

# Oracle® General Ledger User Guide

RELEASE 11i

VOLUME 1

January 2000

ORACLE®

Oracle® General Ledger User Guide, RELEASE 11i VOLUME 1

The part number for this volume is A82850-02.

To reorder this book, please use the set part number, A80826-02.

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# Preface

---

## Audience for This Guide

Welcome to Release 11*i* of the Oracle General Ledger user guide.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle General Ledger

If you have never used Oracle General Ledger, we suggest you attend one or more of the Oracle General Ledger training classes available through Oracle University.

- The Oracle Applications graphical user interface.

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

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

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## How To Use This Guide

This guide contains the information you need to understand and use Oracle General Ledger.

This preface explains how this user guide is organized and introduces other sources of information that can help you. This guide contains the following chapters:

- **Chapter 1, Journal Entry:** describes the General Ledger accounting cycle and the tasks to enter and post various types of journal entries, including general, recurring, mass allocation, and reversing journal entries. This chapter also describes how to use automatic journal features such as Autotax on journal entries, Journal Approval, AutoAllocations, Automatic Journal Reversal, and Auto Journal Scheduling.
- **Chapter 2, Budgeting:** describes the budgeting process and the tasks to create budgets and budget organizations. This chapter also discusses how to use budgetary control with Oracle subledger applications.
- **Chapter 3, Online Inquiries:** describes how to perform journal, account, budget, and consolidation inquiries. This chapter also describes how to drill down from General Ledger balances to journal and subledger details.

- **Chapter 4, Financial Reporting:** describes the reporting tools provided with General Ledger and the tasks to generate standard and custom financial reports.
- **Chapter 5, Accounting for Companies Using a Single Set of Books:** describes how to set up multiple companies to share a single set of books. This chapter also describes various scenarios to set up intercompany balancing to process intercompany transactions among companies sharing a single set of books. Finally, this chapter reviews consolidating multiple companies sharing a single set of books and creating meaningful financial reports.
- **Chapter 6, Accounting for Companies Using Separate Sets of Books:** describes general information and instructions to set up multiple sets of books for the companies in your enterprise, and additional information as you consider how to consolidate diverse sets of books for the many companies in your enterprise.
- **Chapter 7, Global Consolidation System (GCS):** describes how to consolidate multiple companies using separate sets of books, steps to consolidate, and how to process intercompany eliminations. This chapter also describes the Consolidation Hierarchy Viewer, a graphical representation of your multilevel consolidation structure.
- **Chapter 8, Global Intercompany System (GIS):** describes how to use GIS to send, review, approve, and process intercompany transactions among multiple companies using diverse charts of accounts.
- **Chapter 9, Setup:** describes the tasks for designing your Accounting Flexfield, defining accounts and accounting calendars, defining schedules, and defining and maintaining sets of books. This chapter also discusses how to set up summary accounts, Journal Approval, AutoAllocations, automatic tax on journals, and GIS.
- **Chapter 10, Maintenance:** describes various maintenance tasks, such as opening and closing accounting periods, moving/merging accounts, and archiving and purging balances.
- There is no separate implementation manual for this product. All implementation information is included in this user's guide.
- As of Release 11, the Account Hierarchy Editor is launched from the Applications Desktop Integrator toolbar rather than from General Ledger. As a result, the documentation for Account Hierarchy Editor is no longer included in the *General Ledger*

*User's Guide*. Instead, use online help to find information about Account Hierarchy Editor.

- **Chapter 11, Multi-Currency:** describes multi-currency accounting and the tasks to define and maintain currencies and exchange rates, as well as translate and revalue balances. This chapter also discusses General Ledger's support for the Euro, the new pan-European currency.
- **Chapter 12, Encumbrance Accounting:** describes encumbrance accounting and the tasks to enter encumbrances and view funds available.
- **Chapter 13, Average Balance Processing:** describes General Ledger's average balance processing features.
- **Chapter 14, Standard Reports and Listings:** describes each of the standard reports and listings available in General Ledger.
- Finally, appendices A – E include information about menu paths, profile options, attachments, improving General Ledger performance, and function security.

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## Finding Out What's New

From the HTML help window for Oracle General Ledger, choose the section that describes new features or what's new from the expandable menu. This section describes:

- New features in *11i*. This information is updated for each new release of Oracle General Ledger.
- Information about any features that were not yet available when this user guide was printed. For example, if your system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

---

## Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle General Ledger.

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

## Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

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

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

You can view HTML help in the following ways:

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

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

## Related User Guides

Oracle General Ledger shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle General Ledger.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

## User Guides Related to All Products

### **Oracle Applications User Guide**

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This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Oracle General Ledger (and any other Oracle Applications product).

You can also access this user guide online by choosing “Getting Started and Using Oracle Applications” from the Oracle Applications help system.

### **Oracle Alert User Guide**

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Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

### **Oracle Applications Implementation Wizard User Guide**

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If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

### **Oracle Applications Developer’s Guide**

---

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

### **Oracle Applications User Interface Standards**

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This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

## User Guides Related to This Product

### **Oracle Applications Desktop Integrator User Guide**

ADI is an integral part of the Oracle General Ledger application. ADI is a spreadsheet-based extension of General Ledger and Oracle Assets, that offers full-cycle accounting within the comfort and familiarity of a spreadsheet.

This guide describes how to use Applications Desktop Integrator's (ADI) Budget, Journal, Create Assets, Reconcile Physical Inventory, Import Assets, and Report Wizards. You can use these spreadsheet-based tools for entering journals, entering and revising budgets, maintaining your asset inventory, and creating financial reports. The guide also describes how to use the Request Center to submit and monitor concurrent requests, then download the report output for publishing to a spreadsheet or a web page.

### **Oracle Payables User Guide**

Use this guide to understand the journal entries Oracle Payables creates during the accounts payable cycle. The guide also describes how accounts payable transactions are posted to General Ledger from the payables subledger.

### **Oracle Receivables User Guide**

This guide helps you understand journal entries Oracle Receivables creates during the accounts receivable cycle. The guide also describes how accounts receivable transactions are posted to General Ledger from the receivables subledger.

### **Oracle Cash Management User Guide, Release 11**

This guide describes the journal entries created by Cash Management during the bank reconciliation process. The guide also describes how you use Cash Management to manually or automatically reconcile journal transactions to bank statements.

### **Oracle Assets User Guide**

This manual describes the journal entries created by Oracle Assets for depreciation and gains/losses from asset retirements. The guide also describes how Assets transactions are posted to General Ledger.

## **Integrating Oracle Financial Analyzer with Oracle General Ledger**

This guide describes how you integrate Financial Analyzer with General Ledger. It explains how to set up both products for integration during installation, and how to prepare, transfer, and load data from General Ledger into Financial Analyzer.

## **Oracle HRMS User Guide**

This manual explains how to enter your employees, so you can use the Journal Approval feature in General Ledger.

## **Oracle Workflow Guide**

Use this manual to help you define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You may find this guide useful when you are setting up Journal Approval.

## **Oracle Applications Flexfields Guide**

This manual provides flexfields planning, setup, and reference information for the General Ledger 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 Financials Country–specific User Guides**

These manuals document functionality developed to meet legal and business requirements in countries where you do business. Look for a user guide that is appropriate to your country; for example, see the Oracle Financials for the Czech Republic User Guide for more information about using this software in the Czech Republic.

