Oracle® Process Manufacturing

AccountingSetup

Release11.0

PartNo.A69858-01

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Oracle® Process Manufacturing Accounting Setup

Part No. A69858-01

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Accounting Setup Preface

Accounting Setup Welcome

Welcome to the *Oracle Process Manufacturing Accounting Setup.*

This user's guide includes the information you need to work with Oracle Process Manufacturing (hereafter referred to as OPM) Accounting Setup effectively.

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

About OPM Accounting Setup

This guide contains overviews as well as task and reference information about OPM Accounting Setup. This guide includes the following chapters:

- Global Setup
- Account Key Setup
- Reports

Audience for OPM Accounting Setup

This guide assumes that you have a working knowledge of your business area's processes and tools. It also assumes that you are familiar with other OPM modules. If you have never used OPM Accounting Setup, we suggest you attend one or more of the Oracle Process Manufacturing training classes available through World Wide Education. For more information about OPM Accounting Setup and Oracle training see Other Information Sources.

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about Oracle Applications graphical user interface, read the *Oracle Applications User's Guide.*

Conventions

Bolded Text

Buttons, fields, keys, menus, and selections are bolded in procedures only. For example: To access the next form click **OK**. Otherwise, references to these features appear in regular type.

Additional Menu Options

Only nonstandard menu options are discussed. Standard menu bar options (such as Save) are not discussed. These standard options are described in the Oracle Applications User's Guide. Only menu options unique to the use of the specific form are discussed.

Field References

References to fields within procedures are in bold type. References within the body of this guide appear in regular type.

Keyboard Mapping

Some keyboards have an Enter key, while some have Return key. All references to this key appear as Enter.

Required Fields

The word "Required" appears as the last word in the field descriptions of all required fields. When the field is required contingent on the entry in another field, or only in specific situations, "Required if..." is the last sentence of the field description.

Fields Reserved for Future Use

Fields with no current processing implications are referenced by the statement, "This field is not currently used" or "Reserved for future use" is shown. Do not use these fields for your own reference data, because there are plans to link future functionality to these fields. Fields intended for informational use only are referenced by the statement, "This field is for informational purposes only".

Pending/Completed Transactions

Discussions about processing transactions that use the words 'pending' and 'completed' refer to the status of a transaction. Pending and completed do not refer to the database tables that are updated as a result of transactions (for example, some completed transactions are stored in the Pending Transactions table).

Procedures

Each chapter contains a procedure with numbered steps. Any actions which are subordinate to a step are assigned letters.

Note: You can customize your Oracle Application, therefore, all procedures are suggestive only. Navigate to forms and between responsibilities in a way that works best for your particular setup. Also note that fields may appear on your screen in a different order than they are discussed in this guide.

Oracle Process Manufacturing Glossaries

A module-specific glossary is included.

Use of Word "Character"

The word "character" means an alphanumeric character. Characters that are numeric or alphabetic only are referenced specifically.

Note: Depending on your system security profile, you may not have access to all of the forms and functions described in this guide. If you do not see a menu option described in this guide, and you want access to it, contact your System Administrator.

Do Not Use Database Tools to Modify Oracle Applications Data

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. If you modify the Oracle Applications data using anything other than Oracle Applications, you could change a row in one table without making corresponding changes in related tables. If your tables are synchronized with each other, you risk retrieving erroneous information and receiving unpredictable results throughout Oracle Applications.

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

Consequently, we strongly recommend that you never use SQL*Plus or any other tool to modify Oracle Applications data unless otherwise instructed by Oracle Support Services.

Information Sources Related to OPM Accounting Setup

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding OPM Accounting Setup.

Online Documentation

All Oracle Applications documentation is available online on CD-ROM, except for technical reference manuals.

All user's guides are available in HTML and paper. Technical reference manuals are available in paper only. Other documentation is available in paper and sometimes PDF format.

The content of the documentation remains the same from format to format. Slight formatting differences could occur due to publication standards, but such differences do not affect content. For example, page numbers are included in paper, but are not included in HTML.

The HTML documentation is available from all Oracle Applications windows. Each window is programmed to start your web browser and open a specific, context-sensitive section. Once any section of the HTML documentation is open, you can navigate freely throughout all Oracle Applications documentation. The HTML documentation also ships with Oracle Information Navigator (if your national language supports this

tool) which enables you to search for words and phrases throughout the documentation set.

