

Final mode

The system prints a report that lists the exchange rates calculated and updates the Currency Exchange Rates table (F0015) with the new exchange rates and effective date.

A tolerance warning prints on the report when a new exchange rate differs from the previous rate by a certain percentage (defined in processing options). The system updates exchange rates that have tolerance warnings.

Calculate Currency Cross Rate is a DREAM Writer program.

Processing Options for Calculate Currency Cross Rates

1. Enter a '1' to process the currency calculation in final mode. Leave blank to process in proof mode. _____
2. Enter the date to be used to create exchange rate entries. Leave blank to default the system date. _____
3. Enter a '1' to require an exact date match between the date entered in option 2 and the exchange rate date of the reference currencies. If left blank, no date matching is required. _____

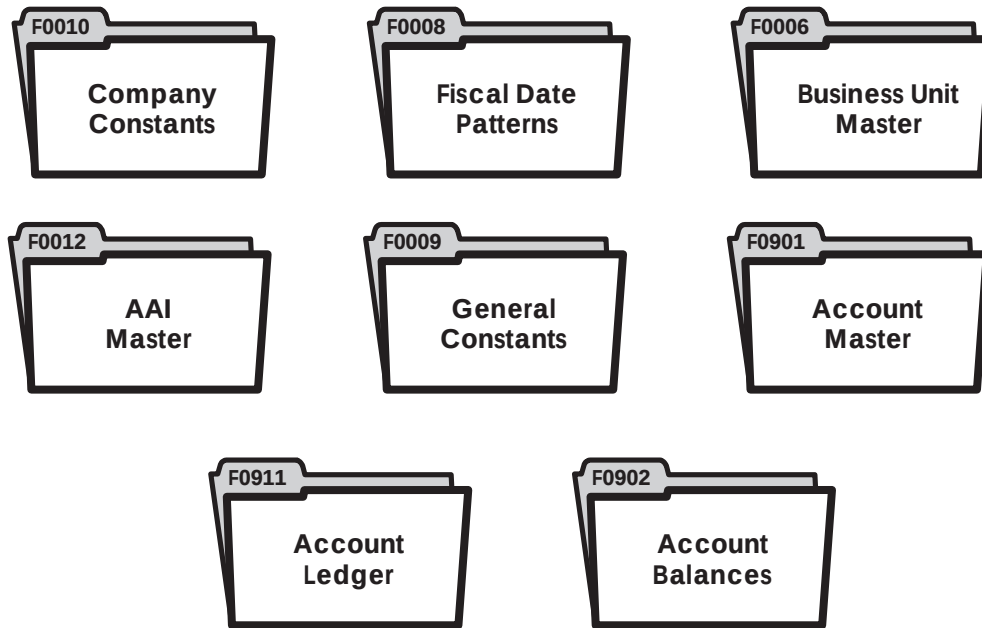
Note: If a '1' is entered, you may list exceptions in User Defined Code 11/CS.

4. Specify a tolerance limit to warn you of radical rate fluctuations.
For example: 15.0 indicates 15% +/-.
-

Appendices

Appendix A — Data Model

The General Accounting system uses the following major files.



General System Files

- General Constants (F0009) - Rules for date validation, batch control, and account format
- Company Constants (F0010) - Definitions of each company, including:
 - Company number
 - Company name
 - Fiscal date pattern
 - Current period
- Business Unit Master (F0006) - Definitions of each business unit, including:
 - Business unit name
 - Business unit number
 - Company

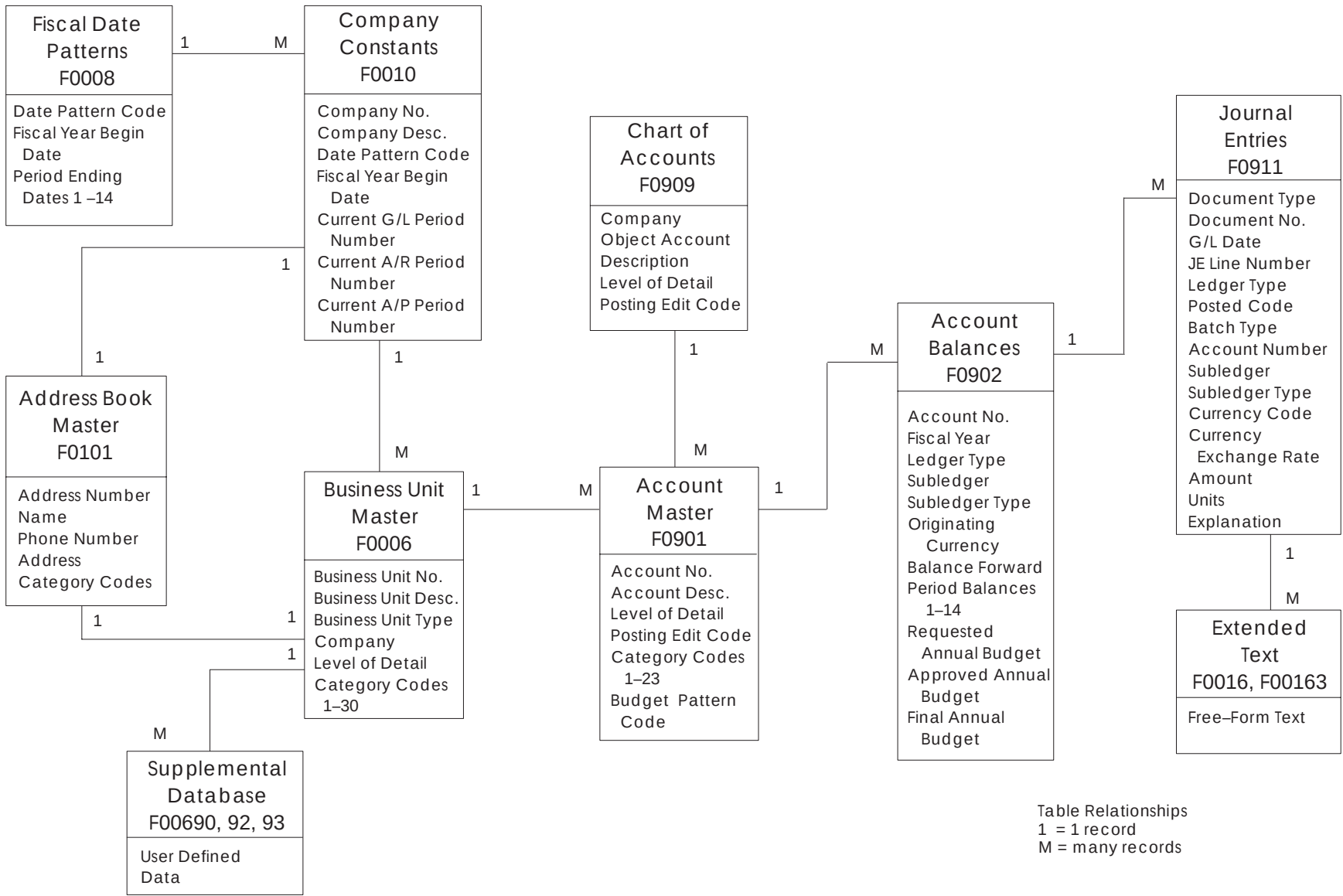
- Category codes
- Automatic Accounting Instructions (F0012) - Rules for how the system creates automatic journal entries.

General Ledger Files

- Account Master (F0901) - Account definitions including numbers and descriptions. There is one record per account.
- Account Balances (F0902) - Account balances, for example, net postings for each period and prior year balances (net and cumulative). There is one record per account/ledger type/subledger/fiscal year/transaction currency (if you post by currency).
- Account Ledger (F0911) - Detail transactions in the general ledger. There is one record per transaction.
- Next Numbers (F0002) - Numbers for all automatically assigned numbers in the system, such as document numbers, account numbers, address numbers, and so on.
- User Defined codes (F0005) - User defined codes and their descriptions.
- Batch Control (F0011) - Header records for each batch.

Other General Ledger Files

The flowchart on the following page illustrates the relationships between the principal physical files in the General Accounting system. In order to present the information in an uncluttered format, the lesser control files, workfiles, and files for seldom used features have been omitted. Read the flowchart from left to right and top to bottom. Control files are on the left, master files toward the center, and transaction files on the right. An M represents many records in a file. A 1 represents one record in a file.



Appendix B — Test Yourself Answers

Working with Basic Journal Entries

1. Any of the following:
 - Document Type
 - Document Number
 - Document Company
 - G/L Date
 - Ledger Type
 - Currency Code (if currency is used)
2. Voiding provides an audit trail while deleting leaves no record.
3. Press F14.
4. Your other entries:
 - .1234.
 - 210..
 - 90..BEAR
5. # (pound symbol)

Working with Other Journal Entries

1. F6
2. By using an R in the Reverse or Void field.

Working with Model Journal Entries

1. Use F5 or Model = Y
2. The document type should be % for a percent model whereas document type should be JE for a standard model.
3. Use F15 to go to the index of model journal entries.

Posting Journal Entries

1. False
2. True
3. F0011, F0911, F0902

Working with AAI

1. 00000
2. Single AAI Revisions and Multiple AAI Revisions
3. AAI and descriptions:

SPx	Speed codes for data entry
ICH	Hub method intercompany settlements
GLGx	General accounts that define your chart of accounts
ICCC	Intercompany business units

Setting Up Intercompany Settlements

1. By the business unit
2. Yes
3. In the example:
 - Journal entry in balance? Yes
 - Company in balance? No
4. b
5. d
6. Methods shown in illustrations:

A	Hub method
B	Detail method

Appendix C — Quick Reference

Menus

Menu	Explanation
G09	General Accounting
G0911	Journal Entry, Reports, & Inquiries
G0912	Accounting Reports & Inquiries
G0921	Account Reconciliation
G09211	Bank Statement Processing
G0922	Integrity Reports & Updates
G0923	Allocations
G0924	Periodic & Annual Processes
G09411	Organization & Account Setup
G094111	Advanced Organization Setup
G0941	General Accounting System Setup
G0931	G/L Advanced & Technical Operations
G09311	Batch Journal Entry Processing
G09312	Business Unit Supplemental Data
G09313	52 Period Accounting
G09314	Cash Basis Accounting
G09315	Italian Legal Reports
G09316	Global Updates
G09317	Summarize & Purge Data
G10	Financial Reports
G1011	Consolidations
G1041	Financial Reporting Setup
G11	Multi-Currency Processing
G1121	Multi-Currency Monthly Valuation
G1122	Multi-Currency Financial Restatement
G1141	Multi-Currency Setup
G1131	Multi-Currency Advanced Operations

Menus (continued)

G14	Account Budgeting
G1421	Other Budgeting Methods

Ledger Types

Ledger Types	Explanation
AA	Actual Ledger
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

Document Types	Explanation
%	Percent Journal Entry
##	Prior Year Transactions
AE	Automatic Entries
AF	Adjusting Entries
BF	Balance Forward/Summarize
CZ	Cash Basis Transactions
JA	Budget or Cost Allocation
JE	Journal Entries

Appendix D — Currency Codes and Decimals

Multi-Currency Option “Off”

If the multi-currency option is not activated, the decimals associated with specific amount fields are determined by the Display Decimals defined in the data dictionary by your System Administrator.

Multi-Currency Option “On”

“Units” Ledgers

Decimals for amounts representing associative units ledger types, such as BU and AU, are determined by the Display Decimals in the data dictionary.

“Amounts” Ledgers

Decimals for amounts other than units are determined as follows:

- Any transaction entered with a currency different from the currency assigned to the company of the account being used is considered “foreign.”
- The decimal position is determined by the transaction’s currency code.
- The number of decimals for a currency is defined in the Currency Codes table (F0013).

All ledger types other than CA or any units ledger type, as mentioned above, are considered “domestic” ledgers. The currency’s decimal position is determined by the currency code assigned to the company of the account used. This allows multiple companies in the same environment to have different currencies in the AA ledger.

For example, Company 00100 is a U.S. dollar (USD) base currency company, and its AA ledger represents USD. Company 00002 has French francs (FRF) as its base currency, and its AA ledger then represents FRF.

An exception to this rule occurs when a currency has been assigned to a ledger type in the user defined code list (09/LT). If the special handling code of a ledger type contains a currency code, the decimals for the ledger are determined by that currency code.

For example, you have a company with a base domestic currency of French francs (FRF). However, you want to establish a budget in U.S. dollars (USD). You can set up a ledger with USD in the Special Handling Code of the user defined code list (09/LT). Any entry made to that ledger is considered USD and not FRF.

The designation of a currency code for a ledger type should only be done as an exception. A currency code designation for a ledger type applies to all companies using that ledger. Therefore, you should not indicate a currency for the AA or CA ledger.

Totals on Reports

The decimal position for totals on reports follow the same rules as presented above. The currency code defined for the ledger type is the first determining factor. If that is blank, the currency of the company to which the last account is associated determines the decimal position. For summary amounts representing “foreign” currency in the CA ledger, the following rules apply:

- F0902/F1202 – Balance reports use the “denominated in” Currency Code field on the record.
- F0911 – Transaction reports use the account currency code. If it is blank, the transaction currency code of the last record is used.
- F0311/F0411 – Customer and Supplier Ledger reports use the currency code on the last record. In some cases, reports have been changed to indicate that a total is not applicable if multiple currencies are summed. You would then see “N/A” used instead of a total.

Monetary (Currency-Specific) Accounts

If an account has been assigned a specific currency code, transactions entered to that account must be in that currency. This rule applies to the AA and CA ledgers only. If other ledger types have been established, the monetary account restrictions do not apply.

For monetary account revaluation purposes, a document type of JX overrides an edit that exists in programs so entry can be made directly to the AA ledger.

Technical Considerations

The Account Balances table (F0902) contains two currency codes:

- CRCD – This code represents the original transaction currency.
- CRCX – This code represents the denominated currency.

The following table illustrates the use of the CRCD and CRCX fields. The Account Balances table can optionally be posted in detail by the originating currency of the transaction.

For every transaction currency, you will have a corresponding balance. If this amount of detail is not required, your account balances can be summarized into one AA and one CA ledger balance for each account. (This does not consider the effect of posting by subledger to an account.)

Posting Option	Ledger Type	Originating Currency (CRCD)	“Denominated In” Currency (CRCX)
Summarized Currency Post	AA	Blank	Company Currency
Summarized Currency Post	CA	Blank	Company Currency
Detailed Currency Post (and all monetary accounts)	AA	Transaction Currency	Company Currency
Detailed Currency Post (and all monetary accounts)	CA	Transaction Currency	Transaction Currency
Summarized Currency Post	All other ledger types	Blank	Ledger Currency (if specified in the user defined code list (09/LT) or Company Currency

The result of posting a similar set of transactions in both summary and detail is shown below. This example shows a Belgian franc (BEF) company with sales originating in Belgian francs, French francs (FRF), U.S. dollars (USD), and British pounds (GBP). Account 401.5005 for Sales of Product A is illustrated.

CRCO = Original transaction currency

CDCX = Denominated currency

Detailed Posting by Currency

Account	CRCO	CDCX	AA Ledger Amount	CRCO CA	CDCX CA	CA Ledger Amount
401.5005 Sales Product	BEF	BEF	100,000			
	FRF	BEF	60,000	FRF	FRF	10,000.00
	USD	BEF	150,000	USD	USD	5,000.00
	GBP	BEF	45,000	GBP	GBP	1,000.00

Summary Posting by Currency

Account	CRCO AA	CDCX AA	AA Ledger Amount	CRCO CA	CDCX CA	CA Ledger Amount
401.5005 Sales Product		BEF	355,000		BEF	1,600,000

Appendix E — Case Study

This case study illustrates the major concepts and controls of the General Accounting system. The case involves the complex set of companies known as Apollo Consolidated. Apollo has purchased the J.D. Edwards software and intends to start live operations beginning January 1, 1998.

You are the Apollo project team. You are responsible for creating the necessary elements in the accounting system to support the live January 1998 operations.