## **Oracle Financials Global Accounting Engine User Guide**

Use the Global Accounting Engine to replace the transfer to General Ledger and create subledger accounting entries that meet additional statutory standards in some countries. The Accounting Engine provides subledger balances, legal reports, and bi–directional drilldown from General Ledger to the subledger transaction.

## **Oracle Applications Character Mode to GUI Menu Path Changes**

This is a quick reference guide for experienced Oracle Applications end users migrating from character mode to a graphical user interface (GUI). This guide lists each character mode form and describes which GUI windows or functions replace it.

## **Oracle Financials Open Interfaces Guide**

This guide contains a brief summary of each Oracle Financial Applications open interface. You can also read about the General Ledger open interface tables in the appropriate sections of the *Oracle General Ledger User's Guide*.

## **Oracle Financials RXi Reports Administration Tool User Guide**

Use the RXi reports administration tool to design the layout of RXi reports. RXi reports let you order, edit, and present report information to better meet your company's reporting needs.

## **Multiple Reporting Currencies in Oracle Applications**

If you use the Multiple Reporting Currencies (MRC) feature to account and report your transactions in more than one currency, consult this manual before you implement General Ledger. The manual details additional steps and setup considerations for using MRC with General Ledger.

## **Oracle Applications Implementation Wizard User Guide**

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

## **Oracle Business Intelligence System Implementation Guide**

This guide provides information about implementing Oracle Business Intelligence (BIS) in your environment.

## **BIS 11i User Guide Online Help**

This guide is provided as online help only from the BIS application and includes information about intelligence reports, Discoverer workbooks, and the Performance Management Framework.

# Installation and System Administration Guides

## **Oracle Applications Concepts**

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This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11i. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications-wide features such as Business Intelligence (BIS), languages and character sets, and self-service applications.

## **Installing Oracle Applications**

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This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle One-Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8i Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One-Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide with individual product user guides and implementation guides.

## **Upgrading Oracle Applications**

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Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11i. This guide describes the upgrade process in general and lists database upgrade and product-specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11i. You cannot upgrade to Release 11i directly from releases before 10.7.

## **Using the AD Utilities**

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Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how-to steps, screen shots, and other information that you need to run the AD utilities.

## **Oracle Applications Product Update Notes**

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Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and

Release 11i. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

### **Oracle Applications System Administrator's Guide**

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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, and manage processing.

### **Oracle Oracle General Ledger Technical Reference Guide**

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This reference guide contains database diagrams and a detailed description of database tables, forms, reports, and programs for Oracle General Ledger and related applications. This information helps you convert data from your existing applications, integrate Oracle General Ledger with non-Oracle applications, and write custom reports for Oracle General Ledger.

You can order a technical reference guide for any product you have licensed. Technical reference guides are available in paper format only.

### **Oracle Workflow Guide**

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This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

## **Training and Support**

### **Training**

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We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you

can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

## Support

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From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle General Ledger working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

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## Do Not Use Database Tools to Modify Oracle Applications Data

*We STRONGLY RECOMMEND that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.*

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

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

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

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## 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. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling 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 application products, along with related consulting, education and support services, in over 145 countries around the world.

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## Your Feedback

Thank you for using Oracle General Ledger and this user guide.

We value your comments and feedback. This guide contains a Reader's Comment Form you can use to explain what you like or dislike about Oracle General Ledger or this user guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager  
Oracle Corporation  
500 Oracle Parkway  
Redwood Shores, CA 94065  
U.S.A.

Or, send electronic mail to [appsdoc@us.oracle.com](mailto:appsdoc@us.oracle.com).

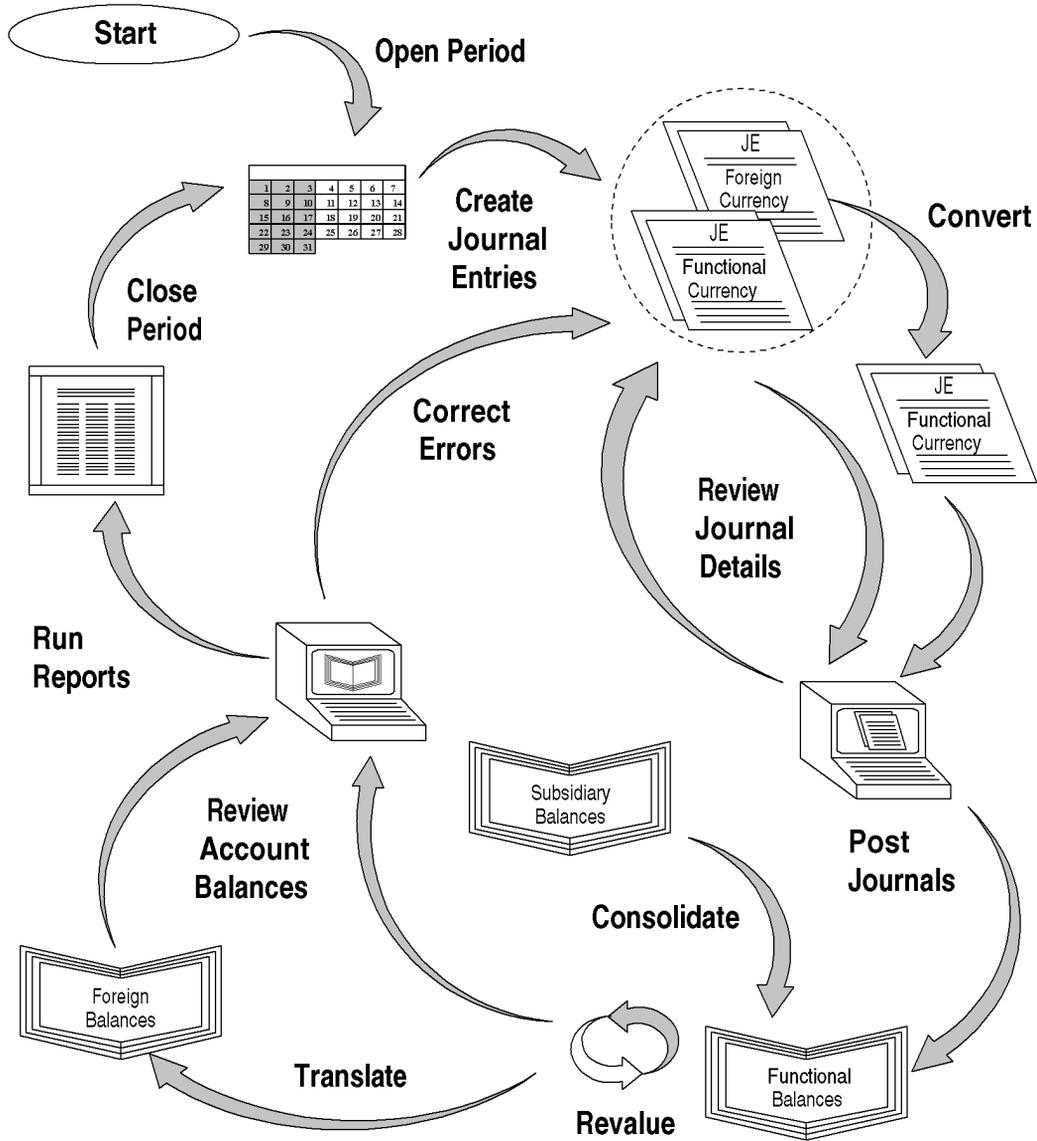


CHAPTER

*1*

Journal Entry

# The General Ledger Accounting Cycle



After you set up your set of books, follow these steps to enter, maintain, and report on actual accounting information for your enterprise:

1. Open an accounting period. See: Opening and Closing an Accounting Period: page 9 – 180.
2. Enter manual journal entries, including:
  - Standard journal entries. See: Creating Journal Batches: page 1 – 6.
  - Foreign and dual currency journal entries. See: Entering Foreign and Dual Currency Journals: page 1 – 16.
  - Statistical journal entries. See: Entering Statistical Journals: page 1 – 18.
  - Intercompany journal entries.
3. Import journals from subledgers. If you encounter an error when trying to import a subledger journal, you can correct the import data and rerun journal import. See: Importing Journals: page 1 – 137.
4. Define recurring journal formulas for transactions that have a common format or that you enter frequently. You can also create recurring journal formulas to create allocation entries. See: Creating Recurring Journal Formula Batches: page 1 – 60.

You can use recurring journals to create three types of journal entries:

- Skeleton entries affect the same accounts each period, but have different posting amounts. See: Creating Skeleton Journal Entries: page 1 – 66.
  - Standard recurring journal entries use the same accounts and amounts each period. See: Creating Standard Recurring Journal Entries: page 1 – 67.
  - Formula entries use formulas to calculate journal amounts that vary from period to period. Entering Recurring Journal and Budget Formulas: page 1 – 63.
5. Define MassAllocation formulas to allocate a cost pool across a group of departments, companies, etc. See: Creating MassAllocation Formulas: page 1 – 76.
  6. Generate recurring journal and MassAllocation journal batches based on formulas you defined. See: Generating Recurring Journal Batches: page 1 – 70 and Generating MassAllocation Journals: page 1 – 84.
  7. Review the details of your unposted journal batches.

- To view and optionally change unposted journal batches online, use the Enter Journals window.
  - To view unposted journal batch detail online, use the Journal Inquiry window.
  - To print a report showing unposted batch detail, produce an Unposted Journals Report.
8. Edit unposted journals to change information about an unposted batch or its journal detail, including the batch period and the journal currency.
  9. Post your journal batches manually or automatically. See: Posting Journal Batches: page 1 – 146.
  10. Check for posting errors. General Ledger automatically produces a Posting Execution Report so you can check the results of your posting. This report notifies you of any errors.
  11. Reverse journals. You can reverse a posted or unposted journal entry. Once you assign a reversing period to the journal, generate and post the reversing batch. See: Defining Reverse Journal Entries: page 1 – 157.
  12. Revalue your foreign–denominated assets and liabilities to reflect exchange rate fluctuations at the end of each accounting period. See: Revaluing Balances: page 11 – 34.
  13. Translate your actual account balances to any foreign currency for reporting purposes. See: Translating Balances: page 11 – 41.
  14. Consolidate sets of books by defining and running a consolidation. You can consolidate sets of books that have different charts of accounts and calendars. See: Global Consolidation System: page 7 – 2.
  15. Produce financial reports and perform online inquiries to review current account balances.
    - Review account balances online using the Account Inquiry window. See: Performing an Account Inquiry: page 3 – 6.
    - Review posted journal details in the Posted Journals Report, as well as in the General Ledger and Account Analysis reports.
    - You can also define an unlimited variety of custom reports using the Financial Statement Generator to review account balances in the format of your choice. See: Overview of the Financial Statement Generator: page 4 – 3.

16. Enter journals to clear suspense account balances. Examine General Ledger and Account Analysis reports to identify the source of suspense account entries.
17. Close the current accounting period. See: Opening and Closing an Accounting Period: page 9 – 180.  
For Year-End Closing information, see: Year-End Closing Journals: page 1 – 175 and Year-End Close Checklist: page 1 – 184.
18. Open the next accounting period.

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# Entering Journals

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## Creating Journal Batches

You can organize journal entries with common attributes into batches. For example, you might group your journal entries by type or date. You can have multiple journals in one batch, or you can have a separate batch for each journal entry.

All journal entries in a batch must share the same period. You can create a journal batch for any Open or Future Enterable accounting period, but you can only post batches in Open accounting periods.

If you do not want to enter batch information, you can enter a journal directly. General Ledger will create a batch for the entry automatically, using the source (Manual) combined with a unique batch ID and the system date.

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### Multiple Reporting Currencies

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If you use Multiple Reporting Currencies, General Ledger automatically generates converted journal batches in your reporting sets of books when you post the original journals in your primary set of books. You may occasionally want to modify an unposted converted journal batch in a reporting set of books to override the journal's reporting currency conversion rate or amount.

If you do find it necessary to change a journal batch in your reporting set of books, use the Enter Journals window to make your changes. You must log in to General Ledger using the reporting set of books' responsibility.

**Caution:** Be careful when changing amounts in a reporting set of books, since the changes will not be reflected in your primary set of books. Making changes to a reporting set of books' journals may also make it more difficult to reconcile your reporting set of books to your primary set of books.



**Suggestion:** In general, we suggest that you only change your journals in your primary set of books, then allow those changes to flow through to your reporting sets of books.

Batch Status	Batch Name	Journal Name	Period	Journal Debit	Journal Credit
Unposted	009 2203 Payables 63	Purchase Invoices U:	Nov-00	2,670.00	2,670.00
Posted	05-FEB-98 Project M	05-FEB-98 Project M	Jan-98	2,242,810.86	2,242,810.86
Posted	05-FEB-98 Project M	05-FEB-98 Project M	Jan-98	368.00	82,774.00
Posted	06-JAN-98 Project M	06-JAN-98 Project M	Dec-97	5,323.00	73,014.00
Processing	0807-02 644 {Payable	{Purchase Invoices *	Oct-00	10,000.99	10,000.99
Unposted	0810-01 722 Payables	Purchase Invoices U:	Oct-00	11,083.49	11,083.49
Unposted	0810-02 742 Payables	Purchase Invoices U:	Oct-00	40.00	40.00
Error16 - Unab	1022 Payables 60751.	Payments FRF	Oct-00	580.10	580.10
Error16 - Unab	1022 Payables 60751.	Payments USD	Oct-00	2,328.61	2,328.61
Error16 - Unab	1022 Payables 60751.	Purchase Invoices U:	Oct-00	9,313.70	9,313.70
Error16 - Unab	1022 Payables 60751.	Purchase Invoices Ff	Oct-00	1,688.20	1,688.20
Posted	1027 M3 {Inventory *	{MTL ***** *}	Aug-00	7,000.00	7,000.00

Buttons: New Journal, Review Journal, Bequery, New Batch, Review Batch, More Actions

**Note:** You can modify the Enter Journals folder form to customize your query capabilities on existing journal information. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

### Prerequisites

- Set your user profile options to define various journal entry features, including default categories, dual currency entries, and sequential document numbering.
- If you have Journal Approval enabled for your set of books, have your system administrator set the following profile options:
  - **Journals: Allow Preparer Approval** — determines whether preparers can approve their own journals.
  - **Journals: Find Approver Method** — set the default method for seeking approval.
- For foreign currency journals, define rate types and daily rates.