Other Information Sources

OPM Accounting Setup shares business and setup information with other Oracle products. The following Oracle Applications guides might be useful when you are setting up and using OPM Accounting Setup.

- Oracle Applications User's Guide

  This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

- Oracle Applications Flexfields Guide

  This guide provides flexfields planning, setup and reference information for the implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

- Oracle Workflow

  This guide provides information about the Oracle Workflow product. It provides guidance and assistance for automating and routing information of any type according to business rules.

- Oracle Applications System Administrators Guide

  This guide provides planning and reference information for the Oracle Applications System administrator. It contains information on how to define security, customize menus and online help text, and manage processing.

Oracle Process Manufacturing Guides

The following is a list of the documentation in each product group of OPM release 11.0.

System Administration and Technical Reference

- *Oracle Process Manufacturing Implementation Guide*
- *Oracle Process Manufacturing Technical Reference Manuals*

OPM Inventory Control

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

OPM Process Execution

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

- *Oracle Process Manufacturing Process Operations Control User's Guide*

OPM Product Development

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

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

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

OPM Logistics

- *Oracle Process Manufacturing Order Fulfillment User's Guide*

- *Oracle Process Manufacturing Purchasing User's Guide*

OPM Process Planning

- *Oracle Process Manufacturing Forecasting User's Guide*

- *Oracle Process Manufacturing Capacity Planning User's Guide*

- *Oracle Process Manufacturing MPS/MRP User's Guide*

OPM Financials

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

- *Oracle Process Manufacturing Manufacturing Accounting Controller User's Guide*

- *Oracle Process Manufacturing Accounting Setup User's Guide*

- *Oracle Process Manufacturing and Oracle Financials Integration*

- *Oracle Process Manufacturing and Oracle Financials Implementation Guide*

Other Sources

Training

We offer a complete set of formal training courses to help you and your staff master OPM Accounting Setup and reach full productivity quickly. We organize these courses into functional learning paths, so you take only those courses appropriate to your job's area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle Education Services at any one of our many Education Centers, or you can arrange for our trainers to teach at your facility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education and support services in over 140 countries around the world.

Thank You

Thank you for choosing Accounting Setup and this user's guide.

We value your comments and feedback. At the beginning of this guide is a Reader's Comment Form you can use to explain what you like or dislike about Oracle Process Manufacturing Accounting Setup or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

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Global Setup

Global Setup Overview

Before you can begin using the OPM Mfg Controller module, you need to perform some initial setup tasks. This chapter describes those initial tasks. The intent is to describe all the initial required steps in the order in which you would implement them.

Calendars

The Calendar defines global calendar parameters for the Mfg Controller module and the specific data associated with each calendar period.

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

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

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

Calendars - Procedures

1. Navigate to the **Calendar** form.
2. Complete the fields as described in the *Calendar - Fields* topic.
3. Save the form.

Calendars - Fields

Company

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

Fiscal Year

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

Calendar Description

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

Start Date

Enter the start date for this calendar, for example, 01/01/1993

Number of Periods

Enter the number of periods within this calendar. Required.

Close Status

Indicates the status of this calendar. Valid entries are:

- Closed
- Open
- Preliminary close
- Final close

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

Current Year Indicator

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

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

Period

(Calendar Details)

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

Start Date

(Calendar Details)

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

End Date

(Calendar Details)

Enter the end date for this period. Required.

Status

(Calendar Details)

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

- Closed
- Open
- Preliminary close
- Final close

Current Period

(Calendar Details)

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

Adjustment Period

(Calendar Details)

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

Description

(Calendar Details)

Displays a description of the adjustment period.

Find Calendars

There are several options for locating a record and populating the form. The List of Values option displays a dialog box with the appropriate records. The Query Enter option uses actual form as the location where you enter the search criteria. The Query Find option displays a separate block, called the Find form, where you enter your search criteria.

Find Calendars - Procedure

1. Choose **Find** from the **Query** menu. The **Find Calendars** box appears.
2. Complete one or any combination of fields as described in the *Find Calendars - Fields* topic.
3. Click **Find**.