Each of the project teams (students) in the training class has its own accounting data files. The work that you do will not affect the other students. These files have already been created on the system. Unlike a real situation, these files already contain test data copied from the standard J.D. Edwards test files. You will be creating additional test data during the course with your own companies, business units, and so on.

This case study describes the three companies that comprise Apollo Consolidated.

Company Structure

Apollo Consolidated consists of three separate companies:

- Apollo Holding
- Mars Distribution Company
- Neptune Distribution Company

For the purposes of the case study, assume that to produce an Apollo Consolidated financial statement, you add the three companies together.

Apollo Consolidated needs the ability to produce reports by region, division, and product.

Apollo Holding Company (Company 400xx)

The Apollo Holding Company functions as Apollo Consolidated's corporate headquarters. All administrative and marketing functions are performed at this location in Kansas City, Missouri. All cash (treasury) functions as well as all disbursements (accounts payable) and receipts (accounts receivable) are made on this company.

Apollo Holding consists of two separate divisions: a corporate administrative division (410xx) and a marketing division (420xx). The corporate division handles investment income, investment expenses, accounting, and data processing functions. For the purposes of the case, assume that none of these administrative costs are allocated to either Mars or Neptune.

Mars Distribution (Company 600xx)

Mars Distribution, an international distribution company, specializes in the distribution of automotive parts and supplies. Mars Distribution operates four divisions in the European region.

European Region:

Munich Auto Supplies Warehouse Munich, Germany	Business Unit 610xx
Paris Auto Parts Warehouse Paris, France	Business Unit 620xx

Neptune Distribution (Company 700xx)

Neptune, a wholly-owned U.S. subsidiary, distributes auto parts and supplies to independent retail chains. Neptune has three distribution outlets (warehouses) in two regions:

Midwest Region:

Chicago Auto Supplies Warehouse Chicago, IL	Business Unit 720xx

Eastern Region:

New York Auto Parts Warehouse New York, NY	Business Unit 710xx

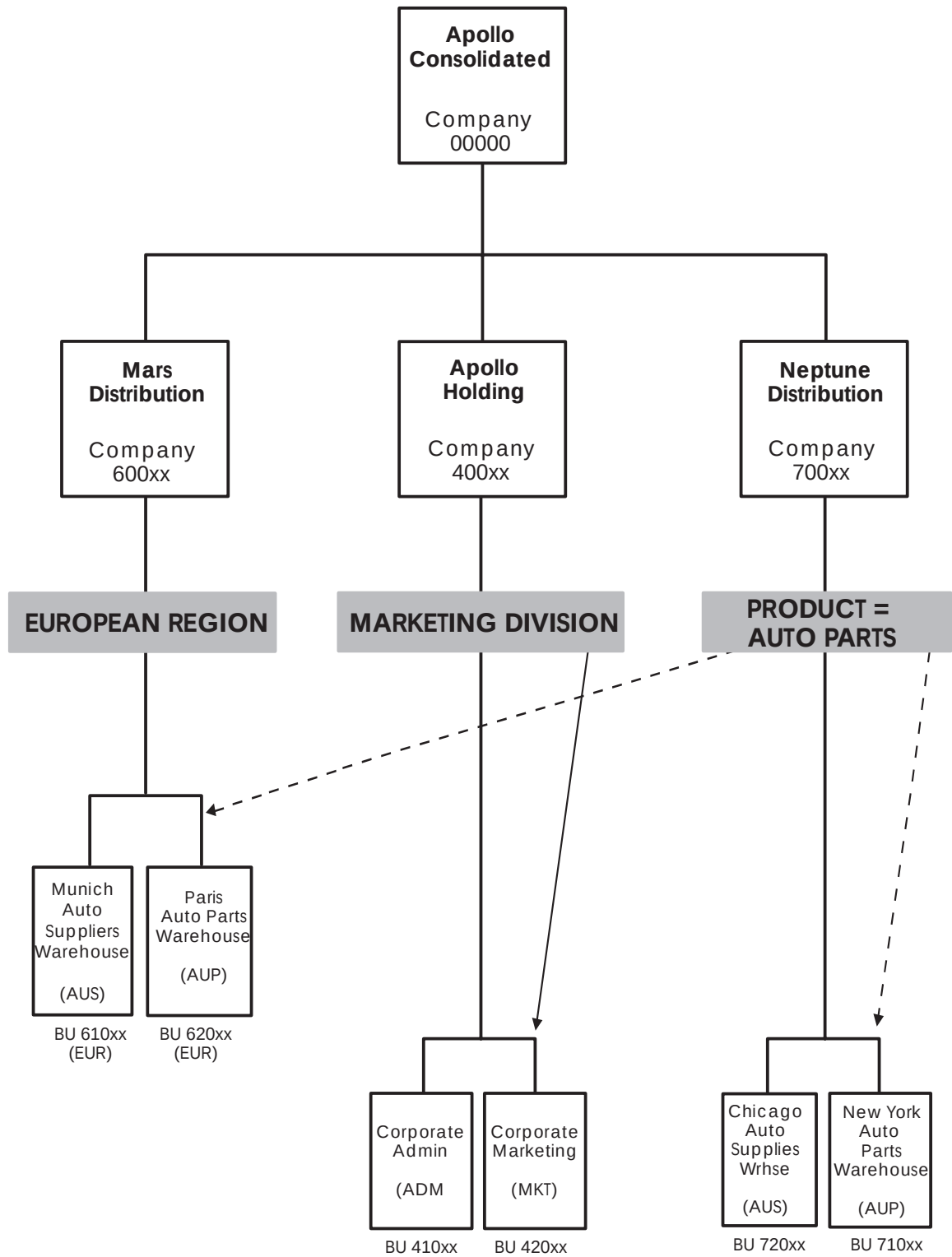
What We Will Learn Doing Our Case Study

Based on our simple case study, we will follow the required setup and implementation steps, just as you must do in your business environment.

1. Set up companies.
 - Create up to 99,999 companies
 - Does not have to be an actual company entity
 - Attach currency codes
 - User defined fiscal date patterns
 - Calendar year
 - 13 period
 - 4-4-5
 - Define current fiscal year and current periods
2. Set up business units
 - Business units belong to companies
 - Companies are made up of multiple business units
 - Assign values for up to 30 category codes
 - For selective reporting on groups of business units
 - User defined valid values
3. Set up accounts
 - Accounts are attached to business units
 - Every business unit may not require all accounts
 - Assign level of detail
 - Indicates the hierarchy of accounts
 - Allows for account balance rollup on financial reports
 - Assign posting edit codes
 - Defines an account as a title account, posting account, and so on
 - Account revisions
 - Add, change, and delete accounts
 - Two ways of copying accounts into another business unit

4. Define automatic accounting instructions
 - Table of information to explain your account structure to certain programs
 - Allows for relative freedom in designing account structures for your business environment
 - J.D. Edwards does not force you to define your accounts one particular way
5. Define general accounting constants
 - Several parameters which define how the General Accounting system will be used in your business environment
6. Annual closes
 - Repeatable annual closes
 - Provides for restatement of fiscal years
 - Calculates and updates retained earnings balance
 - Updates beginning balances for the next year

Case Study



Appendix F — PC Budget Upload

This appendix provides information about how to upload a converted spreadsheet to the PC Budget Upload file (F14112). It describes the upload process using some of the available methods. Other possibilities exist.

Build the Spreadsheet

You can use different combinations to build a spreadsheet. Uploads may have a single business unit/object/subsidiary column or separate columns for each of those account code sections. You can include subledger and subledger type. You can include budget amounts in combinations of requested, approved, final; no annualized update for Job Cost budgeting; and/or up to 14 periods of input.

Spreadsheets have a 256-character size limit. This is not specific to the number of characters but seems to be space-oriented. If you use an 8 pt as opposed to 12 pt font, it will make a difference. Include only the fields on your spreadsheet that you want in your budget. If subledger and type or annual amounts are not used, do *not* put them on the sheet. If you cut down a 30-column spreadsheet, the text conversion remembers the old size and may cause unpredictable results in the transfer.

Do not include header detail in the PC file. Following these guidelines to format the file:

1. Account numbers
 - Single-field business unit.object.subsidiary (BU/OBJ/SUB). This column should be text formatted and left-justified.
 - Separate BU/OBJ/SUB columns. These columns are text formatted. Size should allow white space between each account part. The BU column is right-justified, the OBJ column is centered (same size objects), and the SUB column is left-justified.
2. Subledger and type are left-justified.
3. Amount columns are all right-justified and should have sufficient white space to make field mapping easy.

After you format and complete the spreadsheet, save it using a formatted text (space delimited) file save. When exiting your spreadsheet, do *not* save back to a spreadsheet format or you will destroy the text formatting save. The file has either .PRN or .TXT for an extension, as determined by your spreadsheet.

Upload to the AS400

When you upload the formatted text file to the AS400, the system creates a PC Budget Upload file the first time you upload, and transfers the data to it. The system creates this file as a multi-member file in the library you are currently working in. You can separate budgets by member to identify by user. If you want all members to be processed into the Account Balances (F0902) file at one time, they must all have exactly the same format.

The PC Budget Upload file is a 3-field 625-total character file. The first 2 fields are 6 characters each and the transfer utility uses only the first field to record the line number associated with the PC's line transfer record. The second field is zero-filled and is not currently used. The third field is 613 characters in length and is a flat file field that will contain all the budget information of a single line of the spreadsheet.

Follow the instructions for defining and uploading fields in *Uploading Budgets from a PC to the AS/400* to move the budgets into the Account Balances table.

Example: Upload from the PC

System Name:	JDEI
To:	DATAUP71/F14112(MEMBERNAME)
From:	C:\excel\pcup71.prn
Use PC file description:	NO
Create AS/400 objects:	Yes. Create table and member first time only. After that, replace the member or create a new or a different member.

Business unit, object, and subsidiary formatted as a single column text cell:

BU.Obj.Sub	Per 1	Per 2	Per 3	Per 4	Per 5	...	Per 12
15.8110.cogs	100.25	345.67	1234.56	127.86	77654.32		675
15.8130.whse	250	333	33456	777789	7765		998
3.5110.seals	734	345	4478	556	987		-56777

Business unit, object, and subsidiary formatted as individual column text cells:

Business Unit	Object	Subsidiary	Subledger	Sub Type	REQ	APPR	FINAL
15	8110	Cogs	1001	A	100.25	345.67	1234.56
15	8130	Whse	1003	A	250	333	33456
3	5110	Seals	3001	A	734	345	4478

Appendix G — Net Changes for Release A7.3

Summary of Net Changes

The following is a checklist of net changes for Release A7.3 for the General Accounting system.

- ☐ **Online Income Statement and Balance Sheet.** You can display account ranges with special totaling in an income statement or balance sheet format. This feature is available on Low Volume Consolidations.
- ☐ **Statutory Accounting.** If you use category codes for alternate account structures (for example, statutory accounting), you can view online the consolidation balances by category codes.

To provide this functionality, the Online Consolidation Detail table (F092181) includes the Alternate Account and Alternate Account Description fields.

- ☐ **Online Account Balance Trial Balances.** You can set a processing option to view accounts with or without zero balances on Account Balance Comparison, Masked Trial Balance, and the Trial Balances by Business Unit, Object, and Company.
- ☐ **Annual Close.** You can set a processing option to print a list of accounts and balances that the system uses to calculate retained earnings on the annual close report.
- ☐ **Budget Checking.** You can run a report to identify unposted transactions that will cause an account to be over budget when the transactions are posted.
- ☐ **Detail Budget by Account.** You can update and display the changes you make on Detail Budget by Account.
- ☐ **F0911 Upload.** You can transfer transactions from a PC into the F0911Z1 batch table, so that the batch program can further process the transactions into the Account Ledger table (F0911).
- ☐ **Bank Statements.** When you process your bank statement, you can:
 - Create foreign journal entries

- Create payments regardless of whether there is a matching voucher and have them automatically marked as reconciled
- Review cash receipt details for accuracy immediately after you enter receipts

With processing options, you can specify that:

- The default for the G/L date is the statement or value date
- The default for the value date is the statement or G/L date
- The ending balance of the previous statement is the default for the beginning balance of the current statement

☐ **Currency Exchange Rates.** For ease in updating your exchange rates, you can run two new programs. These programs allow you to:

- Enter multiple currency rates for a single from currency on a single form
- Calculate exchange rates for a third currency, based on two currency rate relationships that you have already defined, on a single form

☐ **Detailed Currency.** For ease in setting up Detailed Currency Restatement, you can perform all setup tasks on the Detailed Currency Setup form. Additionally, you can view the alternate currency (XA, YA, and ZA) transactions on the Journal Entries form, although you cannot change them.

The system produces an error report if any errors exist when you calculate detailed currency restatement.

The alternate currency transactions are created using batch type XX, not batch type G.

☐ **Monetary Account Valuation.** If you store account balances by currency, you can use a new version to perform account valuation on accounts that are not designated as monetary (currency-specific) accounts. You do not have to assign a currency code to these accounts, as long as you store balances by currency.

☐ **Consolidate Monetary Account Balances.** This affects only clients who store balances by currency and create journal entries for account valuation (document type JX).

All Financials Systems

☐ **Batch Review Security.** You can use batch review security to protect batches from being reviewed by unauthorized users. This feature is on the

Batch Approval/Post form. You can activate the Batch Review Security field, in addition to the already existing field for approval and post security.

Appendix H — Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values
- Field edits and valid values
- Error processing
- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.
- You can standardize documents across all applications because you create them using the same business rules.
- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).
2. Set the processing options within the version according to your company requirements.
3. Specify the version you want the entry program to use in the processing options for that entry program.

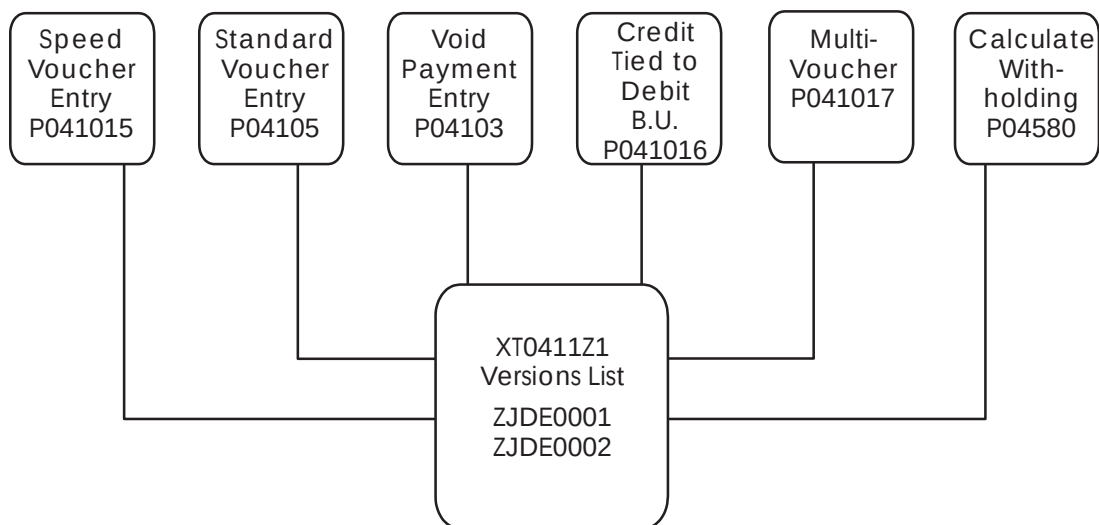
You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.



Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide*.

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.



Glossary

Glossary

This glossary defines terms in the context of your use of J.D. Edwards systems and the accompanying user guide.

1099 form. An income tax reporting form required by the U.S. government for many types of payments made to persons and non-corporate entities.

AA ledger. The ledger type used for transactions in domestic amounts (actual amounts).

AAI. Automatic accounting instruction. A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

A/P Ledger method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the A/P Ledger table (F0411). Also called the *expedient method* and the *fast path method*.