► **To create a new batch with multiple journal entries:**

1. Navigate to the Enter Journals window.
2. Choose New Batch.

**Note:** The Status region will display the current statuses for Posting, Funds reservation, and Journal Approval.

The screenshot shows a window titled "Batch (Vision Operations)". It contains several input fields and sections:

- Batch:** Jubilee 1592
- Period:** Dec-01
- Balance Type:** Actual
- Description:** (empty field)
- Control Total:** 15101000
- Status:** Posting: Unposted, Funds: N/A, Approval: N/A
- Date:** Created: 28/NOV/2000, Posted: (empty field)
- Batch Totals:** A table with columns for Entered, Debit, and Credit. The values for Entered and Converted are 15000101000 for both Debit and Credit.
- Buttons:** Journals and More Actions

3. Enter an optional Batch name to identify the batch on general ledger and journal entry reports. You cannot have duplicate batch names in the same accounting period.

If you do not enter a batch name, General Ledger will create a default name from the source, combined with a unique batch ID and the system date.

4. Enter the accounting Period for which you want to post the entries in your journal batch. General Ledger defaults to the latest Open period.

**Note:** If you enter a period prior to the current accounting period and the user profile option Journals: Enable Prior Period Notification is set to Yes, General Ledger will display a message indicating that you are entering a prior period journal. You must confirm that this is what you want to do.

**Additional Information:** Balance Type is a display-only field. It displays Actual when you are entering actual journals and Budget when you are entering budget journals.

5. (Optional) Enter a description for the journal batch.
6. Select a Journal Type to indicate whether you want to enter Standard or Average journals.
7. Enter a Control Total if you want to verify the total debits for your journal batch against the batch control total. You can also enter a control total at the journal entry level.

8. Choose Journals to add journals to the batch.

## See Also

Entering Journals for a Future Period: page 1 – 26

Changing a Batch Period: page 1 – 19

Submitting Journal Batches for Approval: page 1 – 22

Approving Journal Batches: page 1 – 24

Opening and Closing Accounting Periods: page 9 – 180

Defining Conversion Rate Types: page 11 – 11

Entering Daily Rates: page 11 – 13

Setting General Ledger Profile Options: page B – 2

Multiple Reporting Currencies Overview: page 11 – 54

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## Entering Journals

The screenshot shows the 'Journals (Vision Operations)' window for 'Jubilee 1592'. The journal is 'Manual 20637 28-NOV-2000 10:40:01'. The period is 'Dec-01' with an effective date of '01/DEC/2001'. The category is 'Adjustment', source is 'Manual', and balance type is 'A'. The tax is 'Not Required' and the description is 'closing'. The control total is '15,101,000.00'. The conversion settings are: Currency 'USD', Date '01/DEC/2001', Type '{User \*\*\*\*\* \*\*}', and Rate '1'. The table below shows the journal lines:

Line	Account	Debit (USD)	Credit (USD)	Description
10	01-110-1470-0000-000	7,500,050,000.00		closing
20	01-420-6115-0000-000	7,500,051,000.00		closing
30	01-760-1115-0000-000		7,500,051,000.00	closing
40	01-520-1110-0000-000		7,500,050,000.00	closing
50				closing
		15,000,101,000.00	15,000,101,000.00	

At the bottom, there are buttons for 'More Details', 'Change Currency...', and 'More Actions'.

► **To enter a journal:**

1. Navigate to the Enter Journals window.

2. Enter or query the batch for which you are entering journals. To enter a journal without entering batch information, choose New Journal and proceed to Step 4.
  - To enter journals for a new batch, choose New Batch and enter the batch information.
  - To add journals to an existing batch, query the batch and choose Review Batch.

**Note:** The Status region on the Batch window will display the current statuses for Posting, Funds reservation, and journal Approval.

3. Choose Journals.
4. Enter a unique Journal name for the entry. If you do not enter a journal name, General Ledger automatically assigns a name using the following format: *Source Journal ID Date*.

If you did not enter a batch name before entering journals, General Ledger uses the name of the first journal in the batch to create a default batch name.

5. Enter the Period for the journal entry. If you entered a period at the batch level, you must use the same period for each journal entry in the batch. If you did not enter a period at the batch level, choose any Open or Future Enterable period for your journal entry. Note that you can only post journals in Open periods.

**Note:** If you enter a period prior to the current accounting period and the user profile option Journals: Enable Prior Period Notification is set to Yes, General Ledger displays a message indicating that you are entering a prior period journal. You must confirm that this is what you want to do.

**Additional Information:** Balance Type is a display-only field. It displays Actual when you are entering actual journals and Budget when you are entering budget journals.

6. Accept or change the default Effective Date for the journal entry.
7. Enter a Category to describe the purpose of your journal entry, such as accrual, payments or receipts. All lines in a journal entry share the same journal category.

General Ledger defaults the journal category if you defined the profile option Journals: Default Category.

8. If you use manual numbering, enter a unique Document number. This field is only available if the Sequential Numbering profile option is set to Always Used or Partially Used.

If you set your profile options to always use or partially use sequential numbering, and use a defined Automatic document numbering sequence, General Ledger enters a document number automatically when you save your work.



**Attention:** If sequential numbering is always or partially used, you cannot change the journal category or document number after you save your journal entry.

9. If you use automatic tax on journal entries, enter Required in the Tax field to indicate that you want to enter additional tax information. Otherwise, enter Not Required. This field only appears if you have automatic tax enabled for your set of books.  
See: Entering Taxable Journal Entries: page 1 – 13
10. Enter an optional Description for the journal entry. General Ledger uses this as the default description for each journal entry line. You can change the journal entry description as necessary.
11. Enter a Control Total if you want to verify the total debits for the journal lines against the journal control total.
12. Accept the default Currency (the functional currency for your set of books), or change the journal currency to enter a foreign currency or statistical journal.
13. (Optional) If you have average balance processing enabled and your set of books is a consolidation set of books, select Standard or Average as the Journal Type.

In a consolidation set of books, you can create journal entries that affect either standard or average balances. The balances are not linked. In a non-consolidation set of books, you can only create journal entries that directly affect standard balances. Average balances are calculated automatically from your standard balances.

14. Choose More Details to enter optional reference information about the journal entry in the More Details window.
  - Enter a Reference description to further identify the journal entry on general ledger and journal entry reports.
  - (Optional) If you are entering an intercompany transaction within a single set of books, you can specify the clearing company. Note: You can define relationships in the Intercompany Accounts window which General Ledger then uses to automatically determine a clearing company. The clearing company you manually enter in the More Details window may not override the relationships defined in the Intercompany Accounts window.

- Enter a reversal Date, Period, and Method. You can then generate a reversing journal entry to that effective date and period. You can also reverse a journal entry without assigning a reversal period. Reversal Method can be either:

**Switch Dr/Cr:** General Ledger creates your reversing journal by switching the debit and credit amounts of the original journal entry. This method is often used when reversing accruals.

**Change Sign:** General Ledger creates your reversing journal by changing the sign of your original journal amounts from positive to negative. This reversal method is often used when reversing journals to correct data entry mistakes.

Close the More Details window when you are finished.