Find Calendars - Fields

Company

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

Fiscal Year

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

Start Date

Enter the start date for this calendar, for example, 01/01/1993

Number of Periods

Enter the number of periods within this calendar. Required.

Close Status

Indicates the status of this calendar. Valid entries are:

- Closed
- Open
- Preliminary close
- Final close

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

Current Year Indicator

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

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

Mark for Deletion

Blank = Do not use marked for deletion filter when finding records.

Yes = Displays data that is in the database, but is already marked to be purged.

No = Displays data that is not marked for purge.

Status

This field displays the status of this period. This status cannot by changed on this form and can only be changed using the Period End form. Valid status codes are:

- Closed
- Open
- Preliminary close
- Final close

Current

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

Adjust

Indicate whether this is an adjustment period (usually period 13) by entering:

- No (default)
- Yes

Description

Enter a description for this period. Required.

Open/Close Period

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

- Closed
- Open
- Preliminary close
- Final close

Open/Close Periods - Procedure

1. Navigate to the **Open/Close Periods** form.
2. Complete the fields as described in the *Open/Close Periods - Fields* topic.
3. Save the form.

Open/Close Periods - Fields

Company

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

Current Year

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

Current Period

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

Year

This field displays the year for which period information is shown on this line.

Period

This field displays the period number for which period information is shown on this line.

Status

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

- Closed
- Open
- Preliminary close
- Final close

Adjustment Period

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

Account Key Setup

Account Key Overview

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

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

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

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

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

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

Account Types

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

There are four account types predefined to the system:

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

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

Account Types - Procedure

1. Navigate to the **Account Types** form.
2. Complete the fields as described in the *Account Types - Fields* topic.
3. Save the form.

Account Types - Fields

Account Type

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

Account Code

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

Description

This is a long description of this account type.

Short Description

This is a short description of this account type.

Account Classes

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

Account Classes - Procedures

1. Navigate to the **Account Class** form.
2. Complete the fields as described in the *Account Class - Fields* topic.
3. Save the form.

Account Classes - Fields

Account Class

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

Description

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

Account Usages

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

Account Usages - Procedures

To define account usages:

1. Navigate to the **Account Usages** form.
2. Complete the fields as described in the *Account Usages - Fields* topic.
3. Save the form.

Account Usages - Fields

Account Usage Code

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

Description

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

Accounts

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

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

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

- How you need to classify and sort account keys

- The accounts for which you need to track and maintain balances

- The accounting units (organizational entities) that will "own" those accounts

- The way in which accounts will be mapped to transactions (refer to *Account Mapping* chapter of the OPM Manufacturing Accounting Controller manual)

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

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

Accounts - Procedures

1. Navigate to the **Accounts** form.
2. Complete the fields as described in the *Accounts - Fields* topic.
3. Save the form.

Accounts - Fields

Company

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

Account

Enter the account number you wish to assign to this account (enter all delimiters). The format of the account number is determined by the fiscal policy record setup for this company. Refer to *Fiscal Policy, Define Segment Delimiters* in Chapter 2 for more information. Refer to the table shown on the previous page for examples of account number assignments. Required.

Description

Enter a description for this account.

Account Type

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

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

Account Title

Enter the predefined account title code to be associated with transactions for this account. Account titles are predefined. Refer to *Account Titles* later in this chapter for more information. Required.

Account Class

Indicate the account class to be associated with this account. Account classes are described earlier in this chapter.

Account Usage

Indicate the intended use of this account. Account usage codes are described earlier in this chapter.

Balance Type

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

- Credit only
- Credits and Debits
- Debit only

Post Indicator

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

- Monetary amounts only (Default)

- Quantities only

- Monetary amounts and quantities

Unit Of Measure

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

Start Date

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

End Date

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

Find Accounts

There are several options for locating a record and populating the form. The List of Values option displays a dialog box with the appropriate records. The Query Enter option uses actual form as the location where you enter the search criteria. The Query Find option displays a separate block, called the Find form, where you enter your search criteria.

Find Accounts - Procedure

1. Choose **Find** from the **Query** menu. The **Find Accounts** box appears.
2. Complete one or any combination of fields as described in the *Find Accounts - Fields* topic.
3. Click **Find**.

Find Accounts - Fields

Type

Displays the code, maximum four characters, that identifies this document type.