AZ ledger. The ledger type used for cash basis accounting.

access. A way to get to information or functions provided by the system through menus, forms, and reports.

account status. The state or condition of a customer's accounts receivable transaction account.

accounting period. One of the divisions of a fiscal year. A fiscal year can contain 12 to 14 accounting periods, or more rarely, 52 periods. There can also be an additional period for year-end adjustments, and another additional period for audit adjustments.

adjustment. A payment and receipt application method used to modify an amount such as a minor write-off or outstanding freight charges and disputed taxes.

alphabetic character. A letter or other symbol from the keyboard (such as *&#) that represents data. Contrast with *numeric character*.

alphanumeric character. A combination of letters, numbers, and other symbols (such as *&#) that represents data.

approver number. The user ID of the person who approves vouchers for payment.

"as of" report. A report used to view the A/R Ledger and A/P Ledger tables in summary or detail for a specific point in time.

audit adjustments. The adjustments you make to G/L accounts following an audit. You generally enter these adjustments annually, following the close of the fiscal year.

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.

backup copy. A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

BACS. Bank Automated Clearing System. An electronic process used in the United Kingdom.

balance forward. A receipt application method in which the receipt is applied to the oldest 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.

batch. A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch control. The verification of the number of transactions and the total amount in each batch entered into the system.

batch header. The information the computer uses as identification and control for a group of transactions or records in a batch.

batch input. A group of transactions loaded from an external source.

batch input table. An external table that holds data being loaded into the system.

batch job. A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging tables. The computer performs these tasks with little or no user interaction.

batch processing. A method by which the computer selects jobs from the job queue, processes them, and writes output to the out queue. Contrast with *interactive processing*.

batch receipts entry. An alternative method (such as an optical reader or magnetic scanner) to load receipts into the J.D. Edwards Accounts Receivable system.

batch status. A code that indicates the posting status of a batch. For example, A indicates approved for posting, P indicates posting in-process, and D indicates posted.

batch type. A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand. In J.D. Edwards DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:

EQ	= Equal To
LT	= Less Than
LE	= Less Than or Equal To
GT	= Greater Than
GE	= Greater Than or Equal To
NE	= Not Equal To
NL	= Not Less Than
NG	= Not Greater Than

broadcast message. An electronic mail message that you can send to a number of recipients.

business unit. A division of your business organization that requires a balance sheet or P&L. Also called a *cost center*.

calculation method. When you restate currency, you can choose among three calculation methods: (1) period calculations, used for P&L accounts, (2) balance calculations, used for balance accounts, and (3) historical rate, used for fixed assets.

cash basis accounting. A method of accounting that recognizes revenue and expenses when monies are received and paid.

category code. In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes*.

character. Any letter, number, or other symbol that a computer can read, write, and store.

chargeback. A receipt application method used to generate an invoice for a disputed amount or for the difference of an unpaid receipt.

check. See *payment*.

command. A character, word, phrase, or combination of keys you use to tell the computer to perform a defined activity.

consolidations. A method of grouping or combining information for several companies or business units. Used for reports or inquiries.

consolidation reporting. The process of combining financial statements for companies or business units so that the different entities can be represented by a single balance sheet or income statement. If the different entities operate in different currencies, consolidation reporting may be complicated by the need for currency restatement. See also *currency restatement*.

constants. Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. After you set constants such as these, the system follows these rules until you change the constants.

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.

cost allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on among business units, based on actual numbers.

cost center. See *business unit*.

credit message. A code used to display information about a customer's account status, such as "Over Credit Limit".

credit note reimbursement. A system generated form to reclassify a credit memo or unapplied cash record from the Accounts Receivable system to an open voucher in the Accounts Payable system.

cursor. The blinking underscore or rectangle on your form that indicates where the next keystroke will appear.

currency code. A code used to assign a currency to a customer, supplier, bank account, company, or ledger type.

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.

cursor sensitive help. J.D. Edwards online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

customer. An individual or organization that purchases goods and services.

customer ledger. The record of transactions between your company and a particular customer.

customer payment. The payment your company receives from a customer.

data. Numbers, letters, or symbols representing facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database table consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary table does not contain the actual data itself. Also known as a *glossary*.

data types. Supplemental information, attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.

date pattern. A period of time set for each period in standard and 52-period accounting.

debit statement. A list of debit balances.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's form. (2) A specific set of fields and information that a J.D. Edwards system might show on a form. Some forms can show more than one display when you press a specified function key.

display field. A field of information on a form that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

display sequence. A number that the system uses to reorder a group of records on the form.

document number. A number that identifies the original document, such as voucher, invoice, unapplied cash, journal entry, and so on.

draft. A promise to pay a debt. Drafts are legal payment instruments in certain European countries.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

EDI. Electronic data interchange. A method of transferring business documents, such as purchase orders, invoices, and shipping notices, between computers of independent organizations electronically.

edit. (1) To make changes to a table by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

EFT. Electronic funds transfer. A method of transferring funds from one company's bank account to that of another company.

effective date. The date upon which an address, item, transaction, or table becomes effective. Examples include the date a change in address becomes effective or the date a tax rate becomes effective. In the Address Book system, effective dates allow you to track past and future addresses for suppliers and customers.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys. (2) An option or function key displayed on a form that allows you to access another form.

expedient method. See *A/P Ledger method*.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Examples include DREAM Writer and FASTR.

fast path method. See *A/P Ledger method*.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a form that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a supplier record consists of the fields Supplier Name, Address, and Telephone Number. The Supplier Name field contains just the name of the supplier.

52 period accounting. A method of accounting that uses each week as a separate accounting period.

finance charge. An amount charged to a customer based on a percentage assessed on an unpaid invoice exceeding the grace period.

financial reporting date. The user defined date used by the system when you run financial reports.

fiscal year. A company's tax reporting year. Retained earnings are generally calculated at the end of a fiscal year. It is often different than a calendar year. For example, a fiscal year may be the period October 1 through September 30.

flash message. A code that you define to describe the credit status of a customer. Examples include over credit limit, COD only, bad credit risk, and requires a purchase order.

fold area. An area of a form, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the form.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a form.

functional server. A central system location for standard business rules about entering documents such as vouchers, invoices, and journal entries. Functional servers ensure uniform processing according to guidelines you establish.

general ledger receipt. A receipt that is directly applied to a G/L account without being applied to a specific invoice. These are typically non-A/R receipts.

glossary. See *data dictionary*.

G/L method. One of the two methods J.D. Edwards provides to process 1099 tax reporting forms. Using this method, you produce 1099s from data stored in the Account Ledger table (F0911). Also called the *tough/right method*.

G/L offset. An account used by the post program to create automatic offset entries.

G/L posted code. A system code that indicates the status of individual documents. For example, P indicates that a voucher or invoice has been posted.

GST. Goods and services tax. A tax assessed in Canada.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

hash total. A sum produced by numbers with different meanings. For example, adding amounts in different currencies.

header. Information at the beginning of a table. This information is used to identify or provide control information for the group of records that follows.

help instructions. Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps. See *help instructions*.

hidden selections. Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

indexed allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.

input. Information you enter in the input fields on a form or that the computer enters from other programs, then edits and stores in tables.

input field. An area on a form, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information, such as name, document type, or amount. Contrast with *display field*.

install system code. The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

integrity test. A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interactive processing. A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online*. Contrast with *batch processing*.

interest invoice. An invoice calculated on paid invoices whose payment was received after the specified due dates.

interest rate computation code. A code used to define the rates and effective dates used for calculating interest charges.

interface. A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

invalid account. A G/L account that has not been set up in the Account Master table (F0901).

invoice match. A receipt application method where the receipt is applied to specific invoices. A discount can be allowed or disallowed using invoice match.

jargon. A J.D. Edwards term for system-specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job. A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is payment printing in the Accounts Payable system.

job queue. A form that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify. To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field. A field common to each record in a table. The system uses the key field designated by the program to organize and retrieve information from the table.

language preference. An address book code used to specify a language to use when displaying information.

leading zeros. A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This 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 you enter. The result appears as 00004567.

ledger type. A ledger 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 may also be stored in the CA (foreign currency) ledger type. Also known as a *ledger*.

level of detail. (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:

- A=Major Product Directories
- B=Product Groups
- 1=Basic Operations
- 2=Intermediate Operations
- 3=Advanced Operations
- 4=Computer Operations
- 5=Programmers
- 6=Advanced Programmers

Also known as *menu levels*. (2) The degree to which account information in the General Accounting system is summarized.

The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

logged vouchers. See *voucher logging*.

mail distribution list. A list of people to whom you send electronic mail messages. This list enables you to quickly send notices, instructions, or requests to a predefined group of people.

master table. A computer table that a system uses to store data and information which is permanent and necessary to the system's operation. Master tables might contain data or information such as paid tax amounts and supplier names and addresses.

matching document. A document associated with an original document to complete or change a transaction.

menu. A form that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels. See *level of detail*.

menu masking. A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message. Text that appears on a form after you make a menu selection. It displays a warning, caution, or information about the requested selection.

mode. A code that specifies whether amounts are in the domestic currency of the company the invoices or vouchers are associated with or in the foreign currency of the transaction.

monetary account. (1) In common usage, any funds account. (2) In J.D. Edwards more specific usage, a bank account limited to transactions in a single currency.

multiple AAI revisions. The process of revising several automatic accounting instructions at one time.

next number facility. A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

next status. The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).

numeric character. Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character*.

offline. Computer functions that are not under the continuous control of the system. For example, if you run a certain job on a personal computer and then transfer the results to a host computer, that job is considered an offline function. Contrast with *online*.

online. Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided form, you are online with the system. Contrast with *offline*. See *interactive processing*.

online information. Information the system retrieves, usually at your request, and immediately displays on the form. This information includes items such as database information, documentation, and messages.

operand. See *Boolean logic operand*.

option. A numbered selection from a J.D. Edwards form that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior form with a value from the current form.

original document. The document that initiates a transaction in the system.

output. Information the computer transfers from internal storage to an external device, such as a printer or a computer form.

output queue. A form that lists the spooled tables (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a table, the system removes that table's identifier from the online list.

override. The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer forms that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default*.

P&L. Profit and loss statement.

parameter. A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

parent/child relationship. A hierarchical relationship among your addresses (suppliers, customers, or prospects). One address is the parent and one or more subordinate addresses are children for that parent. This relationship is helpful, for example, when you want to send billing for field offices (subsidiary companies) to the corporate headquarters.

password. A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

pay item. A line item in a voucher.

pay status. The current condition of the payment, such as paid or payment-in-process.

payment. The system creates payments when you use the Create Payment Groups program. It is important to understand that payments can exist before you write them.

payment control group. A system-generated group of payments with similar information (such as bank account). The system processes all payments in a payment control group at the same time. Also known as a *payment group*.

payment group. See *payment control group*.

payment instrument. The method of payment, such as check, draft, EFT, and so on.

payment stub. The printed record of a payment.

payment terms. The amount of time allowed to pay a voucher or invoice, with or without a discount.

posted code. A code that indicates whether a transaction or batch has been posted.

pre-note code. A code that indicates whether a supplier is set up or in the process of being set up for electronic funds transfer (EFT).

printout. A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue. An online list (form) of written tables that you have told the computer to print. Once the computer prints the table, the system removes the table's identifier from the online list. See *output queue*.

processing options. A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain form displays, control the format in which information gets printed on reports, change the way a form displays information, and enter "as of" dates.

program. A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text. Glossary text that describes the function of a field within the context of the program.

prompt. (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

pseudo company. A fictitious company used in consolidations.

PST. Provincial sales tax. A tax assessed by individual provinces in Canada.

purge. The process of removing records or data from a system table.

rate type. For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you may use both period average and period-end rates, distinguishing them by rate type.

realized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is realized when you pay the invoice or voucher. See also *unrealized gain/loss*.

record. A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a supplier record consists of information such as the supplier's name, address, and telephone number.

recurring frequency. The cycle in which a recurring voucher becomes due for payment, for example, monthly or quarterly.

recurring invoice. An invoice that becomes due for payment on a regular cycle, such as a lease payment.

recurring voucher. A voucher that comes due for payment on a regular cycle, such as a lease payment.

recycle. A process used to create the next cycle (for example, next month's) of recurring invoices or vouchers.

refresh. A process used to update a customer's credit and collection information, such as Credit Analysis Refresh.

reporting code. See *category code*.

reset. The process of changing a payment from a completed status to a next status of WRT (write). This allows you to correct or reprint payments.

reverse. A method used to automatically create an opposite entry at the time the original transaction is posted to the general ledger.

reverse image. Form text that displays in the opposite color combination of characters and background from what the form typically displays (for example, black on green instead of green on black).

run. To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll. To use the roll keys to move form information up or down a form at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next form of text if more text is available.

selection. Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

self-reconciling item. An item that does not require reconciliation.

sequence review ID. Defines the order in which payments print in a payment group. Each sequence review ID has its own data sequence and a code that indicates whether the system sorts each data item in ascending or descending order.

single AAI revision. The process of revising one automatic accounting instruction at a time.

soft coding. A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software. The operating system and application programs that tell the computer how and what tasks to perform.

special character. Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

special period/year. The date used to determine the *source* balances for an allocation.

speed code. A user defined code that represents a G/L account number. Speed codes can be used to simplify data entry by making G/L accounts easier to remember

spool. The function by which the system puts generated output into a storage area to await printing and processing.

spooled table. A holding table for output data waiting to be printed or input data waiting to be processed.

spread. A payables and receipt application method used to distribute and apply an unapplied voucher, receipt, debit memo, or credit memo to open vouchers or invoices.

Standard Industry Code (SIC). A code the U.S. government developed to classify U.S. companies as to their economic activity. Examples include agricultural services (0100), wholesale trade (5000), and services (7000).

stop date. The date an allocation becomes inactive.

structure type. A code that identifies a type of organization structure with its own hierarchy in the Address Book system. Examples include accounts receivable or electronic mail.

subtable. An area on the form where the system displays detailed information related to the header information at the top of the form. Subtables might contain more information than the form can display in the subtable area. If so, use the roll keys to display the next form of information. See *scroll*.

submit. See *run*.

supplemental data. Additional information about a business unit not contained in the master tables.

supplier. An individual or organization that provides goods and services. Also called a *vendor*.

supplier ledger. The record of transactions between your company and a particular supplier.

supplier payment. The payment your company makes to a supplier.

summary. The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer forms and reports that are summaries of the information stored in certain tables.

system. A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

table. A collection of related data records organized for a specific use and electronically stored by the computer.

three-tier processing. The task of entering, approving, and posting batches of transactions.

third party software. Programs provided to J.D. Edwards clients by companies other than J.D. Edwards.

TI code. A code that identifies the type of receipt application, which directly affects the way the receipt is processed.

time log. An electronic mail method for tracking employees' time in the office. The time log lists when employees sign in, sign out, and employee remarks about their whereabouts and activities.

tolerance range. The amount by which taxes entered manually can vary from the system-calculated tax.

tough/right method. See *G/L method*.

transaction code. A code that distinguishes the type of transaction on a bank statement.

transit account. A G/L account used to hold funds until they can be allocated to the correct account.

translation adjustment account. An optional G/L account used in currency restatement to record the total adjustments at a company level.

undo. To remove the payments from the payment run so that they no longer appear on any A/P payment review form. The system clears them from the worktable and moves vouchers from a pay status of # (payment in-process) to pay status A (approved).

unrealized gain/loss. Currency gains and losses are incurred due to fluctuating currency exchange rates. A gain/loss is unrealized until you pay the invoice or voucher. See also *realized gain/loss*.

update. Add new payments and void payments to the A/P Ledger (F0411), Accounts Payable Matching Document (F0413), and Accounts Payable Matching Document Detail (F0414) tables. The system updates these tables during payment processing and prints the payment register.

user defined code. The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type list ST (Search Type), a few codes are C for Customers, E for Employees, and V for Suppliers.

user defined code (type). The identifier for a list of codes with a meaning you define for the system (for example, ST for the Search Type codes list in Address Book). J.D. Edwards systems provide a number of these lists and allow you to create and define lists of your own. User defined codes were formerly known as *descriptive titles*.

user identification (user ID). The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes. The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

variable numerator allocations. A procedure used to allocate or distribute expenses, budgets, adjustments, and so on, among business units, based on a variable.