15. Return to the Journals window and enter the journal lines.
16. Save your work.

## See Also

Entering Foreign Currency Journals: page 1 – 16

Entering Statistical Journals: page 1 – 18

Entering Journals for a Prior Period: page 1 – 26

Entering Journals for a Future Period: page 1 – 26

Posting Journal Batches: page 1 – 146

Defining Reversing Journal Entries: page 1 – 157

Overview (of Average Balance Processing): page 13 – 1

Defining Intercompany Accounts: page 9 – 90

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## Entering Journal Lines

- ▶ **To enter journal lines:**
  1. Navigate to the Enter Journals window.
  2. Enter your batch and journal information. Alternatively, you can set up a default category and accept all default batch and journal information to enter lines directly.

3. Enter a Line number for each journal line to control the sequence in which the journal entry lines appear online and in reports. After you enter the first journal entry line number, General Ledger automatically increments the numbers for the following lines. You can change the line numbers as necessary.
4. Enter an Account for the journal line.
5. Enter the Debit or Credit amount for the designated account.  
**Note:** If needed, you can enter debits and credits as negative amounts.
6. If you enabled the General Ledger descriptive flexfields, enter additional descriptive information about the journal line.
  - Use Journals – Journal Entry Line to enter any additional information related to your journal lines.
  - Use Journals – Captured Information to enter additional information about journal lines with certain natural account segment values.
  - Use Value–Added Tax to incorporate tax information into your accounting transactions. You cannot change the definition of this descriptive flexfield in General Ledger.
7. Save your work.

## See Also

Defining Document Sequences: page 9 – 115

Creating Journal Batches: page 1 – 6

Entering Statistical Journals: page 1 – 18

Posting Journal Batches: page 1 – 146

Generating Reversing Journal Batches: page 1 – 158

Defining Descriptive Flexfields for General Ledger: page 9 – 25

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## Entering Taxable Journal Entries

Generally, you enter journals for taxable amounts as usual, and enter additional taxation information, then calculate taxes before you post the journal. However, there are specific restrictions about when you can enter or modify tax information.

After you calculate tax for a journal, the system does not recalculate tax if you revise any line in that journal. If you need to revise a taxable amount or alter its tax information after you have calculated tax, you should either reverse and re-enter the journal (if it is already posted), or delete the unposted journal and re-enter it correctly.

After you calculate tax, the resulting new tax journal lines can be edited just like any other journal lines. For example, if you need to change the tax liability account for a specific calculate tax line, you can edit the account after you calculate tax.

**Note:** You cannot reserve funds for a journal until you calculate tax for that journal.

► **To calculate tax information during manual journal entry:**

1. Navigate to the Enter Journals window.
2. Enter optional batch information.

**Note:** The Status region on the Batch window will display the current statuses for Posting, Funds reservation, and journal Approval.

3. Enter your journal information. In the Tax field, enter Required to indicate that you want to enter additional tax information and calculate tax amounts.
4. For each taxable journal line, open the Tax Information descriptive flexfield window and enter a tax type, code, and rounding rule, and specify whether the amount is tax inclusive, or accept the default values specified during system setup. You can also enter other tax information, such as a document identifier or reference information, as appropriate for your accounting policy.

Depending upon how your tax system is configured, you may also be able to enter a code into the Tax Code field then skip the Tax Information flexfield window.

5. Save your work.
6. Choose Tax Journal to create additional tax lines, and to reduce entered tax inclusive amounts, as appropriate. Or, choose Tax Batch to calculate tax for a journal batch.
7. Save your work.

## Tax Information Fields

**Tax Type:** Input or Output

**Tax Code:** a user-defined Receivables tax code (if the tax type is Output), or a Payables tax name (if the tax type is Input).

**Rounding Rule:** Up, Down, or Nearest rounding for tax amounts calculated from this entered amount.

**Amount Includes Tax:** enter Yes if this is a tax-inclusive amount.

**Document Identifier, Document Date:** (Optional, not validated) You can use these fields for storing a document number such as customer or vendor invoice number and date.

**Customer/Vendor Name, Reference:** (Optional, not validated)

**Tax Registration Number:** (Optional, not validated) VAT registration number.

## Reversing Taxable Journal Entries

You can reverse a journal entry before or after you calculate tax.

If you have not already calculated tax for the reversed (original) journal, you can still manipulate the tax information for the reversing journal. For example, you can change the Tax field to Required then enter taxable lines and calculate tax. Or, you can delete all the tax information and change the journal's Tax field to Not required.

However, if you reverse a journal for which you have already calculated tax, you cannot remove the tax information from the reversing journal.

## Posting Taxable Journal Entries

Tax journals are posted exactly the same as any other journal; posting creates intercompany or suspense balancing entries.

You cannot post a taxable journal until you have calculated tax for that journal.

## See Also

Setting Up Automatic Tax Calculation: page 9 – 125

Automatic Tax on Journal Entries: page 9 – 127

Tax Calculation Rules: page 9 – 127

Creating Journal Batches: page 1 – 6

Entering Journals: page 1 – 9

Entering Statistical Journals: page 1 – 18

Posting Journal Batches: page 1 – 146

Generating Reversing Journal Batches: page 1 – 158

Defining Descriptive Flexfields for General Ledger: page 9 – 25

Defining Reverse Journal Entries: page 1 – 157

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## Entering Foreign Currency Journals

You can enter manual journal entries using a foreign currency.

**Note:** Review foreign currency account balances using the Foreign Currency Trial Balance Report. See: Foreign Currency Detail Trial Balance Report: page 14 – 69.

Use the Revalue Balances window to revalue foreign currency-denominated accounts. See: Revaluing Balances: page 11 – 34.

### EMU and Non-EMU Currencies

EMU currencies, such as the French Franc, have a fixed exchange rate with the euro. General Ledger can derive exchange rates between EMU and Non-EMU currencies based on a rate you enter between the euro and Non-EMU currencies.

To do so, set the profile option: Allow Direct EMU/Non-EMU User Rate to No.

Complete the fields in the Currency region of the Enter Journals window before you enter your journals using this rate.

*Example:*

1. Set the profile option, Allow Direct EMU/Non-EMU User Rate to No.
2. You are entering a journal in French Francs in a USD set of books.
3. In the Enter Journals window, choose French Francs as the Conversion Currency.
4. In the Type field, choose User from the list of values.

The Enter User Rate window appears.

5. Enter the USD to euro rate and press the Tab key.

6. General Ledger automatically calculates the USD to French Franc rate based on the Euro to USD rate you entered, and displays it in the USD to French Franc field.
7. Choose OK to accept the General Ledger rate calculation for your journal.  

The new calculated rate appears in the Rate field of the Enter Journals window.
8. Enter your journals.

► **To enter a foreign currency journal:**

1. Navigate to the Enter Journals window.
2. Enter optional batch information.
3. Enter your journal information, specifying the foreign Currency you want to use for your journal entry.
4. Enter the journal currency conversion information.
  - The conversion Date must be within the accounting period you defined for the journal entry. The conversion date is the posting date for the journal entry, and the default is the Effective Date shown in the More Details window.
  - The conversion Type can be the Spot, Corporate, or User type, or any conversion type you defined.
  - You must enter a conversion Rate if you enter User as the conversion type. If you specify a conversion type other than User, General Ledger automatically enters the daily conversion rate based on the rates you entered in the Daily Rates window.  