Description

Displays the text, maximum 40 characters, that describes this document type.

English Description

Displays additional text, maximum 40 characters, that describes this document type.

Mark for Deletion

Blank = Do not use marked for deletion filter when finding records.

Yes = Displays data that is in the database, but is already marked to be purged.

No = Displays data that is not marked for purge.

Viewing the Chart of Accounts

You can view the chart of accounts from the Accounts form at any time. This provides a list of the existing accounts along with their description, type, class and usage codes. You can specify to view accounts by a number of selection options such as account type, account class, account usage, or account effective dates.

To view the chart of accounts, from the Accounts form:

1. Choose **Select List** from the View pulldown menu. The Account Selection box is displayed as shown.

2. Complete the selection criteria fields as described.

3. When finished, move your cursor to **Accept** at the bottom of the selection box and press the <Return> key. The Account List form is displayed, as shown, containing all accounts matching the selection criteria.

Chart of Accounts - Account Selection Fields

Account

Enter an "X" in the **All** field to list all accounts. Otherwise, enter one or a range of accounts in the **One** or **Range From** and **Through** fields to list one or a range of accounts.

Account Type

Enter an account type for which to list accounts.

Account Class

Enter an account class for which to list accounts.

Start Date

To view accounts with a specific beginning effective date, enter that date.

End Date

To view accounts with a specific ending effective date, enter that date.

Chart of Accounts - Fields

Company

This field displays the company for which accounts are displayed.

Account

This field displays the account number.

Description

This field displays the account description.

Type

This field displays the account type (A - Asset, L - Liability, E - Equity, O - Operating Expense).

Class

This field displays the account class associated with this account.

Usages

This field displays the account usage code associated with this account.

Copy Accounts

The Copy Accounts option provides you with a copy function to copy accounts that have been setup for one company to another company. Since Account setup is a multi-step process, this feature allows you to save setup time.

Copy Accounts - Procedure

1. Navigate to the **Account Selection for Company** form.
2. Complete the fields as described in the *Account Selection for Company - Fields* topic.
3. Click **OK**. The **Account List for Company** form is displayed.
4. Complete the fields as described in the *Account List for Company - Fields* topic.
5. Save the form.

Account Selection for Company - Fields

From Company

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

To Company

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

From Account

Select the From Account.

To Account

Select the To Account.

Type

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

Class

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

Usage

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

Account List for Company - Fields

From Company

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

To Company

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

Account

(Accounts)

To copy all accounts to the new company, type an "X" in this field. To copy one account or a range accounts, leave this field blank.

Description

(Accounts)

Displays a description of the Account Type.

Type

(Accounts)

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

Class

(Accounts)

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

Usage

(Accounts)

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

Accounting Units

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

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

- How you need to classify and sort account keys

- The accounting units (organizational units such as departments or cost centers) for which you need to track balances.

- The accounts you want to associate with those accounting units. Be sure to set the accounts up as described earlier in this chapter.

- The way in which accounting units will be mapped to transactions. Refer to *Account Mapping* chapter of the OPM Manufacturing Accounting Controller manual for more information.

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

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

Accounting Units - Procedures

1. Navigate to the **Accounting Unit Selection for Company** form.

2. Complete the fields as described in the *Accounting Unit Selection for Company - Fields* topic.

3. Click **OK**. The **Accounting Unit List for Company** form is displayed.

4. Complete the fields as described in the *Accounting Unit List for Company - Fields* topic.

5. Save the form.

Accounting Unit Selection for Company - Fields

From Company

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

To Company

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

From Account

(Selection Range)

To copy all accounting units to the new accounting unit, type an "X" in this field. To copy one accounting unit or a range of accounting units, leave this field blank.

To Account

(Selection Range)

To copy only one accounting unit, enter the accounting unit code.

Accounting Unit List for Company - Fields

From Company

Displays the selected From Company.

To Company

Displays the selected To Company.

Accounting Unit

(Accounting Units Selection)

Enter a code to identify this accounting unit. For example, enter 100.0000 for Accounting Department. Required.