VAT. Value-added tax. A recoverable tax assessed in some countries.

vendor. See *supplier*.

video. The display of information on your monitor form. Normally referred to as the *form*.

vocabulary overrides. A J.D. Edwards facility that lets you to override field, row, or column title text on a form-by-form or report-by-report basis.

void. A method used to create a reversing entry of the original transaction. Voiding a transaction leaves an audit trail.

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 or accounts.

voucher match. A payment application method where the payment is applied to specific vouchers.

who's who. A term that J.D. Edwards uses to identify contacts at a particular company. Examples include billing, collections, and sales personnel.

window. A software feature that allows a part of your form to function as if it were a form in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

word search stop word. A common word that the query search in the Address Book system ignores. Examples include street, avenue, or building.

worked. A code used to indicate whether a customer's account has been reviewed and updated. For example, you "work" an account by changing a customer's credit limit or customers who are eligible for a credit review.

write-off. A receipt application method where the receipt is applied to the invoice and the difference is written off. You can "write-off" both overpayments and underpayments.

write payment. A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.

Index

Index

Numbers

1/0, defined, 3-54

A

A/P Payment Amount Text, defined, 12-93
A/R Offset Method, defined, 9-57
AAIs. *See* Automatic accounting instructions
About account reconciliation, 5-1
About account setup, 11-1
About allocations, 6-1
About automatic accounting instructions, 12-15
About balance currency restatement, 9-15
About budgeting, 7-1
About detailed currency restatement, 9-45
About financial reports, 4-1
About intercompany settlements, 12-57
About intercompany settlements for multi-currency, 12-63
About journal entry processing, 2-1
About monetary account valuation, 9-9
About monthly valuation and financial restatement, 9-1
About multi-currency, 12-83
About organization setup, 10-1
About periodic and annual processes, 8-1
About system setup, 12-1
About the fiscal year close, 8-23
About the post process for journal entries, 2-77
About user defined codes, 12-39
Accepting an out-of-balance journal entry, 2-16
Account
 balance sheet, 3-4
 balances, 2-5 , 3-4 , 3-7 , 3-60
 balances by currency, 9-13
 budget by, 7-3
 category codes, 11-3 , 12-42

 changing, 11-21
 comparing balances, 3-67
 copying to business unit, 11-16
 creating dynamically, 11-19
 defining segments, 11-9
 deleting, 11-24
 description search, 11-31
 format, 11-3
 income statement, 3-4
 level of detail (LOD), 11-4
 model account structure, 11-12
 object, 11-1
 object account, 3-39
 posting edit codes, 11-5
 reconciliation, 5-1
 requiring subledger, 11-38
 revising single, 11-26
 rollup, 11-4
 setting up, 11-1
 setting up format symbols, 12-9
 statutory, 3-61
 subledger, 11-6
 subsidiary, 11-1 , 11-6
 transaction adjustment for currency gain/loss, 9-19
 updating reconciled accounts, 5-4
Account Balance by Currency form, 3-56
Account Balance by Month form, 3-58
Account Balance by Subledger form, 3-60
Account Balance Comparison, Processing Options for , 3-69
Account Balance Comparison form, 3-68
Account Balance to Transactions report, 8-12
Account Balance without Account Master report, 8-11
Account Detail form, 3-64
Account Inquiry form, 3-63
Account Ledger Detail Information form, 3-56
Account Ledger Inquiry, Processing Options for , 3-57
Account Ledger Inquiry form, 3-52

- Account Level of Detail, defined, 3-38
- Account Master Additions form, 2-25
- Account Master Revisions form, 2-24
- Account Number, defined, 2-14 , 3-38
- Account number
 - adding, 2-24
 - choosing a valid number, 2-22
 - creating, 2-24
 - duplicating, 2-17
 - invalid, 2-21
 - masked, 3-45
 - required by government, 3-6
 - separator symbols, 12-9
 - setting up, 2-24
 - temporary invalid, 2-23
 - unknown, 2-21
- Account Number form, 2-22
- Account numbering, concepts, 1-8
- Account Reconciliation form, 5-12 , 5-16
- Account Separator Character, defined, 12-11
- Account Summarization, automatic
- accounting instructions, 12-33
- Accounting periods, closing, 8-13
- Accounts by Business Unit form, 7-11 , 11-14 , 11-22
- Accounts by Object form, 11-23
- Accounts payable, A/P Ledger table (F0411), D-2
- Accounts Payable Beginning Year, defined, 10-17
- Accounts Payable Current Period, defined, 10-17
- Accounts receivable, A/R Ledger table (F0311), D-2
- Accounts Receivable Beginning Year, defined, 10-17
- Accounts Receivable Current Period, defined, 10-17
- Accounts without Business Units report, 8-11
- Activating multi-currency, 12-90
- Adding
 - See also* Entering
 - text to journal entries, 2-26
- Adding account numbers, 2-24
- Adding text to journal entries, 2-26
- Additional Selections form, 3-53
- Address Number, defined, 10-25
- Adjustments, for currency gains and losses, 9-19
- Allocations, 6-1
 - calculating indexed amounts, 6-22
 - cascading, 6-7
 - compound, 6-7
 - cost, 6-3
 - fixed rate factor, 6-8
 - indexed, 6-2 , 6-9
 - multi-tiered, 6-7
 - posting, 6-28
 - recurring frequencies, 6-7
 - reviewing, 6-27
 - reviewing and posting, 6-27
 - setting up, 6-6
 - setting up basis, 6-14
 - setting up G/L distribution, 6-18
 - setting up identifiers, 6-11
 - stop date, 6-8
 - types, 6-2
 - using indexed method, 6-9
 - variable numerator, 6-4
- Allocations Review, processing options, 6-21
- Allocations Review form, 6-20
- Allow Invalid Accounts, defined, 12-9
- Allow Multi-Currency Intercompany JE, defined, 12-13
- Allow PBCO Postings, defined, 12-8
- Alternate currency ledgers, 9-3 , 9-45
 - calculation methods, 9-49
- Alternate Object and Subsidiary, defined, 11-27
- Amount, defined, 2-15 , 2-56
- Amount Currency, defined, 12-98
- Amount to Distribute, defined, 2-46 , 2-58
- Amounts, restating in another currency, 9-1
- Amounts Not Equal report, 5-22
- Annual Budget by Business Unit/Account, processing options, 7-20
- Annual budgeting, 7-16
 - spreading amounts, 7-25
- Annual Close reports, 8-30
- Approved, defined, 2-76 , 9-78
- Approving
 - batches, 2-75
 - detailed currency transactions, 9-78
 - journalized budgets, 7-44

Approving batches of journal entries for posting, 2-75
 Approving detailed currency batches for posting, 9-78
 As if repost, 12-87
 Asset ID, defined, 2-38
 Assigning a domestic currency to a company, 12-94
 Assigning budget codes before budget entry, 7-10
 Assigning budget codes during budget entry, 7-12
 Assigning budget codes to groups of accounts or business units, 7-13
 Assigning budget pattern codes, 7-10
 Assigning category codes to business units, 10-23
 Assigning currency codes to customers and suppliers, 12-97
 Assigning currency codes to monetary accounts, 12-96
 Audit trail, for budgeting, 7-41
 Auto Reset, defined, 12-54
 Automatic accounting instructions, 12-2 , 12-19
 financial ratio accounts, 12-31
 financial statements, 12-28
 for annual close, 8-4
 for financial ratios, 4-30
 for posting currency gains and losses, 9-10
 GLGx – general purpose, 12-25
 GLPRxx – purge prior year, 12-35
 GLRCxx – reconcilable ranges, 12-34
 GLSMxx – account summarization, 12-33

 intercompany settlements, 12-72 , 12-74 , 12-77 , 12-79
 journal entries with VAT, 2-68
 overview, 12-15
 retained earnings, 12-27
 reviewing, 12-20
 revising, 12-21
 setting up, 12-25
 setting up for multi-currency, 12-99
 setup for detailed currency restatement, 9-62
 speed codes, 12-32
 SPx – speed codes, 12-32
 translating to another language, 12-36

 types, 12-15
 Automatic Accounting Instructions form, 12-17 , 12-20 , 12-32

B

Balance, by account number, 3-58
 Balance currency restatement, 9-15 , 9-29 , 12-87
 Balance Forward, defined, 3-59
 Balance Sheet, 4-9
 consolidated, 4-20
 simple, 4-5
 Balance sheet
 AAIs for, 3-4
 accounts, 11-2
 Balancing
 journal entries, 2-16 , 2-46
 percent journal entries, 2-56
 Bank
 manual reconciliation of accounts, 5-11
 tape reconciliation of accounts, 5-1 , 5-3 , 5-19 , 5-21
 verifying tape reconciliation, 5-22
 Bank Account Reconciliation, processing options, 5-15
 Base Company Currency, defined, 2-50
 Base currency code, 2-46
 Batch control, 2-7 , 2-72
 Batch Control Required, defined, 12-7
 Batch Date From , defined, 2-71 , 9-75
 Batch Date Thru, defined, 2-71 , 9-75
 Batch Edit report, 2-84
 Batch Entry and Status form, 2-8
 Batch header integrity reports, 8-8
 Batch Number, defined, 2-15 , 2-71 , 9-75
 Batch review security, 2-72
 Batch Status, defined, 2-71 , 9-75
 Batch to Detail and Out-of-Balance report, 8-9
 Batches
 approving for post, 2-75
 Batch Control table (F0011), 2-7
 General Accounting Constants form, 2-7
 locating out-of-balance, 8-9
 posting journal entries, 2-81
 setting up batch approval, 12-7
 setting up batch control, 12-6

Batches With Balancing Problems report, 2-85
Beginning Account – Object, defined, 11-18

Beginning Account– Subsidiary, defined, 11-18

Beginning Fiscal Date, defined, 8-18

Beginning Year, defined, 10-16

Bill Code, defined, 2-36

Billable , defined, 11-27

Budget Entry form, 7-43

Budget Inquiry form, 7-46

Budget Pattern Code, defined, 7-9

Budget Pattern Code Change form, 7-13

Budget Review form, 7-44

Budget to actual, variances, 4-27

Budget to actual amount comparisons, 3-67

Budget Upload Field Definition, processing options, 7-53

Budget Worksheet Report, processing options, 7-23

Budget Worksheet report, 7-4 , 7-22

Budgeting

- annual, 7-2 , 7-15

- assigning pattern codes, 7-10

- audit trail, 7-4 , 7-41

- by account, 7-3 , 7-15

- by business unit, 7-15

- check for G/L overages, 7-37

- checking report, 7-37

- closing budget ledgers, 8-5

- creating pattern codes, 7-7

- cycles, 7-16

- default pattern code, 7-6

- defining fields for upload, 7-51

- detail by account, 7-33

- detail by period, 7-33

- do not spread pattern code, 7-7

- entering annual amounts, 7-16

- entering journalized, 7-42

- G/L overage checking, 7-37

- globally changing patterns, 7-13

- journalized, 7-4 , 7-41

- locating journalized, 7-45

- methods, 7-1

- Online Budget Comparisons program, 7-4

- patterns, 7-5

- PC budget upload, F-1

- PC spreadsheet, 7-54

- posting journalized, 7-45

- printing to a temporary file, 7-49

- reviewing and approving journalized, 7-44

- reviewing comparisons, 7-29

- reviewing worksheets, 7-21

- seasonal pattern code, 7-5

- spreading amounts to accounting periods, 7-25

- uploading fields to account balances, 7-54

- uploading from a PC, 7-47

- uploading to a temporary file, 7-48

- using PC spreadsheet, 7-4

Build Word Search File, processing options, 11-32

Business Unit, defined, 11-15 , 11-18 , 12-23

Business unit

- debit/credit trial balance report, 3-13

- general ledger report, 3-21

- trial balance online, 3-37

- trial balance report, 3-9

Business Unit , defined, 11-11

Business units

- category codes, 10-5 , 10-23 , 12-41

- for chart of accounts, 11-1

- revising, 10-24

- setup, 10-4 , 10-19

- translating to another language, 10-27 , 11-28

- type codes, 12-43

Business Units by Company form, 10-20

C

Calculate Currency Cross Rates, processing options, 12-114

Calculating and posting “as if” currency restatement, 9-85

Calculating currency cross-rate relationships, 12-114

Calculating detailed currency restatement, 9-69

Calculating indexed allocation amounts, 6-22

Calculating restated balances, 9-39

- Calculating unrealized gains and losses on monetary accounts, 9-11
- Calculation method, operating income, 4-10
- Calculation Method – Balance or Period, defined, 9-34
- Calculations
 - “as if” currency restatement, 9-85
 - currency conversion, 9-17 , 9-18 , 9-29
 - currency gains and losses, 9-9
 - defining for currency restatement, 9-30
 - detailed currency restatement, 9-69
 - ledgers for currency gains and losses, 9-46
 - method for currency gains and losses, 9-48
 - methods for alternate ledgers, 9-49
 - restating balances, 9-20 , 9-39
 - reviewing for currency restatement, 9-36
 - totaling multiple currencies, 12-12
 - year-end, 8-23
- Case study, training, 1-14
- Cash forecasting, 4-35
- Category codes, 3-6
 - debit/credit trial balance report, 3-16
 - for accounts, 11-3
 - for business units, 10-5 , 10-23
 - general ledger report, 3-28
 - statutory accounts, 3-61
- Change Display Decimals, processing options, 12-104
- Changing
 - See also* Revising
 - accounts, 11-21
 - currency decimals, 12-103
 - financial reporting dates, 8-19
 - fiscal date patterns, 10-11
 - invalid account numbers, 2-22
 - unposted journal entries, 2-19
- Changing a financial reporting date, 8-19
- Changing accounts, 11-21
- Changing currency decimals, 12-103
- Changing posted journal entries, 2-91
- Chart of accounts
 - alternate, 3-61
 - automatic accounting instructions, 12-15
 - creating, 11-9
 - creating a model, 11-12
 - creating dynamically, 11-19
 - defining account segments, 11-9
 - designing, 11-2
 - example, 1-15
 - government-defined, 3-61
 - intercompany accounts, 12-71 , 12-74 , 12-76 , 12-78
 - reviewing, 11-33
 - setting up, 11-1
- Check Digit, defined, 12-54
- Checklist for closing a fiscal year, 8-32
- Checklist for closing an accounting period, 8-14
- Choosing a valid account number, 2-22
- Cleared Before Issued report, 5-22
- Cleared Not Issued report, 5-22
- Close Accounting Period form, 8-15
- Close Period – Multiple Companies form, 8-17
- Closing
 - AAI items, 8-4
 - accounting period for multiple companies, 8-17
 - accounting period for one company, 8-15
 - accounting periods, 8-1 , 8-13
 - annual ledger type codes, 12-43
 - budget ledgers, 8-5
 - checklist, 8-14 , 8-32
 - fiscal year, 8-23 , 8-29
 - ledger types, 8-4
- Closing a fiscal year, 8-29
- Closing all companies, 8-18
- Closing an accounting period, 8-13
- Closing an accounting period for multiple companies, 8-17
- Closing an accounting period for one company, 8-15
- Codes
 - budget patterns, 7-5
 - category, 3-6 , 10-5 , 11-3
 - currency, 2-46 , 9-6
 - ledger type, 2-4
 - posting edit for accounts, 11-5 , 11-38
 - user defined, 12-39 , 12-45
- Column headings, user defined codes for, 12-44
- Companies in Balance report, 8-10
- Company
 - address book record, 10-13
 - defined, 3-41 , 6-12 , 9-33 , 9-37 , 10-16