If you are entering a transaction involving an EMU and Non-EMU currency, and the profile option: Allow Direct EMU/Non-EMU User Rates is set to No, enter the rate between the euro and the Non-EMU currency in the pop-up window. General Ledger automatically calculates the exchange rate based on the Euro to Non-EMU rate you entered. Choose OK to accept the calculated rate.
5. Enter your journal lines, using debit and credit amounts in the foreign currency. General Ledger automatically converts the entry amounts into your functional currency based on the designated conversion rate.
6. Use the scrolling region to review the results of your currency conversion. You can override the Converted Debit and Converted

Credit amounts if you enable the user profile option Journals:  
Allow Multiple Exchange Rates.

## See Also

Overview of Multi-Currency Accounting: page 11 – 2

Entering Journals: page 1 – 9

Entering Journal Lines: page 1 – 12

Setting General Ledger Profile Options: page B – 2

Overview (of Average Balance Processing): page 13 – 1

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## Entering Statistical Journals

General Ledger provides two ways to enter statistical journals. You can enter journals with only statistical debit and credit amounts. If your user profile permits, you can also combine monetary and statistical amounts in the same journal line.

**Note:** Statistical journal entries do not require balanced debits and credits.

**Note:** If you use Multiple Reporting Currencies, statistical journals will be copied to your reporting sets of books, but the journals are not affected by the currency conversion process.

► **To enter a statistical journal:**

1. Navigate to the Enter Journals window.
2. Enter optional batch information.
3. Enter your journal information, specifying STAT for the journal Currency.
4. Enter your journal lines, using statistical debit and credit amounts. The debits do not need to equal credits for a statistical journal.
5. Save your work.

► **To enter a combined statistical and monetary journal:**

1. Set the profile option Journals:Mix Statistical and Monetary to Yes.

2. Define statistical units of measure for the natural account segment values for which you want to combine statistical and monetary journals.
3. Navigate to the Enter Journals window.
4. Enter optional batch information.
5. Enter your journal information.
6. Enter your journal lines, using debit and credit amounts in any monetary currency.
7. Enter the statistical Quantity for each journal line. General Ledger automatically displays the Unit of Measure associated with the natural account segment value for the line.
8. Save your work.

## See Also

Setting General Ledger Profile Options: page B – 2

Defining Statistical Units of Measure: page 9 – 114

Entering Journals: page 1 – 9

Posting Journal Batches: page 1 – 146

Reporting on Statistics: page 9 – 112

Multiple Reporting Currencies Overview: page 11 – 54

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## Changing a Batch Period

If you change the period for an unposted batch, General Ledger updates the posting date for each journal entry.

**Note:** If you are using budgetary control, and have reserved funds for the batch, you must unreserve funds before you can change the batch period.

► **To change the period for a journal batch:**

1. Navigate to the Enter Journals window.
2. Query the batch you want to change.
3. Choose Review Batch.

4. Choose the More Actions button.
5. Choose Change Period.
6. Enter the new batch Period.

If the original creation date of your journal entry batch is within the new period, General Ledger assigns the creation date as the new Effective Date.

If the creation date of your journal entry batch is not in the same period as the new batch period, General Ledger assigns either the first or last day of the new period as the new Effective Date, depending on which date is closer to the creation date.

7. Choose OK to save the revised batch.

## See Also

Creating Journal Batches: page 1 – 6

Entering Journals: page 1 – 9

Entering Journals for a Prior Period: page 1 – 26

Entering Journals for a Future Period: page 1 – 26

Posting Journal Batches: page 1 – 146

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## Changing the Journal Entry Currency

You can change the currency for any unposted journal entry. However, if you have already entered journal line information, the new currency must have equal or greater precision than the original currency. For example, you can change the currency of an unposted journal entry from YEN to USD, since the YEN currency has a precision of 0, which is less than the USD currency precision of 2.

**Note:** If you are using budgetary control, and have reserved funds for the journal entry, you must unreserve funds before you can change the currency.

► **To change the currency of an unposted journal entry:**

1. Navigate to the Enter Journals window.
2. Query the batch and journal within the batch that you want to change.

3. Choose Review Journal.
4. Choose Change Currency.
5. Enter the journal currency conversion information.
  - The conversion Date must be within the accounting period you defined for the journal entry. The conversion date is the posting date for the journal entry, and the default is the Effective Date shown in the More Details window.
  - The conversion Type can be the Spot, Corporate, or User type, or any conversion type you defined.
  - You must enter a conversion Rate if you enter User as the conversion type. If you specify a conversion type other than User, General Ledger automatically enters the daily conversion rate based on the rates you entered in the Daily Rates window.
6. Save your work.

## See Also

Creating Journal Batches: page 1 – 6

Entering Foreign Currency Journals: page 1 – 16

Posting Journal Batches: page 1 – 146

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## Checking or Reserving Funds for a Journal Batch

If you are using budgetary control, you can check, reserve, or unreserve funds for individual journal entries or a journal batch.

► **To check or reserve funds for a journal batch:**

1. Navigate to the Enter Journals window.
2. Enter optional batch information.

**Note:** The Status region on the Batch window will display the current statuses for Posting, Funds reservation, and journal Approval.

3. Enter the journal information.
4. Enter the journal lines, then save your work.

5. To check or reserve funds for the entire batch, return to the Batch window. To check or reserve funds for a specific journal entry, go to the Journals window.
6. Choose More Actions from either the Batch or Journals window.
7. Choose Check Funds to check funds for the current journal entry or batch.
8. Choose Reserve Funds to reserve funds for the current journal entry or batch. After you reserve funds, you can only modify the journal entry or batch if you unreserve the funds.
9. After checking or reserving funds, choose View Results to review the results of your funds action request.

► **To unreserve funds:**

- To update or delete an approved journal batch, you can unreserve funds, modify your journal batch, and then re-reserve funds, if necessary.

You can unreserve funds only if your journal batch has a funds status of Passed and the batch posting status is Unposted or Processing.

Choose Unreserve Funds for an approved journal or batch to unreserve the funds. If your funds unreservation succeeds, your journal batch funds status changes to Required, and all corresponding funds check information is deleted.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Reviewing Budgetary Control Transactions: page 1 – 28

Creating Journal Batches: page 1 – 6

Entering Journals: page 1 – 9

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## Submitting Journal Batches for Approval

If Journal Approval is enabled for your set of books, journal batches whose journal source requires approval must be approved by a manager whose authorization limit is high enough to allow approval.

You will not be able to post your batch to the general ledger until you receive this approval.

► **To submit a journal batch for approval:**

1. Navigate to the Find Journals window.
2. Query the journal batch you want to submit for approval.
3. Select the batch from the Enter Journals window.
4. (Optional) Choose Review Batch or Review Journal if you want to review the batch information or journal details before you submit it for approval.

**Note:** The Status region on the Batch window will display the current statuses for Posting, Funds reservation, and journal Approval.

5. From either the Enter Journals, Batch, or Journals window, choose the More Actions button.
6. Choose the Approve Batch button.

After you submit your journal batch for approval, you should receive a message indicating the result of your request. The message will inform you that your journal batch:

- Was self-approved, if you are authorized to approve your own journal batches, or
- Has been sent to an approver, or
- Was invalid.