Description

(Accounting Units Selection)

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

Validation Codes

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

If an account and accounting unit are assigned the same validation code, and if the Autogenerate field on the Fiscal Policy form for the company is set to "1" (yes), any transactions generated with that accounting unit/account combination are valid. This provides a short-cut to defining account keys, eliminating the need to define each specific occurrence of an accounting unit/account relationship. Optionally, validation codes can be used to secure account balances by providing a "key" to the account key.

It is important to note that the validation codes are only used when you wish to dynamically create Account Keys during transaction posting from OPM subsystems (other OPM modules). If you prefer only to create account keys manually during Mfg Controller setup, you would not need to define Validation Codes.

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

Validation Codes - Procedures

1. Navigate to the **Validation Codes** form.
2. Complete the fields as described in the *Validation Codes - Fields* topic.
3. Save the form.

Validation Codes - Fields

Validation Code

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

Description

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

Validation Code Assignment

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

Validation Codes/ Accounts - Procedures

1. Navigate to the **Validation Codes/Accounts** form.
2. Complete the fields as described in the *Validation Codes/Accounts - Fields* topic.
3. Save the form.

Validation Codes/ Accounts - Fields

Company

This field displays the company for which accounts are displayed.

Validation Code

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

Description

This field displays the Validation Code description.

Account

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

Description

This field displays the account description.

Include/Exclude for Account-key auto-generation

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

Validation Codes/ Accounting Units - Procedures

1. Navigate to the **Validation Codes/Accounting Units** form.
2. Complete the fields as described in the *Validation Codes/Accounting Units - Fields* topic.
3. Save the form.

Validation Codes/ Accounting Units - Fields

Company

This field displays the company for which accounts are displayed.

Validation Code

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

Description

This field displays the Validation Code description.

Account

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

Description

This field displays the account description.

Include/Exclude for Account-key auto-generation

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

Account Keys

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

Account Keys can be created four different ways.

1. *Account Key form:* Enter the Accounting Unit and Account into the Account Key. This process only allows you to create one account key at a time. To set up multiple account keys at a time, use the method described in items 2 or 3 below.

2. *Accounts form:* From the Accounts form, select **Create Acct Key** from the Action pulldown menu, then select a range of Accounting Units to combine with a single Account to form new Account Keys.

3. *Accounting Units form:* From the Accounting Units form, select **Create Acct Key** from the Action pulldown menu, then select a range of Accounts to combine with a single Accounting Unit to form new Account Keys.

4. *Dynamically during transaction posting:* If validation codes have been setup and assigned to accounts and accounting units, account keys can be created dynamically during the transaction posting process (described in chapter 5 of this manual). Validation codes and assignments are described earlier in this chapter.

Account Key Form

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

Account Key Form - Procedures

1. Navigate to the **Account Key** form.
2. Complete the fields as described in the *Account Key- Fields* topic.
3. Save the form.

Account Key Form - Fields

Company

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

Account key

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

- *Account Key:* Select this if you are maintaining an existing account key to view a list of account keys from which to select.

- *Accounting Unit No:* Select this to view a list of accounting units from which to select.

- *Account No:* Select this to view a list of accounts from which to select.

Description

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

Type

(Account)

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

A - Asset

L - Liability

E - Equity

O - Operating Expense

Class

(Account)

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

Usage

(Account)

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

Balance Type

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

- Credit only
- Credit or Debit
- Debit only

Post Indicator

(Quantity)

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

- Amounts Only
- Quantities Only
- Amounts and Quantities

Unit of Measure

(Quantity)

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

Start Date

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

End Date

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

Accounts Form

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

Accounts Form - Procedure

To set up account keys from the Account form:

1. Select **Create Acct Key** from the Action pulldown menu. The Accounting Unit Selection box is displayed as shown.
2. Complete the fields as described.
3. Move the cursor to **Accept** at the bottom of the form and press the <Return> key. The Create Account Key List form is displayed as shown.
4. Complete the fields as described.
5. When finished, select **Save** from the Edit pulldown menu to make the assignments.

Accounts Form - Fields

Company

This field displays the company from the accounts form.

Account

This field displays the account from the accounts form.

Acctg Unit

This field displays the accounting units found for this company. To exclude an accounting unit, move the cursor to the desired line and remove the X from the left most column by pressing the <Space Bar>.

Description

This field displays a description of this accounting unit.