- fiscal date pattern, 10-7
- online trial balance, 3-43
- set up for intercompany settlements, 12-70
- setup, 10-3 , 10-13
- setup for detailed currency restatement, 9-57
- Company Address Number, defined, 10-18
- Company by Batch Out-of-Balance report, 8-9
- Company Numbers and Names form, 9-58 , 10-14
- Company structure, example, 1-14
- Comparison
 - daily or weekly activity, 3-71
 - of ledgers, 3-67
- Computation
 - See also* Calculations
 - for indexed allocations, 6-9
- Computation ID, defined, 9-32 , 10-17 , 12-95
- Compute “As If” Balances, processing options, 9-86
- Compute Indexed Allocations, processing options, 6-24
- Compute Indexed Allocations program, 6-22
- Compute Restated Balances, processing options, 9-43
- Consolidated Balance Sheet, 4-20
- Consolidated financial reports, 4-13
- Consolidated Income Statement, 4-17
- Consolidated Income Statement – 12
- Column, Processing Options for , 4-18
- Consolidating Values Input form, 4-14
- Consolidation review, user defined codes for column headings, 12-44
- Constants, 12-2
 - accounts payable, 9-56
 - accounts receivable, 9-56
 - detailed currency restatement, 9-54
 - general accounting, 9-54
 - intercompany settlements, 12-70
 - multi-currency intercompany settlements, 12-63
 - setting up, 12-5
- Contra Clearing Account, defined, 6-14
- Contra/clearing account, 6-3
- Contract (Address), defined, 12-107
- Controls, batches. *See* Batches
- Converting, currency, 9-1
- Copy Accounts to Business Units form, 11-17
- Copying
 - accounts to business units, 11-16
 - journal entries, 2-21
- Copying a journal entry, 2-21
- Copying accounts to business units, 11-16
- Cost allocations, 6-3
- Creating a currency cross-rate relationship, 12-111
- Creating a model chart of accounts, 11-12
- Creating accounts dynamically, 11-19
- Creating budget pattern codes, 7-7
- Creating models for basic journal entries, 2-54
- Creating models for percent journal entries, 2-55
- Creating the reconciliations worktable, 5-7
- Creating your chart of accounts, 11-9
- Cumulative, defined, 7-35
- Cumulative or Period, defined, 3-65
- Cumulative/Period, defined, 3-38
- Currency
 - See also* Multi-currency
 - codes, 2-46 , 3-4 , 9-6
 - converting, 9-1
 - exchange rates, 2-47
 - fluctuations, 9-2 , 9-3 , 9-83
 - for business units, 10-26
 - ledgers for, 2-47 , 3-51
 - local, 3-51
 - of batch, 2-72
 - restatement for budget comparison, 9-3
 - restating balances, 9-3 , 9-15
 - stable, 3-51
 - types of financial restatement, 9-3
 - types of monthly valuations, 9-2
- Currency Balances, defined, 10-16 , 12-95
- Currency Code, defined, 2-13 , 2-49 , 10-16 , 11-27 , 12-93 , 12-95 , 12-98
- Currency codes
 - assigning to customers and suppliers, 12-97
 - assigning to monetary accounts, 12-96
 - defining, 12-91
 - multi-currency, 12-101
 - setup for detailed currency restatement, 9-59
 - updating domestic, 12-101

Currency Codes table, D-1
 Currency conversion, setting up, 12-12
 Currency Cross Rates Review form, 12-113
 Currency gains and losses
 automatic accounting instructions, 9-10
 transaction adjustment accounts, 9-19
 unrealized, 9-11
 Currency restatement
 “as if” reposting, 9-83
 calculating and posting “as if” currency, 9-85
 calculation method, 9-48
 calculations, 9-17 , 9-29
 calculations for detailed, 9-69
 combining amounts, 9-15
 defining calculations, 9-30
 defining exchange rates, 9-65
 defining exchange rates for reposting, 9-84
 detailed, 9-45
 entering rates, 9-24
 example of adjusting for inflation, 9-7
 exchange rates, 9-23 , 9-65
 existing company balances, 9-16
 methods, 9-5 , 12-87
 methods for alternate ledgers, 9-49
 overriding exchange rates, 9-67
 required steps, 9-50
 reviewing calculations, 9-36
 setting up, 9-53
 setting up AAIs, 9-62
 setting up companies, 9-57
 setting up constants, 9-54
 setting up currency codes, 9-59
 setting up ledger types, 9-60
 SFAS 52 requirements, 9-7
 Current Period , defined, 8-16 , 10-16
 Current Period – Accounts Payable, defined, 8-16
 Current Period – Accounts Receivable , defined, 8-16
 Custom Reformat Program, processing options, 5-21
 Custom Reformat program, 5-20
 Customizing the reformat program, 5-20

D

Daily cash forecasting, 4-35
 Daily or Weekly Comparisons, Processing Options for , 3-72
 Daily or Weekly Comparisons form, 3-71
 Data Dictionary form, 12-103
 Data Item, defined, 4-17
 Data model, general accounting, A-2
 Date Pattern Revisions form, 10-9
 Date Pattern Type, defined, 10-10
 Dates
 changing financial reporting, 8-19
 fiscal date patterns, 10-1
 setting up fiscal patterns, 10-7
 Days – In Interval, defined, 3-72
 Debit and credit columns, for journal entries, 2-40
 Debit/Credit Match, processing options, 5-16
 Debit/Credit Trial Balance by Business Unit report, 3-13
 Debit/Credit Trial Balance by Category Code report, 3-16
 Decimals
 changing, 12-103
 multi-currency, 12-91 , 12-101
 Defining, computation for indexed allocation, 6-9
 Defining a single currency exchange rate, 12-106
 Defining account segments, 11-10
 Defining accounts that require subledgers, 11-38
 Defining additional subledger types, 11-36
 Defining and printing consolidated financial reports, 4-13
 Defining calculations, 9-30
 Defining columns for the report, 4-14
 Defining currency codes, 12-91
 Defining currency relationships, 12-111
 Defining exchange rates for detailed currency restatement, 9-65
 Defining multiple currency exchange rates, 12-109
 Defining restatement rates, 9-23
 Defining the exchange rate for reposting, 9-84

Defining the fields for account balances, 7-51

Definitions of terms, g-1

Deleting

- accounts, 11-24

- business unit translations, 10-29 , 11-30

- fiscal date patterns, 10-11

- model journal entries, 2-54

- unposted journal entries, 2-20

Deleting accounts, 11-24

Description, defined, 11-24 , 12-47 , 12-93

Designate A/P Currency form, 12-97

Designate A/R Currency form, 12-97

Designate Company Currency form, 12-94

Designate Currency Codes form, 9-59 , 12-92

Designate Monetary Accounts form, 12-96

Detail method, intercompany settlements, 12-57

Detail method 2, intercompany settlements, 12-78

Detail method D, intercompany settlements, 12-76

Detail Restatement Exchange Rate form, 9-68

Detailed Budget by Account, processing options, 7-35

Detailed Budget by Account form, 7-34

Detailed currency journal, posting, 9-79

Detailed Currency Journal Review form, 9-76

Detailed Currency Restatement, processing options, 9-71

Detailed currency restatement, 9-45 , 12-87

- “as if” reposting, 9-83

- ALT9 field processing, 9-51

- approving for post, 9-78

- calculating and posting “as if” currency, 9-85

- calculations, 9-69

- Currency Update field, 9-51

- defining exchange rates, 9-65

- defining exchange rates for reposting, 9-84

- error messages, 9-70

- exchange rates, 9-65

- overriding exchange rates, 9-67

- posting transactions, 9-80

- required steps, 9-50

- reviewing, 9-51 , 9-73

- setting up, 9-53

- setting up AAIs, 9-62

- setting up companies, 9-57

- setting up constants, 9-54

- setting up currency codes, 9-59

- setting up ledger types, 9-60

- verifying the post, 9-80

Detailed Currency Restatement form, 9-54

Detailed Currency Review form, 9-74

Detailed Post Error report, 2-84

Detailed Restatement, defined, 9-58 , 10-17 , 12-95

Digit To Use For Subtotal, defined, 3-64

Display Decimals, defined, 12-93

Document

- numbering, 12-49

- types, 12-42

- types, all, C-2

Document Company, defined, 2-13 , 12-53

Document Inquiry form, 2-18

Document Number, defined, 2-12 , 6-21

Document Type, defined, 2-12 , 3-54 , 6-12

Document types, Foreign Currency

Revaluation (JX), D-2

DOI (Division of Interest), defined, 2-36

Domestic currency

- assigning, 12-94

- ledgers, 9-3

- updating codes, 12-101

DR/CR Trial Balance by Business Unit,

Processing Options for , 3-15

DR/CR Trial Balance by Category Code,

Processing Options for , 3-18

Duplicating account number segments, 2-17

Duplicating account numbers, 2-17

E

Effective Date, defined, 9-25 , 9-26 , 12-107

Encumbrances, 7-39

End of Period Century, defined, 10-10

End of Period Date, defined, 10-10

Ending Account – Object, defined, 11–18
 Ending Account – Subsidiary, defined, 11–18
 Energy industries, journal entry format, 2–35
 Entering
 journal entries, 2–10
 journal entries with subledgers, 2–32
 Entering annual budget amounts, 7–16
 Entering basic journal entries, 2–10
 Entering detailed budget amounts, 7–33
 Entering journal entries based on models, 2–56
 Entering journal entries for energy, 2–35
 Entering journal entries for fixed assets, 2–37
 Entering journal entries for work orders, 2–39
 Entering journal entries in special formats, 2–31
 Entering journal entries with debit and credit columns, 2–40
 Entering journal entries with foreign currency, 2–48
 Entering journal entries with subledgers, 2–32
 Entering journal entries with units, 2–38
 Entering journal entries with VAT, 2–65
 Entering journalized budgets, 7–42
 Entering percent journal entries, 2–46
 Entering reversing journal entries, 2–44
 Error messages
 detail currency posting, 9–81
 detailed currency restatement, 9–70
 fiscal date patterns, 10–8
 posting, 2–83
 Exchange Rate, defined, 2–49 , 9–68
 Exchange Rate Divisor, defined, 12–108
 Exchange Rate Multiplier, defined, 12–108
 Exchange rates, 2–47 , 12–105
 See also Restatement rates
 calculating currency cross-rate relationships, 12–114
 creating currency cross-rate relationships, 12–111
 defining a single currency rate, 12–105
 defining currency relationships, 12–111
 defining for detailed currency restatement, 9–65
 defining for reposting, 9–84

 defining multiple currency rates, 12–109
 for currency restatement, 9–23 , 9–65 , 9–70
 overriding, 9–68
 overriding for detailed currency restatement, 9–67
 reviewing currency cross-rate relationships, 12–113
 types, 9–18
 Exchange Rates – Divisor, defined, 9–26
 Exchange Rates – Multiplier, defined, 9–26
 Explanation, defined, 6–12 , 6–20 , 6–21
 Explanation 2, defined, 2–15

F

Features, general accounting, 1–4
 Fields
 1/0, 3–54
 A/P Payment Amount Text, 12–93
 A/R Offset Method, 9–57
 Account Level of Detail, 3–38
 Account Number, 2–14 , 3–38
 Account Separator Character, 12–11
 Accounts Payable Beginning Year, 10–17
 Accounts Payable Current Period, 10–17
 Accounts Receivable Beginning Year, 10–17
 Accounts Receivable Current Period, 10–17
 Address Number, 10–25
 Allow Invalid Accounts, 12–9
 Allow Multi-Currency Intercompany JE, 12–13
 Allow PBCO Postings, 12–8
 Alternate Object and Subsidiary, 11–27
 Amount, 2–15 , 2–56
 Amount Currency, 12–98
 Amount to Distribute, 2–46 , 2–58
 Approved, 2–76 , 9–78
 Asset ID, 2–38
 Auto Reset, 12–54
 Balance Forward, 3–59
 Base Company Currency, 2–50
 Batch Control Required, 12–7
 Batch Date From , 2–71 , 9–75
 Batch Date Thru, 2–71 , 9–75
 Batch Number, 2–15 , 2–71 , 9–75

Batch Status, 2-71 , 9-75
Beginning Account – Object, 11-18
Beginning Account– Subsidiary, 11-18
Beginning Fiscal Date, 8-18
Beginning Year, 10-16
Bill Code, 2-36
Billable , 11-27
Budget Pattern Code, 7-9
Business Unit, 11-15 , 11-18 , 12-23
Business Unit , 11-11
Calculation Method – Balance or Period, 9-34
Check Digit, 12-54
Company, 3-41 , 6-12 , 9-33 , 9-37 , 10-16
Company Address Number, 10-18
Computation ID, 9-32 , 10-17 , 12-95
Contra Clearing Account, 6-14
Contract (Address), 12-107
Cumulative, 7-35
Cumulative or Period, 3-65
Cumulative/Period, 3-38
Currency Balances, 10-16 , 12-95
Currency Code, 2-13 , 2-49 , 10-16 , 11-27 , 12-93 , 12-95 , 12-98
Currency Update (ALT9), 9-51
Current Period , 8-16 , 10-16
Current Period – Accounts Payable, 8-16
Current Period – Accounts Receivable , 8-16
Data Item, 4-17
Date Pattern Type, 10-10
Days – In Interval, 3-72
Denominated In Currency, D-3-D-4
Description, 11-24 , 12-47 , 12-93
Detailed Restatement, 9-58 , 10-17 , 12-95
Digit To Use For Subtotal, 3-64
Display Decimals, 12-93
Document Company, 2-13 , 12-53
Document Number, 2-12 , 6-21
Document Type, 2-12 , 3-54 , 6-12
DOI (Division of Interest), 2-36
Effective Date, 9-25 , 9-26 , 12-107
End of Period Century, 10-10
End of Period Date, 10-10
Ending Account – Object, 11-18
Ending Account – Subsidiary, 11-18
Exchange Rate, 2-49 , 9-68
Exchange Rate Divisor, 12-108
Exchange Rate Multiplier, 12-108
Exchange Rates – Divisor, 9-26
Exchange Rates – Multiplier, 9-26
Explanation, 6-12 , 6-20 , 6-21
Explanation 2, 2-15
Financial Reporting Period, 8-20
Financial Reporting Year, 8-20
Fiscal Date Pattern, 8-18
Fiscal Date Pattern Code, 10-10
Fiscal Year, 12-54
Fiscal Year Beginning Century, 10-10
Fiscal Year Beginning Date, 10-10
From Account, 3-65 , 6-17 , 9-33
From Account/Thru Account, 7-14
From Budget Code, 6-18
From Business Unit, 6-16
From Currency, 9-25 , 9-67 , 12-107
From Ledger Type, 6-17 , 9-34
From Ledger Type 1 , 9-33 , 9-37
From Ledger Type 2, 9-33
From Ledger Type 3, 9-33
From Subledger, 6-17
From Subsidiary, 6-17
G/L Consolidation Indicator, 5-14
G/L Date, 2-12 , 2-94 , 6-12
G/L Posted Code, 2-15 , 3-55
Imbed Digits, 12-54
Index or Rate, 6-17
Intercompany Settlements, 9-56 , 12-11
Item Number, 12-24
Language, 12-48
Language From, 10-28
Language To, 10-28
Ledger Type, 2-16 , 3-53
Length, 11-11
Level of Detail, 10-21
Level Of Rollup, 3-65
Lower Heading, 4-17
Management Approval of Input, 12-7
Method of Allocation, 6-13
Mode, 2-50 , 9-77
Model (Y/N), 2-55
Model/Consolidated, 10-22 , 11-16
Multi-Currency Conversion, 9-55 , 12-13

Net, 7-35
Next Number, 12-51
Next Number Constant, 12-53
Number of Periods , 10-16
Object , 11-11