Invalid batches must be corrected and resubmitted for approval. If your journal batch was sent to an approver, periodically check your notifications for a response. For more information about checking and viewing your notifications:

See: Overview of Notification Handling  
*Oracle Workflow Guide*

## See Also

Overview of Journal Approval: page 1 – 31

Setting Up Journal Approval: page 9 – 76

Creating Journal Batches: page 1 – 6

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## Approving Journal Batches

If Journal Approval is enabled for your set of books, journal batches whose journal source requires approval must be approved by a manager whose authorization limit is high enough to allow approval. When the journal batch is submitted for approval, it will move through your organization's approval hierarchy, based on the approver method specified by the Journals: Find Approver Method profile option.

Each approver will receive a notification when their approval is required. For more information about checking and viewing your notifications:

See: Overview of Notification Handling  
*Oracle Workflow Guide*

► **To review and approve or reject a journal batch:**

1. Check your notifications. Journal approval requests display the following in the Subject field of the Notifications Summary window:

```
A journal batch for <batch amount>
requires your approval.
```

2. Open the notification that requests your approval.
3. (Optional) Review the batch information or journal details before you approve or reject it. If your current responsibility allows you access to the journal batch's set of books, you can drill down from the Notifications window to the Enter Journals window to review the batch. Otherwise, you can query journal or journal batches in the Enter Journals window to review the batch.

See: Finding Journals and Journal Batches: page 3 – 13



**Suggestion:** The journal approval notification you receive includes the batch name, total batch amount, functional currency, preparer's name, monitor URL, and preparer's comments. Use this information to query the journal batch.

4. With the journal batch approval request displayed in the Notifications window, choose the Respond button.
5. Select Approve or Reject from the Action poplist.
6. (Optional) Enter a Comment.
7. Choose OK to save your work.

## See Also

Overview of Journal Approval: page 1 – 31

Setting Up Journal Approval: page 9 – 76

Finding Journals and Journal Batches: page 3 – 13

---

## Entering Journals for a Prior Period

You can post journal entries to a prior accounting period, as well as to a prior fiscal year, as long as the prior period is open. When you post to a prior period, General Ledger automatically updates the beginning balances of all subsequent periods. In addition, if you post a journal entry into a prior year, General Ledger adjusts your retained earnings balance for the effect on your income and expense accounts.

Enter and post prior period journal entries just like any other journal entry. To ensure complete control over prior period adjustments, you can only post journal entries to an open period. When you finalize your activity for an accounting period, simply close the period to prevent the entry or posting of additional journal entries.



**Suggestion:** To ensure that you don't accidentally enter a journal for a prior period, choose to have General Ledger display a message whenever you try to enter a prior period journal. To use this feature, have your system administrator set the user profile option Journals: Enable Prior Period Notification to Yes.

Note that if there are many open accounting periods following the period to which you are posting, General Ledger must update many beginning balances. Therefore, to speed up the posting process, keep a minimum number of accounting periods open.



**Suggestion:** We recommend that you run a Trial Balance Report whenever you post to a previous fiscal year to ensure that your Retained Earnings account is properly reconciled. General Ledger automatically updates this account whenever you open the first period of a new fiscal year.

### See Also

Creating Journal Batches: page 1 – 6

Entering Journals: page 1 – 9

Opening and Closing Accounting Periods: page 9 – 180

---

## Entering Journals for a Future Period

You can enter journal entries for as many future periods as you want. For example, you might want to enter journal entries for the following month while you are closing the books for the current month. You

control the number of future accounting periods for which you want to allow journal entry when you define your set of books. General Ledger automatically assigns a status of "Future-Entry" to the appropriate number of accounting periods following the latest open accounting period in your calendar.

Although you can enter journal transactions to any accounting period with the status of Future-Entry, you cannot post journals into a period until you open the period.

## **See Also**

Creating Journal Batches: page 1 – 6

Entering Journals: page 1 – 9

Defining Sets of Books: page 9 – 66

Opening and Closing Accounting Periods: page 9 – 180

---

## Reviewing Budgetary Control Transactions

If you use budgetary control to check or reserve funds while entering journals, budgets, or encumbrances, you can review the results of your funds check or funds reservation request.

For each transaction, General Ledger shows the posting Period, Account, Balance Type, and the transaction Amount (debit or credit) in your functional currency. For encumbrance or budget transactions, you also see the Encumbrance Type or Budget Name of your transaction.

**Note:** You can alter the Budgetary Control Transactions folder form to customize the information that is displayed. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

Budgetary control transactions can have the following statuses:

<b>Pending:</b>	Funds reservation request is pending
<b>Approved:</b>	Funds reservation request is approved
<b>Rejected:</b>	Funds reservation request is rejected
<b>Checking:</b>	Funds check request is pending
<b>Passed Check:</b>	Funds check request has passed
<b>Failed Check:</b>	Funds check request has failed
<b>Fatal:</b>	General Ledger detected an irrecoverable error

- **To review the results of a funds check or funds reservation:**
1. Check or reserve funds for a journal, encumbrance, budget journal, or budget transfer.
  2. Choose View Results to review the budgetary control transactions resulting from your funds action request.
  3. Scroll through the displayed transactions in the Budgetary Control Transactions window. General Ledger displays transactions with funds failure followed by those transactions which passed funds check and reservation.
  4. Review the Status for each transaction line.
  5. Select a transaction line to review its transaction detail.
  6. Print a Budgetary Control Transactions report to keep a record of the current transactions and their status, or any errors and warnings you encountered.

7. Choose Done to return to the window in which you entered your budgetary control transactions.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Creating Journal Batches: page 1 – 6

Entering Journals: page 1 – 9

Entering Budget Journals: page 2 – 56

Transferring Budget Amounts: page 2 – 61

Entering Encumbrances: page 12 – 7

---

## Reviewing Budgetary Control Transaction Detail

For each budgetary control transaction line, General Ledger displays the Result of your funds checking or reservation request on the account.

General Ledger displays the Budget, Encumbrance, Actual and Funds Available balances for the account. The budget balances are the balances in your funding budget. The available balance is calculated as:

$$\text{Funds Available} = \text{Budget} - \text{Encumbrance} - \text{Actual}$$

For each of these balances, General Ledger also displays several specific amounts:

- **Posted:** Balance of the posted transactions which passed funds reservation.
- **Approved:** Balance of the unposted transactions which passed funds reservation.
- **Pending:** Balance of the transactions awaiting funds reservation.
- **Total:** Sum of the Posted, Approved and Pending balances.



**Attention:** Note that these balances reflect your interval options. For example, if your funds check Amount Type is YTD and your Boundary is Quarter, then these balances are the year-to-date balances as of the end of the accounting quarter for this transaction.

---

## Printing a Budgetary Control Transactions Report

You can print a report of your budgetary control transactions. You can print the report to show the details of all your transactions, or only include errors and warnings.

► **To print a Budgetary Control Transaction report:**

1. Check or reserve funds for a journal, encumbrance, budget journal, or budget transfer.
2. Choose View Results to review the budgetary control transactions resulting from your funds action request.
3. Choose Print All to print a Budgetary Control Transactions report containing the details of all transactions included in your funds check or reservation request.
4. Choose Print Errors and Warnings to print a Budgetary Control Transactions Report containing the details of only those transactions that contain failures and/or warning messages.
5. Choose Done to return to the window in which you entered your budgetary control transactions.