Start Date

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

End Date

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

Accounting Units Form

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

Reports

Reports Overview

This section describes the available Accounting Setup module reports. The available reports are:

- Account Key Listing
- Validation Code
    - Account List
    - Accounting Unit

Account Key Listing

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

Account Key Listing - Procedure

1. Navigate to the **Account Key List Report** form.
2. Complete the fields as described in *the Account Key List Report - Parameters* section.
3. Submit the report.

Note: The information entered here will also print on the cover page.

Account Key Listing - Fields

Company

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

From Acct Key

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

To Acct key

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

From Acct Type

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

To Acct Type

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

From Acct Class

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

To Acct Class

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

From Acct Usage

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

To Acct Usage

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

Validation Code Reports

This report prints validation code assignments. You can print validation code assignments by account or accounting unit.

Validation/Code Account List Report

Validation/Code Account List - Procedure

1. Navigate to the **Validation/Code Account List Report** form.
2. Complete the fields as described in *the Validation/Code Account List Report- Parameters* section.
3. Submit the report.

Note: The information entered here will also print on the cover page.

Validation/Code Account List - Fields

Company

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

From Valid Cd

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

To Valid Cd

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

From Account

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

To Account

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

Validation/Code Account Unit List Report

Validation/Code Accounting Unit List - Procedure

1. Navigate to the **Validation/Code Accounting Unit List Report** form.

2. Complete the fields as described in *the Validation/Code Accounting Unit List Report- Parameters* section.

3. Submit the report.

Note: The information entered here will also print on the cover page.

Validation/Code Accounting Unit List - Fields

Company

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

From Valid Cd

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

To Valid Cd

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

From Acctg Unit

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

To Acctg Unit

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

Printer No

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

Appendix

Accounting Setup Navigator Paths

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

Form	Path
Accounts	OPM Financials > Accounting Setup > Setup > Accounts > Accounts
Find Accounts	OPM Financials > Accounting Setup > Setup > Accounts > Accounts > Query > Find
Account Classes	OPM Financials > Accounting Setup > Setup > Accounts > Classes
Find Account Classes	OPM Financials > Accounting Setup > Setup > Accounts > Classes > Query > Find
Accounts Types	OPM Financials > Accounting Setup > Setup > Accounts > Types
Accounts Usages	OPM Financials > Accounting Setup > Setup > Accounts > Usages
Find Accounts Usages	OPM Financials > Accounting Setup > Setup > Accounts > Usages > Query > Find
Accounts Selection for Company	OPM Financials > Accounting Setup > Setup > Accounts > Copy
Accounts Selection for Company	OPM Financials > Accounting Setup > Setup > Accounts > Copy
Accounts Keys	OPM Financials > Accounting Setup > Setup > Accounts > Keys
Accounting Units	OPM Financials > Accounting Setup > Setup > Accounting Units > Accounting Units

Form	Path
Find Accounting Units	OPM Financials > Accounting Setup > Setup > Accounting Units > Accounting Units > Query > Find
Accounting Unit Selection for Company	OPM Financials > Accounting Setup > Setup > Accounting Units > Copy
Accounting Unit List for Company	OPM Financials > Accounting Setup > Setup > Accounting Units > Copy
Validation Codes	OPM Financials > Accounting Setup > Setup > Validation Codes > Validation Codes
Find Validation Codes	OPM Financials > Accounting Setup > Setup > Validation Codes > Validation Codes > Query > Find
Validation Codes/Accounts	OPM Financials > Accounting Setup > Setup > Validation Codes > Accounts
Validation Codes/Accounting Units	OPM Financials > Accounting Setup > Setup > Validation Codes > Accounting Units
Calendars	OPM Financials > Accounting Setup > Setup > Calendars > Calendars
Find Calendars	OPM Financials > Accounting Setup > Setup > Calendars > Query > Find
Open/Close Periods	OPM Financials > Accounting Setup > Setup > Calendars > Open/Close Periods
Account Key List Report	OPM Financials > Accounting Setup > Report > Standard > Run
Validation Code Acct List Report	OPM Financials > Accounting Setup > Report > Standard > Run
Validation Code Acctg Unit List Report	OPM Financials > Accounting Setup > Report > Standard > Run

Oracle Process Manufacturing Accounting Setup

Glossary

This user's guide has no glossary.

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