- Object Account, 12-23
- Option, 12-24
- Original or Annual Amount, 7-19
- Originating Currency, D-3-D-4
- Outsider Lease or Well ID, 2-36
- Override Rate, 9-34
- Period 1, 7-9
- Phase, 2-40
- Posting Edit, 10-25 , 11-39
- Project Number, 10-26
- PYE Net Posting, 3-59
- Rate Type, 9-26
- Reconciled Code, 3-55
- Recurring Frequency, 6-13
- Reference 1, 5-14
- Reference 2, 5-14
- Remaining Amount, 2-16
- Reverse or Void (R/V), 2-45 , 2-92
- Same As Document Type, 12-54
- Scaling Factor, 3-41
- Selection Values, 4-17
- Sequence Number, 6-14
- Sequence Number/Display Sequence, 12-53
- Skip to, 2-23
- Skip to Line, 2-20
- Skip to Sequence Number, 12-21
- Special Period, 6-16
- Status Code, 6-13
- Stop Date , 6-13
- Subledger, 2-34 , 3-47
- Subledger Inactive , 10-22 , 11-41
- Subledger Type, 2-34
- Subsidiary, 11-11 , 12-23
- Symbol to Identify 3rd G/L Account Number, 12-10
- Symbol to Identify BU.Object.Sub, 12-10
- Symbol to Identify Short Number, 12-10
- System Code, 12-51
- Tax Amount, 2-67
- Tax Area, 2-67
- Tax Explanation Code, 2-67
- Tax Rate/Area, 10-25
- Thru Account, 3-65 , 9-34
- Thru Date/Period, 3-47
- To Account, 6-19
- To Business Unit, 6-19 , 11-18
- To Currency, 9-67 , 12-107
- To Currency , 9-25
- To Currency Code, 9-33 , 9-37
- To Description, 10-28
- To Ledger Type, 6-19 , 9-33 , 9-37
- Translation Adjustment Account, 9-35
- Type Business Unit, 10-21 , 11-18
- Unit of Measure, 2-39 , 11-27
- Units, 2-39
- Upper Heading , 4-17
- User Defined Code, 12-46
- User ID, 2-71 , 9-75
- Using MTD or YTD, 6-16
- Voucher Suspense, 10-18
- Year, 6-16
- Files. *See* Tables
- Final (cycle 3) form, 7-12
- Financial ratio accounts, automatic accounting instructions, 12-31
- Financial Ratios report, 4-30
- Financial Reporting Period, defined, 8-20
- Financial Reporting Year, defined, 8-20
- Financial reports, 4-1
 - See also* Reports
 - automatic accounting instructions, 12-25
 - Balance Sheet, 4-9
 - Consolidated Balance Sheet, 4-20
 - Consolidated Income Statement, 4-17
 - features, 4-2
 - Financial Ratios, 4-30
 - Income Statement, 4-5
 - Monthly Spreadsheet, 4-23
 - profit and loss statement, 4-5
 - restating currency for, 9-15
 - security, 4-2
 - Variance Analysis, 4-27
- Financial restatement, 9-1
 - See also* Currency; Currency restatement; Detailed currency restatement; Multi-currency
- Financial Restatement Rates, processing options, 9-27
- Financial Statement Rates form, 9-24
- Financial statements, automatic accounting instructions, 12-28
- Fiscal Date Pattern, defined, 8-18
- Fiscal Date Pattern Code, defined, 10-10
- Fiscal date patterns, 10-1
 - changing, 10-11
 - deleting, 10-11
 - effect on transactions, 10-8
 - error messages, 10-8
 - setting up, 10-7

- setup guidelines, 10-2
- Fiscal Year, defined, 12-54
- Fiscal Year Beginning Century, defined, 10-10
- Fiscal Year Beginning Date, defined, 10-10
- Fiscal year close, 8-23 , 8-29
- Fixed assets, journal entry format, 2-37
- Flex Format-BU.Obj.Sub form, 11-10
- Forecasting G/L cash flow, 4-35
- Foreign currency
 - journal entries, 2-46
 - ledgers, 9-3
- Forms
 - Account Balance by Currency, 3-56
 - Account Balance by Month, 3-58
 - Account Balance by Subledger, 3-60
 - Account Balance Comparison, 3-68
 - Account Detail, 3-64
 - Account Inquiry, 3-63
 - Account Ledger Detail Information, 3-56
 - Account Ledger Inquiry, 3-52
 - Account Master Additions, 2-25
 - Account Master Revisions, 2-24
 - Account Number, 2-22
 - Account Reconciliation, 5-12 , 5-16
 - Accounts by Business Unit, 7-11 , 11-14 , 11-22
 - Accounts by Object, 11-23
 - Additional Selections, 3-53
 - Allocations Review, 6-20
 - Automatic Accounting Instructions, 12-17 , 12-20 , 12-32
 - Batch Entry and Status, 2-8
 - Budget Entry, 7-43
 - Budget Inquiry, 7-46
 - Budget Pattern Code Change, 7-13
 - Budget Review, 7-44
 - Business Units by Company, 10-20
 - Close Accounting Period, 8-15
 - Close Period – Multiple Companies, 8-17
 - Company Numbers and Names, 9-58 , 10-14
 - Consolidating Values Input, 4-14
 - Copy Accounts to Business Units, 11-17
 - Currency Cross Rates Review, 12-113
 - Daily or Weekly Comparisons, 3-71
 - Data Dictionary, 12-103
 - Date Pattern Revisions, 10-9
 - Designate A/P Currency, 12-97
 - Designate A/R Currency, 12-97
 - Designate Company Currency, 12-94
 - Designate Currency Codes, 9-59 , 12-92
 - Designate Monetary Accounts, 12-96
 - Detail Restatement Exchange Rate, 9-68
 - Detailed Budget by Account, 7-34
 - Detailed Currency Journal Review, 9-76
 - Detailed Currency Restatement, 9-54
 - Detailed Currency Review, 9-74
 - Document Inquiry, 2-18
 - Final (cycle 3), 7-12
 - Financial Statement Rates, 9-24
 - Flex Format-BU. Obj.Sub, 11-10
 - General Accounting Constants, 2-8 , 12-6
 - General Journal Review, 2-70
 - General Ledger Batch Review, 2-74
 - Index of Model Journal Entries, 2-56
 - Journal Entries, 9-12
 - Journal Entry, 2-10 , 2-26 , 2-34 , 2-46 , 2-54 , 2-74 , 2-90 , 9-77
 - Journal Entry With VAT Tax, 2-66
 - Ledger Types, 12-46
 - Masked Trial Balance, 3-45
 - Multiple AAI Revision, 12-28
 - Multiple AAI Revisions, 9-63
 - Next Numbers, 12-51
 - Next Numbers by Company/Fiscal, 12-52
 - Online Budget Comparison, 7-30
 - Online Chart of Accounts, 11-34
 - Requested (cycle 1), 7-18 , 7-19
 - Review Computations, 9-36
 - Revise Computations, 9-31
 - Revise Financial Report Date, 8-20
 - Revise Seasonal Patterns, 7-8
 - Revise Single Account, 11-26
 - Revise Single Business Unit, 10-24
 - Set Cross Rates Calculation, 12-112
 - Set Daily Transaction Rates, 9-66 , 12-106
 - Set Multi-Currency Option, 12-90
 - Single AAI Revisions, 12-28
 - Specify Indexed Computations, 6-11
 - Speed Transaction Rates Entry, 12-110
 - Statutory Account Inquiry, 3-62
 - Translate AAIs, 12-36
 - Translate Accounts, 11-29
 - Translate Business Units, 10-27
 - Translate User Defined Codes, 12-48

- Trial Balance by Business Unit, 3-37
- Trial Balance by Company, 3-43
- Trial Balance by Object Account, 3-39
- Trial Balance by Subledger, 3-44
- User Defined Code Revisions, 9-60 , 11-37
- From Account, defined, 3-65 , 6-17 , 9-33
- From Account/Thru Account, defined, 7-14

- From Budget Code, defined, 6-18
- From Business Unit, defined, 6-16
- From Currency, defined, 9-25 , 9-67 , 12-107
- From Ledger Type, defined, 6-17 , 9-34
- From Ledger Type 1 , defined, 9-33 , 9-37
- From Ledger Type 2, defined, 9-33
- From Ledger Type 3, defined, 9-33
- From Subledger, defined, 6-17
- From Subsidiary, defined, 6-17

- G**

- G/L accounts
 - Account Balances table, D-2
 - Account Balances table (F0902), D-3
 - Account Ledger table (F0911), D-2
- G/L Annual Close, processing options, 8-32

- G/L Budget Checking, processing options, 7-40
- G/L Budget Checking report, 7-37
- G/L Cash Forecasting, Processing Options for , 4-37
- G/L cash forecasting, 4-35
- G/L Consolidation Indicator, defined, 5-14
- G/L Date, defined, 2-12 , 2-94 , 6-12
- G/L period, account balances, 3-58
- G/L Posted Code, defined, 2-15 , 3-55
- GAAP (generally accepted accounting practices), 9-5
- Gain or loss, 9-47
- General accounting
 - case study, E-1-E-6
 - features, 1-4
 - list of menus, C-1
 - major tables, A-1
 - menu overview, 1-13
 - multi-national functionality, 1-5
 - overview, 1-1
 - system flow, 1-10
 - system integration, 1-1
 - tables and descriptions, 1-12
 - tables, relationships between, 1-11
- General Accounting Constants form, 2-8 , 12-6
- General journal
 - See also* General ledger
 - posting, 2-4
 - reports, 2-6
- General Journal by Account, Processing Options for , 2-101
- General Journal by Account report, 2-101
- General Journal by Batch report, 2-99
- General journal reports, 2-95
- General Journal Review form, 2-70
- General ledger
 - See also* General accounting
 - integrity reports, 8-10
 - reconciling accounts, 5-1
 - report by business unit, 3-21
 - report by category code, 3-28
 - report by object account, 3-24
 - report with subledger totals, 3-26
 - tables, A-2
- General Ledger Batch Review form, 2-74
- General Ledger by Business Unit, Processing Options for , 3-22
- General Ledger by Business Unit report, 3-21
- General Ledger by Category Code, Processing Options for , 3-29
- General Ledger by Category Code report, 3-28
- General Ledger by Object Account, Processing Options for , 3-24
- General Ledger by Object Account report, 3-24
- General ledger integrity reports, 8-10
- General Ledger with Subledger Totals, Processing Options for , 3-26
- General Ledger with Subledger Totals report, 3-26
- Generating account description search, 11-31
- Government
 - reports, 3-6

requirement for financial accounting, 9-7

H

Hash totals, 2-72

multi-currency, 12-12

Hub method, intercompany settlements, 12-57

Hub method 1, intercompany settlements, 12-73

Hub method Y, intercompany settlements, 12-71

I

Imbed Digits, defined, 12-54

Inactivating

business units, 11-41

currency cross-rate relationship, 12-112

subledgers, 11-40

Inactivating subledgers, 11-40

Income Statement

consolidated, 4-17

simple, 4-5

Income statement, accounts, 3-4 , 11-2

Index of Model Journal Entries form, 2-56

Index or Rate, defined, 6-17

Indexed allocations, 6-2 , 6-9

calculating, 6-22

reversing, 6-11

Indexed Computations Journal report, 6-22

Inflation

detailed currency restatement, 9-45

example of currency restatement, 9-7

ledgers for, 9-3 , 9-45

Inquiries

account balances, 3-39 , 3-58

Account Ledger, 3-50

business units, 3-37

company balance, 3-43

masked account number, 3-45

source of information, 3-3

subledgers, 3-44

Inquiring on. *See* Locating; Searching

Integrity reports

general ledger, 8-10

printing, 8-7

Intercompany, chart of accounts, 12-71 , 12-74 , 12-76 , 12-78

Intercompany Accounts in Balance report, 8-10

Intercompany Settlements, defined, 9-56 , 12-11

Intercompany settlements, 12-2

automatic accounting instructions, 12-72 , 12-74 , 12-77 , 12-79

constants for multi-currency, 12-63

detail method, 12-57

detail method 2, 12-78

detail method D, 12-76

hub method, 12-57

hub method 1, 12-73

hub method Y, 12-71

multi-currency, 12-63

overview, 12-57

setting up, 12-69

setting up companies, 12-70

setting up constants, 12-70

setting up control, 12-11

Invalid account numbers, 2-21

posting, 2-24

setting up control, 12-8

temporary, 2-23

Item Balances table, D-2

Item Number, defined, 12-24

J

Journal entries

accepting out-of-balance, 2-16

adding, 2-10

adding text, 2-26

adding to a batch, 2-75

balancing, 2-16 , 2-46 , 2-56

basic procedures, 2-9

batch control. *See* Batches

batches not all shown for review, 2-72

choosing a model, 2-56

copying, 2-21

correcting out-of-balance, 2-16

creating basic models, 2-54

creating percent models, 2-55

- data integrity, 2-6
 - deleting a model, 2-54
 - different formats, 2-31
 - energy industries, 2-35
 - entering, 2-10
 - entering amounts, 2-13
 - entering from a model, 2-56
 - fixed assets, 2-37
 - foreign currency, 2-46
 - generating, 2-3
 - identifying for the system, 2-11
 - locating, 2-18
 - locating a model, 2-54
 - manufacturing systems, 2-38
 - models, 2-53
 - multi-currency intercompany, 12-64
 - multiple copies, 2-21
 - overview, 2-1
 - percent, 2-46
 - posting, 2-4 , 2-81
 - preventing posting, 2-76
 - printing general journals, 2-95
 - recurring, 2-53
 - reference numbers, 2-11
 - reversing, 2-44
 - reviewing, 2-69
 - revising, 2-73
 - revising posted, 2-89
 - revising unposted, 2-19
 - templates, 2-53
 - two-column format, 2-40
 - types, 2-3
 - understanding the post process, 2-77
 - unposted, 2-19
 - using subledgers, 2-32
 - value-added tax (VAT), 2-65
 - VAT tax example, 2-65
 - voiding, 2-92
 - work orders, 2-39
 - Journal Entries form, 9-12
 - Journal Entry, Processing Options for , 2-61
 - Journal Entry form, 2-10 , 2-26 , 2-34 , 2-46 , 2-54 , 2-74 , 2-90 , 9-77
 - Journal Entry Functional Server, Processing Options for , 2-62
 - Journal Entry with VAT Tax, Processing Options for , 2-68
 - Journal Entry With VAT Tax form, 2-66
 - Journalized budgets, 7-41
 - See also* Budgeting
 - Journals, general, 2-6
- ## L
- Language
 - defined, 12-48
 - translating automatic accounting instructions, 12-36
 - translating business unit descriptions, 10-27 , 11-28
 - translating user defined codes, 12-47
 - Language From, defined, 10-28
 - Language To, defined, 10-28
 - Ledger
 - comparing balances between ledgers, 3-67
 - domestic amounts, 2-47 , 3-4
 - foreign amounts, 2-47 , 3-4
 - level of detail, 3-5
 - single account comparison, 3-71
 - subledger, 2-32
 - types, 2-4 , 12-40
 - types for annual close, 12-43
 - user defined codes for column headings, 12-44
 - Ledger comparison, 9-83
 - Ledger Type, defined, 2-16 , 3-53
 - Ledger types
 - Account Ledger Units (AU), D-1
 - Budget Ledger Units (BU), D-1
 - closing, 8-4
 - currency restatement, 9-3 , 9-46
 - for subledgers, 11-35
 - list of all, C-2
 - multi-currency, 12-88
 - setup for detailed currency restatement, 9-60
 - using currency codes with, D-2
 - Ledger Types form, 12-46
 - Length, defined, 11-11
 - Level of Detail, defined, 10-21
 - Level of detail, 3-5 , 3-67
 - Level Of Rollup, defined, 3-65
 - Locating
 - foreign currency journal entries, 2-49
 - journal entries, 2-18

- journalized budget, 7-45
- model journal entries, 2-54
- Locating journal entries, 2-18
- Locating journal entries with foreign currency, 2-49
- Locating journalized budgets, 7-45
- LOD (Level of detail), 11-4
- Lower Heading, defined, 4-17

M

- Management Approval of Input, defined, 12-7
- Management information pyramid, 3-5
- Managing budget overages, 7-37
- Manual reconciliation of accounts, 5-2 , 5-11
- Manually changing transactions from reconciled to unreconciled, 5-17
- Manually marking transactions as reconciled, 5-12
- Manufacturing systems, journal entry format, 2-38
- Mapping, fields for PC budget upload, 7-51 , 7-53
- Masked Trial Balance, Processing Options for , 3-47
- Masked Trial Balance form, 3-45
- Match Bank Tape File to Reconciliations File, processing options, 5-21
- Match Tape File to Reconciliations File program, 5-21
- Matching the bank tape to the reconciliations worktable, 5-21
- Memo, adding to journal entry, 2-26
- Menu, overview, 1-13
- Menus, general accounting, C-1
- Method of Allocation, defined, 6-13
- Mode, defined, 2-50 , 9-77
- Model
 - basic journal entries, 2-54
 - chart of accounts, 11-12
 - copying to actual chart of accounts, 11-16
 - journal entries, 2-53
 - percent journal entries, 2-55
 - recurring journal entries, 2-53
- Model (Y/N), defined, 2-55
- Model/Consolidated, defined, 10-22 , 11-16
- Monetary account
 - account balances by currency, 9-13
 - assigning currency codes, 12-96
 - calculating gain or loss, 9-11
 - definition of, 9-2
 - valuation, 9-9 , 12-88
- Monetary Account Valuation, processing options, 9-13
- Monthly Spreadsheet report, 4-23
- Monthly valuations, 9-2
- Multi-Currency Conversion, defined, 9-55 , 12-13
- Multi-currency, 12-2
 - See also* Currency
 - account balances by currency, 9-13
 - activating, 12-90
 - assigning domestic currency, 12-94
 - batch total example, 2-72
 - calculating currency cross-rate relationships, 12-114
 - changing currency decimals, 12-103
 - constants for intercompany settlements, 12-63
 - creating currency cross-rate relationships, 12-111
 - currency codes for customers and suppliers, 12-97
 - Currency Codes table, D-1
 - decimals, 12-91 , D-1
 - defining currency codes, 12-91
 - defining currency relationships, 12-111
 - defining exchange rates, 12-109
 - detailed restatement, 9-3
 - domestic currency codes, 12-101
 - features, 12-83
 - for inquiries, 3-4
 - for reports, 3-4
 - G/L cash forecasting, 4-37
 - hash totals, 12-12
 - in batches, 2-72
 - intercompany journal entries, 12-64
 - intercompany settlements, 12-63
 - ledger types, 12-88
 - mixing currencies, 2-72
 - monetary accounts, 12-96 , D-2
 - overview, 12-83
 - posting balances, 12-88
 - posting reports, 2-84

process, 12-85
 restatement for budget comparison, 9-3
 restating amounts, 9-1
 restating balances, 9-3 , 9-15
 reviewing currency cross-rate relationships, 12-113
 reviewing journal entries, 2-75
 setting up, 12-89
 setting up AAIs, 12-99
 SFAS 52 requirements, 9-7
 Multi-national functionality
 "as if" reposting, 1-5
 account balances by currency, 1-5
 chart of accounts, multiple languages, 1-6
 consolidation and currency restatement, 1-5
 currency processing, 1-6
 flexible reporting capabilities, 1-5
 highly inflationary economies, 1-5
 statutory chart of accounts, 1-5
 Multiple AAI Revision form, 12-28
 Multiple AAI Revisions form, 9-63

N

Net, defined, 7-35
 Next Number, defined, 12-51
 Next Number Constant, defined, 12-53
 Next numbers, 12-2 , 12-49
 assigning by company and fiscal year, 12-52
 reviewing standard, 12-51
 Next Numbers by Company/Fiscal form, 12-52
 Next Numbers form, 12-51
 Number of Periods , defined, 10-16
 Numbers
 See also Next numbers
 assigning to documents, 12-49
 next numbers, 12-49

O

Object, defined, 11-11
 Object Account, defined, 12-23

Object account
 general ledger report, 3-24
 online trial balance, 3-39
 trial balance report, 3-11
 Object accounts, 11-1 , 11-2
 Online Budget Comparison form, 7-30
 Online Chart of Accounts form, 11-34
 Online inquiries
 account ledgers and balances, 3-49
 trial balances, 3-35
 Operating income, calculation method, 4-10
 Option, defined, 12-24
 Organization. *See* Company
 Organization setup, 10-1
 Original or Annual Amount, defined, 7-19
 Out-of-balance, 3-7
 accepting journal entries, 2-16
 correcting journal entries, 2-16
 Outsider Lease or Well ID, defined, 2-36
 Override Rate, defined, 9-34
 Overriding exchange rates, 9-67
 Overriding the exchange rate for a journal entry, 9-67
 Overview, general accounting, 1-1

P

PACO (post after cutoff), 8-2 , 8-14 , 10-8
 Pattern codes for budgeting
 assigning, 7-10
 changing, 7-13
 seasonal, 7-5
 Payments, reconciling voided payments, 5-5
 PBCO (post before cutoff), 8-2 , 8-14 , 10-8
 PC Budget Source File report, 7-50
 PC budget upload, F-1
 PC Budget Upload/Conversion, processing options, 7-55
 Percentage, journal entries with, 2-46
 Period 1, defined, 7-9
 Period to date totals, 4-23
 Period-end processing, 8-1
 AAI items, 8-4
 Phase, defined, 2-40

Post General Ledger, Processing Options for , 2-85

Posting

- “as if” currency restatement, 9-85
- detailed currency journal, 9-79
- detailed currency transactions, 9-80
- edit codes for accounts, 11-5 , 11-38
- error messages, 2-83 , 9-81
- fiscal date patterns, 10-2
- general journal, 2-4
- invalid account numbers, 2-24
- journal entries, 2-4 , 2-81
- journalized budget, 7-45
- multi-currency balances, 12-88
- not approved, 9-81
- preventing, 2-76 , 9-78
- setting up posting to prior periods, 12-8
- status, 9-78
- understanding the post process, 2-77
- verifying detailed currency post, 9-80
- verifying journal entry post, 2-82

Posting a batch of journal entries, 2-81

Posting allocations, 6-28

Posting Edit, defined, 10-25 , 11-39

Posting Edit report, 2-82 , 9-80

Posting journal entries, 2-81

Posting Journal report, 2-84 , 2-85 , 9-81

Posting journalized budgets, 7-45

Posting the detailed currency journal, 9-79

Print PC Budget Source File, processing options, 7-50

Printing

- budgets to a temporary file, 7-49

- integrity reports, 8-7

Printing a simple balance sheet, 4-9

Printing a simple income statement, 4-5

Printing analysis reports, 4-27

Printing consolidated balance sheets, 4-20

Printing consolidated income statements, 4-17

Printing debit/credit trial balance by business unit, 3-13

Printing debit/credit trial balance by category code, 3-16

Printing financial ratios reports, 4-30

Printing general journal by account, 2-101

Printing general journal by batch, 2-99

Printing general journals, 2-95

- processing time, 2-96

Printing general ledger by business unit, 3-21

Printing general ledger by category code, 3-28

Printing general ledger by object account, 3-24

Printing general ledger reports, 3-19

Printing general ledger with subledger totals, 3-26

Printing integrity reports, 8-7

Printing monthly spreadsheets, 4-23

Printing simple financial reports, 4-5

Printing the temporary file, 7-49

Printing the transaction journal, 3-31

Printing trial balance by business unit, 3-9

Printing trial balance by object account, 3-11

Printing unposted general journal, 2-97

Printing variance analysis reports, 4-27

Processing options

- Allocations Review, 6-21

- Annual Budget by Business

- Unit/Account, 7-20

- Bank Account Reconciliation, 5-15

- Budget Upload Field Definition, 7-53

- Budget Worksheet Report, 7-23

- Build Word Search File, 11-32

- Calculate Currency Cross Rates, 12-114

- Change Display Decimals, 12-104

- Compute “As If” Balances, 9-86

- Compute Indexed Allocations, 6-24

- Compute Restated Balances, 9-43

- Custom Reformat Program, 5-21

- Debit/Credit Match, 5-16

- Detailed Budget by Account, 7-35

- Detailed Currency Restatement, 9-71

- Financial Restatement Rates, 9-27

- G/L Annual Close, 8-32

- G/L Budget Checking, 7-40

- Match Bank Tape File to Reconciliations File, 5-21

- Monetary Account Valuation, 9-13

- PC Budget Upload/Conversion, 7-55

- Print PC Budget Source File, 7-50

- Refresh Reconciliation File, 5-8

- Set Daily Transaction Rates, 12-109

- Spread Annual to Periods, 7-26

Processing Options for

- Account Balance Comparison, 3-69

- Account Ledger Inquiry, 3-57

- Consolidated Income Statement – 12
- Column, 4–18
- Daily or Weekly Comparisons, 3–72
- DR/CR Trial Balance by Business Unit, 3–15
- DR/CR Trial Balance by Category Code, 3–18
- G/L Cash Forecasting, 4–37
- General Journal by Account, 2–101
- General Ledger by Business Unit, 3–22
- General Ledger by Category Code, 3–29
- General Ledger by Object Account, 3–24
- General Ledger with Subledger Totals, 3–26
- Journal Entry, 2–61
- Journal Entry Functional Server, 2–62
- Journal Entry with VAT Tax, 2–68
- Masked Trial Balance, 3–47
- Post General Ledger, 2–85
- Simple Income Statement, 4–7
- Statutory Account Inquiry, 3–66
- T/B by Business Unit, 3–39
- T/B by Company, 3–44
- T/B by Object Account, 3–41
- T/B by Subledger, 3–45
- Transaction Journal, 3–33
- Trial Balance by Business Unit, 3–10
- Trial Balance by Object Account, 3–13
- Unposted General Journal, 2–97
- Profit and loss statement, 4–5
 - consolidated, 4–17
- Program ID
 - P0002, 12–51
 - P00021, 12–52
 - P00051, 9–60 , 11–37 , 12–46
 - P0005D, 12–48
 - P0006, 10–24
 - P00065, 10–27
 - P0006A, 10–20
 - P000909, 2–7 , 12–6 , 12–90
 - P00101, 8–17
 - P001019, 8–20
 - P00105, 8–15 , 9–58 , 10–14 , 12–94
 - P0012, 12–28
 - P00121, 12–17 , 12–20 , 12–32
 - P00122, 9–63 , 12–28
 - P00123, 12–36
 - P0013, 9–59 , 12–92
 - P00151, 9–66 , 12–106
 - P0016, 2–26
 - P00201, 2–69 , 7–44 , 9–74
 - P0055W, 2–18
 - P01053, 12–97
 - P09001, 7–7
 - P0901, 7–11 , 11–14 , 11–22
 - P09011, 2–24 , 11–26 , 12–96
 - P09014, 11–29
 - P0901A, 11–23
 - P0902W, 3–56
 - P0907, 11–10
 - P0909, 11–34
 - P09101, 2–9 , 2–31 , 2–43 , 2–53 , 2–89 , 7–43
 - P091012, 9–68
 - P09106, 2–65
 - P09121, 6–11
 - P09130, 5–7
 - P09131, 5–12
 - P09131D, 5–16
 - P09200, 3–52 , 7–46
 - P092001W, 3–56
 - P09200W, 3–53
 - P092011, 6–27
 - P09203, 2–56
 - P0921, 3–71
 - P09210, 3–37
 - P092121, 3–68 , 7–30
 - P09213, 3–58
 - P092131, 3–60
 - P09214, 3–39
 - P09215, 3–44
 - P09216, 3–43
 - P09217, 3–45
 - P09218, 3–62
 - P092181, 3–63
 - P092185, 3–64
 - P09220, 6–20
 - P09302, 6–22
 - P09415, 9–11
 - P09501, 5–20
 - P09510, 5–21
 - P09520, 4–35
 - P09551, 5–5
 - P09800, 2–81 , 6–28 , 9–79
 - P09804, 11–17
 - P09808, 7–13
 - P098201, 8–30
 - P09ACCT, 2–25
 - P09BDWRD, 11–31
 - P10211, 4–5

- P10212, 4-27
 - P10411, 4-27
 - P10412, 4-23
 - P10811, 4-30
 - P1113, 9-24
 - P1114, 9-31
 - P111511, 12-112
 - P11152, 12-113
 - P11154, 12-110
 - P11214, 9-36
 - P11410, 9-54
 - P11411, 9-69
 - P11414, 9-39
 - P14101, 7-34
 - P14102, 7-12 , 7-18
 - P14103, 7-19
 - P14110, 7-54
 - P14115, 7-37
 - P9201, 12-103
 - P98313, 4-14
 - Project Number, defined, 10-26
 - Purging prior year, automatic accounting instructions, 12-35
 - PYE Net Posting, defined, 3-59
 - PYEB (prior year-end balance), 8-14 , 10-8
 - Pyramid, management information, 3-5
- ## R
- Rate Type, defined, 9-26
 - Reconcilable ranges, automatic accounting instructions, 12-34
 - Reconciled Code, defined, 3-55
 - Reconciliation codes, 12-44
 - Reconciliation report, 5-22
 - Reconciling
 - accounts, 5-1
 - accounts with zero balance, 5-5
 - bank tapes, 5-19
 - changing transactions to unreconciled, 5-17
 - manually marking debit/credit transactions, 5-16
 - manually marking transactions, 5-12
 - matching the bank tape, 5-21
 - refreshing the worktable, 5-7
 - transit/clearing accounts, 5-11
 - using manual method, 5-11
 - verifying bank tape, 5-22
 - voided payments, 5-5
 - Reconciling voided payments, 5-5
 - Recurring Frequency, defined, 6-13
 - Reference 1, defined, 5-14
 - Reference 2, defined, 5-14
 - Reformatting bank tape for reconciliation, 5-20
 - Refresh Reconciliation File, processing options, 5-8
 - Refresh Reconciliations File program, 5-7
 - Remaining Amount, defined, 2-16
 - Reports
 - Account Balance to Transactions, 8-12
 - Account Balance without Account Master, 8-11
 - Accounts without Business Units, 8-11
 - Amounts Not Equal, 5-22
 - analysis, 4-27
 - Annual Close, 8-30
 - Balance Sheet, 4-9
 - bank tape reconciliation, 5-22
 - Batch Edit, 2-84
 - batch header integrity, 8-8
 - Batch to Detail and Out-of-Balance, 8-9
 - Batches With Balancing Problems, 2-85
 - Budget Worksheet, 7-4 , 7-22
 - by date range, 3-31
 - Cleared Before Issued, 5-22
 - Cleared Not Issued, 5-22
 - Companies in Balance, 8-10
 - Company by Batch Out-of-Balance, 8-9
 - consolidated, 4-13
 - Consolidated Balance Sheet, 4-20
 - Consolidated Income Statement, 4-17
 - Debit/Credit Trial Balance by Business Unit, 3-13
 - Debit/Credit Trial Balance by Category Code, 3-16
 - defining columns, 4-14
 - Detailed Post Error, 2-84
 - financial, 4-1
 - Financial Ratios, 4-30
 - G/L Budget Checking, 7-37
 - General Journal by Account, 2-101
 - General Journal by Batch, 2-99
 - General Ledger by Business Unit, 3-21
 - General Ledger by Category Code, 3-28

- General Ledger by Object Account, 3-24
- General Ledger with Subledger Totals, 3-26
- government, 3-6
- Indexed Computations Journal, 6-22
- Intercompany Accounts in Balance, 8-10
- Monthly Spreadsheet, 4-23
- multi-currency posting, 2-84
- PC Budget Source File, 7-50
- Posting Edit, 2-82 , 9-80
- Posting Journal, 2-84 , 2-85 , 9-81
- printing general journals, 2-95
- printing integrity, 8-7
- Reconciliation report, 5-22
- Simple Income Statement, 4-6
- source of information, 3-1
- statutory, 3-6
- Transaction Journal, 3-31
- Transaction to Batch Headers, 8-8
- Transactions without Account Masters, 8-12
- Trial Balance by Business Unit, 3-9
- Trial Balance by Object Account, 3-11
- Unposted Batches, 8-8
- Unposted General Journal, 2-97
- Variance Analysis, 4-27
- Requested (cycle 1) form, 7-18 , 7-19
- Restatement rates
 - See also* Exchange rates
 - entering, 9-24
- Restating amounts
 - See also* Currency restatement; Detailed currency restatement
 - calculating balances, 9-39
 - exchange rates, 9-23
 - using another currency, 9-1
- Retained earnings, automatic accounting instructions, 12-27
- Reverse or Void (R/V), defined, 2-45 , 2-92
- Reversing
 - indexed allocation, 6-11
 - journal entries, 2-44
- Review Computations form, 9-36
- Reviewing
 - allocations, 6-27
 - automatic accounting instructions, 12-20
 - budget comparisons, 7-29
 - budget worksheets, 7-21
 - budgets, 7-4
 - chart of accounts, 11-33
 - detailed currency restatement, 9-51
 - detailed currency transactions, 9-73
 - indexed allocations, 6-20
 - journal entries, 2-69
 - journal entry batch list, 2-70
 - journal entry detail, 2-73
 - journalized budgets, 7-44
 - multi-currency journal entries, 2-75
 - posted batches, 2-75
 - standard next numbers, 12-51
- Reviewing a list of journal entries, 2-70
- Reviewing AAIs, 12-20
- Reviewing account balance comparisons, 3-67
- Reviewing account balances by G/L period, 3-58
- Reviewing account balances by subledger, 3-60
- Reviewing account ledgers, 3-50
- Reviewing and approving detailed currency transactions, 9-73
- Reviewing and approving journal entries, 2-69
- Reviewing and approving journalized budgets, 7-44
- Reviewing and posting allocations, 6-27
- Reviewing and revising journal entry detail, 2-73
- Reviewing budget comparisons online, 7-29
- Reviewing budget worksheets, 7-21
- Reviewing calculations, 9-36
- Reviewing currency cross-rate relationships, 12-113
- Reviewing daily or weekly comparisons, 3-71
- Reviewing indexed allocations, 6-20
- Reviewing journal entries, 2-70
- Reviewing standard next numbers, 12-51
- Reviewing statutory accounts, 3-61
- Reviewing trial balances by business unit, 3-37
- Reviewing trial balances by company, 3-43
- Reviewing trial balances by object account, 3-39
- Reviewing trial balances by subledger, 3-44
- Reviewing trial balances using wildcard characters, 3-45

- Reviewing your chart of accounts, 11-33
- Revise Computations form, 9-31
- Revise Financial Report Date form, 8-20
- Revise Seasonal Patterns form, 7-8
- Revise Single Account form, 11-26
- Revise Single Business Unit form, 10-24
- Revising
 - See also* Changing; Deleting; Voiding
 - automatic accounting instructions, 12-21
 - business units, 10-24
 - journal entry detail, 2-73
 - posted journal entries, 2-89
 - single account, 11-26
 - unposted journal entries, 2-19
- Revising a single account, 11-26
- Revising AAIs, 12-21
- Revising business units, 10-24
- Revising posted journal entries, 2-89
- Revising unposted journal entries, 2-19

S

- Same As Document Type, defined, 12-54
- Scaling Factor, defined, 3-41
- Screens. *See* Forms
- Searching, account descriptions, 11-31
- Selection Values, defined, 4-17
- Sequence Number, defined, 6-14
- Sequence Number/Display Sequence, defined, 12-53
- Set Cross Rates Calculation forms, 12-112
- Set Daily Transaction Rates, processing options, 12-109
- Set Daily Transaction Rates form, 9-66 , 12-106
- Set Multi-Currency Option form, 12-90
- Setting up
 - AAIs for general purpose accounts, 12-25
 - account format symbols, 12-9
 - automatic accounting instructions, 12-25
 - batch approval, 12-7
 - batch control, 12-6
 - budget patterns, 7-5
 - business units, 10-4 , 10-19
 - chart of accounts, 11-1
 - companies, 10-3 , 10-13

- constants, 12-5
- control of intercompany settlements, 12-11
- control of invalid account numbers, 12-8
- currency conversion, 12-12
- daily exchange rates, 12-105
- detailed currency restatement, 9-53
- fiscal date patterns, 10-1 , 10-7
- general accounting system, 10-1 , 12-1
- intercompany settlements, 12-69
- multiple currency accounting, 12-83
- multiple currency exchange rates, 12-109
- organization, 10-1
- posting to prior periods, 12-8
- user defined codes, 12-46
- Setting up AAIs for account summarization, 12-33
- Setting up AAIs for detailed currency restatement, 9-62
- Setting up AAIs for financial ratio accounts, 12-31
- Setting up AAIs for financial statement totals, 12-28
- Setting up AAIs for general accounting, 12-25
- Setting up AAIs for general purpose accounts, 12-25
- Setting up AAIs for multi-currency, 12-99
- Setting up AAIs for prior year account purges, 12-35
- Setting up AAIs for reconcilable ranges, 12-34
- Setting up AAIs for speed codes, 12-32
- Setting up account symbols, 12-9
- Setting up batch approval, 12-7
- Setting up batch control, 12-6
- Setting up companies, 10-13
- Setting up companies for detailed currency restatement, 9-57
- Setting up companies for intercompany settlements, 12-70
- Setting up constants, 12-5
- Setting up constants for detailed currency restatement, 9-54
- Setting up control of intercompany settlements, 12-11

- Setting up control of invalid account numbers, 12-8
- Setting up currency codes for detailed currency restatement, 9-59
- Setting up currency conversion, 12-12
- Setting up detail method 2, 12-78
- Setting up detail method D, 12-76
- Setting up detailed currency restatement, 9-53
- Setting up fiscal date patterns, 10-7
- Setting up hub method 1, 12-73
- Setting up hub method Y, 12-71
- Setting up intercompany settlements, 12-69
- Setting up ledger types for detailed currency restatement, 9-60
- Setting up multi-currency, 12-89
- Setting up posting to prior periods, 12-8
- Setting up the intercompany settlement constant, 12-70
- Setting up user defined codes, 12-46
- SFAS (statement of financial accounting standard), requirements, 9-7
- Simple Income Statement, 4-6
 - Processing Options for , 4-7
- Single AAI Revisions form, 12-28
- Skip to, defined, 2-23
- Skip to Line, defined, 2-20
- Skip to Sequence Number, defined, 12-21
- Special Period, defined, 6-16
- Specify Indexed Computations form, 6-11
- Speed codes, automatic accounting instructions, 12-32
- Speed Transaction Rates Entry form, 12-110

- Spread Annual to Periods, processing options, 7-26
- Spreading annual amounts to periods, 7-25

- Spreadsheet, monthly, 4-23
- Start Up Global Data Reset program, 5-4
- Status Code, defined, 6-13
- Statutory Account Inquiry, Processing Options for , 3-66
- Statutory Account Inquiry form, 3-62
- Statutory account numbers, 3-6
- Statutory accounts, reviewing, 3-61
- Stop Date , defined, 6-13
- Subledger
 - accounts requiring, 11-38
 - additional types, 11-36
 - defined, 2-34 , 3-47
 - general ledger totals report, 3-26
 - inactivating, 11-40
 - inquiring on, 3-44
 - journal entry with, 2-32
 - online account balances by, 3-60
 - online trial balance, 3-44
 - predefined types, 2-33
 - type codes, 12-43
 - types, 11-35
- Subledger accounts, 11-6
- Subledger Inactive , defined, 10-22 , 11-41
- Subledger Type, defined, 2-34
- Subsidiary, defined, 11-11 , 12-23
- Subsidiary accounts, 11-1 , 11-2 , 11-6
- Symbol to Identify 3rd G/L Account Number, defined, 12-10
- Symbol to Identify BU.Object.Sub, defined, 12-10
- Symbol to Identify Short Number, defined, 12-10
- System Code, defined, 12-51
- System flow, general accounting, 1-10
- System integration, general accounting, 1-1
- System setup, 12-1
 - See also* Setting up
- System setup features, 12-2
 - AAIs, 12-2
 - constants, 12-2
 - intercompany settlements, 12-2
 - multi-currency, 12-2
 - next numbers, 12-2
 - user defined codes, 12-2

- T**
 - T/B by Business Unit, Processing Options for , 3-39
 - T/B by Business Unit form, 3-37
 - T/B by Company, Processing Options for , 3-44
 - T/B by Company form, 3-43
 - T/B by Object Account, Processing Options for , 3-41
 - T/B by Object Account form, 3-40
 - T/B by Subledger, Processing Options for , 3-45
 - T/B by Subledger form, 3-44

Table IDs

- F0013 - Currency Codes, D-1
- F0311 - Accounts Receivable Ledger, D-2
- F0411 - Accounts Payable Ledger, D-2
- F0902 - Account Balances, D-2 , D-3
- F0911 - Account Ledger, D-2
- F1202 - Item Balances, D-2

Tables

- F0006, 11-31
- F0006 – Business Unit Master, 4-3 , 10-19
- F0006D – Business Unit–Alternate Description, 10-27
- F0009 – General Constants, 12-5
- F0010 – Company Constants, 10-13 , 12-5
- F0011 – Batch Control, 2-7 , 6-27
- F0012 – Automatic Accounting Instructions Master, 12-15
- F0032 – Cash Forecasting Summarization, 4-35
- F009109, 11-31
- F0901, 11-31
- F0901 – Account Master, 4-3
- F0901D – Account Master–Alternate Description, 11-28
- F0902 – Account Balances, 2-9 , 4-3 , 4-35
- F0911 – Account Ledger, 2-9 , 4-35 , 5-7 , 5-11 , 5-21 , 6-27
- F0911R – Account Ledger Reconciliation, 5-7 , 5-11
- F0911R – Account Ledger Reconciliations, 5-21
- F09505 – Bank Cleared Payments, 5-20 , 5-21
- F09800, 11-31
- F09800LA, 11-31
- F09800LB, 11-31
- F1011 – Financial Reporting, 4-3
- F14112 – PC Budget Upload, 7-48
 - general accounting, A-1
 - general ledger, A-2
 - general system, A-1
 - used for financial reporting, 4-3

Tax, value-added (VAT), 2-65

Tax Amount, defined, 2-67

Tax Area, defined, 2-67

Tax Explanation Code, defined, 2-67

Tax Rate/Area, defined, 10-25

Template, for journal entries. *See* Model

Temporarily accepting invalid account numbers, 2-23

Test yourself

- answers, B-1
- journal entries, 2-29
- model journal entries, 2-59
- other types of journal entries, 2-51
- posting journal entries, 2-88
- setting up intercompany settlements, 12-80
- working with automatic accounting instructions, 12-38

Thru Account, defined, 3-65 , 9-34

Thru Date/Period, defined, 3-47

To Account, defined, 6-19

To Business Unit, defined, 6-19 , 11-18

To Currency, defined, 9-67 , 12-107

To Currency , defined, 9-25

To Currency Code, defined, 9-33 , 9-37

To Description, defined, 10-28

To Ledger Type, defined, 6-19 , 9-33 , 9-37

Totals, roll-up, 3-5

Transaction amounts. *See* Journal entries, entering amounts

Transaction currency code, 2-46

Transaction Journal, 3-31

- Processing Options for , 3-33

Transaction to Batch Headers report, 8-8

Transactions without Account Masters report, 8-12

Translate AAIs form, 12-36

Translate Accounts form, 11-29

Translate Business Units form, 10-27

Translate User Defined Codes form, 12-48

Translating

- automatic accounting instructions, 12-36
- business unit descriptions, 10-27 , 11-28
- deleting business unit translations, 10-29 , 11-30

- user defined codes, 12-47

Translating AAIs, 12-36

Translating Accounts, 11-28

Translating business units, 10-27

Translating user defined codes, 12-47

Translation Adjustment Account, defined, 9-35

Trial balance, 3-7

- business unit report, 3-9

- debit/credit report, 3-13 , 3-16
- masked, 3-45
- object account report, 3-11
- online inquiries, 3-35
- T/B by Business Unit form, 3-37
- T/B by Company form, 3-43
- T/B by Object Account form, 3-39
- T/B by Subledger form, 3-44
- using wildcards, 3-45
- Trial Balance by Business Unit, Processing Options for , 3-10
- Trial Balance by Business Unit report, 3-9
- Trial Balance by Object Account, Processing Options for , 3-13
- Trial Balance by Object Account report, 3-11
- Troubleshooting
 - “as if” currency restatement, 9-86
 - annual close, 8-30
 - batch problems, 8-8
 - problems in Account Ledger file, 8-12
 - problems in Account Master file, 8-11
- Type Business Unit, defined, 10-21 , 11-18

U

- Unit of Measure, defined, 2-39 , 11-27
- Units, defined, 2-39
- Unposted Batches report, 8-8
- Unposted General Journal, Processing Options for , 2-97
- Unposted General Journal report, 2-97
- Unrealized gains and losses, 9-11
- Unreconciled transactions, reviewing and printing, 5-15
- Unreconciling transactions, 5-17
- Updating, reconciled accounts, 5-4
- Updating domestic currency codes, 12-101
- Uploading
 - budget fields to account balances, 7-54
 - budgets from a PC, 7-47
 - budgets to a temporary file, 7-48
 - defining budget fields, 7-51
- Uploading budgets from a PC to the AS/400, 7-47
- Uploading budgets to a temporary file, 7-48

- Uploading the fields to account balances, 7-54
- Upper Heading , defined, 4-17
- User Defined Code, defined, 12-46
- User defined code lists, Ledger Types (09/LT), D-2
- User Defined Code Revisions form, 9-60 , 11-37
- User defined codes, 12-2 , 12-39 , 12-45
 - account category codes, 12-42
 - business unit category codes, 12-41
 - business unit types, 12-43
 - column headings for consolidation review, 12-44
 - column headings for ledgers, 12-44
 - document types, 12-42
 - ledger types, 12-40
 - ledger types for annual close, 12-43
 - printing list, 12-47
 - reconciliation codes, 12-44
 - setting up, 12-46
 - subledger types, 12-43
 - translating to another language, 12-47
- User ID, defined, 2-71 , 9-75
- Using MTD or YTD, defined, 6-16

V

- Value-added tax, journal entries, 2-65
- Variable numerator allocations, 6-4
- Variance Analysis report, 4-27
- Verifying
 - account balances, 3-7
 - bank tape reconciliation, 5-22
 - journal entry post, 2-82
- Verifying the bank tape reconciliation, 5-22
- Verifying the post of journal entries, 2-82
- Voiding
 - posted journal entries, 2-92
 - reversing journal entries, 2-92
 - unposted journal entries, 2-20
- Voiding posted journal entries, 2-92
- Voiding posted reversing journal entries, 2-92
- Voucher Suspense, defined, 10-18

W

WACO (post way after cutoff), 8-14 , 10-8
Wildcard characters, 3-45
Windows. *See* Forms
Work orders, journal entry format, 2-39
Working with “as if” currency reposting, 9-83
Working with AAls, 12-19
Working with accounts, 11-21
Working with annual budgets, 7-15
Working with bank tape reconciliations, 5-19
Working with basic journal entries, 2-9
Working with batch control, 2-7
Working with budget patterns, 7-5
Working with business units, 10-19
Working with calculations for balance restatement, 9-29
Working with currency codes and decimals, 12-101
Working with exchange rates, 12-105
Working with exchange rates for detailed currency restatement, 9-65
Working with indexed allocations, 6-9
Working with invalid account numbers, 2-21
Working with journal entries with foreign currency, 2-46
Working with journalized budgets, 7-41
Working with manual reconciliations, 5-11
Working with model journal entries, 2-53
Working with next numbers, 12-49
Working with other types of journal entries, 2-43
Working with subledgers, 11-35
Working with user defined codes, 12-45

Y

Year, defined, 6-16
Year to date totals, 4-23

Exercises