### See Also

Budgetary Control Transactions Report: page 14 – 19

Budgetary Control and Online Funds Checking: page 2 – 80

Entering Budget Journals: page 2 – 56

# Journal Approval

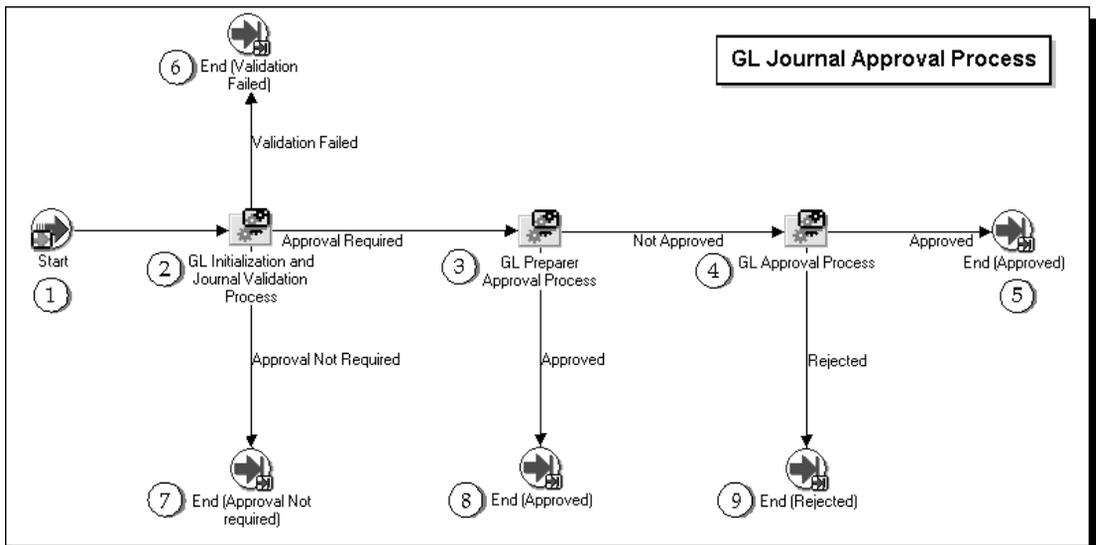
## Journal Approval Overview

The GL Journal Approval Process obtains the necessary management approvals for manual journal batches. The process validates the journal batch, determines if approval is required, submits the batch to approvers (if required), then notifies appropriate individuals of the approval results.

The process has a result type of GL Journal Approval Process Result that gives one of four results:

- **Approval Not Required:** The journal batch does not need approval.
- **Approved:** The journal batch was approved by all necessary approvers. In some cases, this may be the preparer.
- **Rejected:** The journal batch was rejected by an approver.
- **Validation Failed:** The journal batch failed the validation process and was never submitted to the approver.

The process consists of 5 unique activities, some of which are reused, to comprise the 9 activity nodes that appear in the workflow diagram:



## Customizing Journal Approval

---

You can customize Journal Approval to meet your organization's specific needs through three mechanisms:

**Profile options:** There are two profile options that affect how Journal Approval operates:

- **Journals: Allow Preparer Approval:** Determines whether preparers can approve their own journals.
- **Journals: Find Approver Method:** Sets the default method for seeking approval.

See: Setting General Ledger Profile Options: page B – 2

**Workflow activity settings:** You can change the default settings for the:

- **Request Approval From Approver timeout:** The standard setting is 7 days. After this time has expired, Journal Approval notifies the preparer that no approver response has been received.
- **Reached Manager Notification Resend Limit:** The standard setting is 1 notification. Journal Approval will resend notifications to the approver until the limit is reached.

**Caution:** If you decide to change these settings, be careful when selecting your new values, since the settings work together with a compounding effect. Specifically, the approver timeout is processed for each manager notification sent.

For example, if the approver timeout is 7 days and the notification resend limit is 3, a journal batch will remain in the approval cycle for 21 days if the approver does not respond.

- **Default Error Notification:** Journal Approval uses Oracle Workflow's standard error processing to handle runtime errors. You can choose to send a notification to your system administrator whenever such errors occur. Open the Journal Approval workflow file in Oracle Workflow and set the Performer for the Default Error Notification, in the Default Error process, to your system administrator's userid.

**Customizable activities:** You can customize four activities and one process:

- Customizable: Is Journal Batch Valid activity
- Customizable: Does Journal Batch Need Approval activity
- Customizable: Is Preparer Authorized to Approve activity

- Customizable: Verify Authority activity
- Customizable: Verify Authority Process

**Caution:** We strongly recommend that you modify only these activities and processes when customizing the GL Journal Approval Process.

## GL Journal Approval Process Activities

Following is a description of each activity listed by the activity's function name. You can create all the components for an activity in the graphical Oracle Workflow Builder except for the PL/SQL stored procedures that the function activities call. All function activities execute PL/SQL stored procedures which you must create and store in Oracle8. The naming convention for the PL/SQL stored procedures used in the GL Journal Approval process is:

`GL_WF_JE_APPROVAL_PKG.<PROCEDURE>`

`GL_WF_JE_APPROVAL_PKG` is the name of the package that groups all the procedures used by the GL Journal Approval process, except the customizable procedures. `<PROCEDURE>` represents the name of the procedure.

Customizable procedures are grouped together in the package named `GL_WF_CUSTOMIZATION_PKG`. The naming convention is the same as described for the GL Journal Approval package.

### Start (Node 1)

---

This activity marks the start of the process.

<b>Function</b>	<code>WF_STANDARD.NOOP</code>
<b>Result Type</b>	None

### GL Initialization & Validation Process (Node 2)

---

This activity is a subprocess that performs initialization, then validates the journal batch. If the journal batch is valid, the subprocess also determines whether the batch requires approval. To view the subprocess, choose GL Initialization & Validation Process under the Processes branch of the Workflow Builder navigator tree. See: GL Initialization & Journal Validation Process: page 1 – 35.

<b>Result Type</b>	GL Initialization & Validation Process Result
--------------------	---

### **GL Preparer Approval Process (Node 3)**

---

This activity is a subprocess that determines if the journal batch preparer is authorized to approve his/her own journal batch. If so, the batch is approved, the approver name is set, and notifications are sent. To view the subprocess, choose GL Preparer Approval Process under the Processes branch of the Workflow Builder navigator tree. See: GL Preparer Approval Process: page 1 – 39.

**Result Type**            GL Preparer Approval Process Result  
**Prerequisite Activities**            GL Initialization & Validation Process

### **GL Approval Process (Node 4)**

---

This activity is a subprocess that finds all necessary approvers, seeks journal batch approval, and sends notifications of approval or rejection. To view the subprocess, choose GL Approval Process under the Processes branch of the Workflow Builder navigator tree. See: GL Approval Process: page 1 – 41.

**Result Type**            GL Approval Process Result  
**Prerequisite Activities**            GL Initialization & Validation Process, GL Preparer Approval Process

### **End (Nodes 5 through 9)**

---

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the GL Journal Approval process activity has a result type of GL Journal Approval Process Result, each End activity node must have a process result matching one of the lookup codes in the GL Journal Approval Process Result lookup type.

**Function**                *WF\_STANDARD.NOOP*  
**Result Type**            None

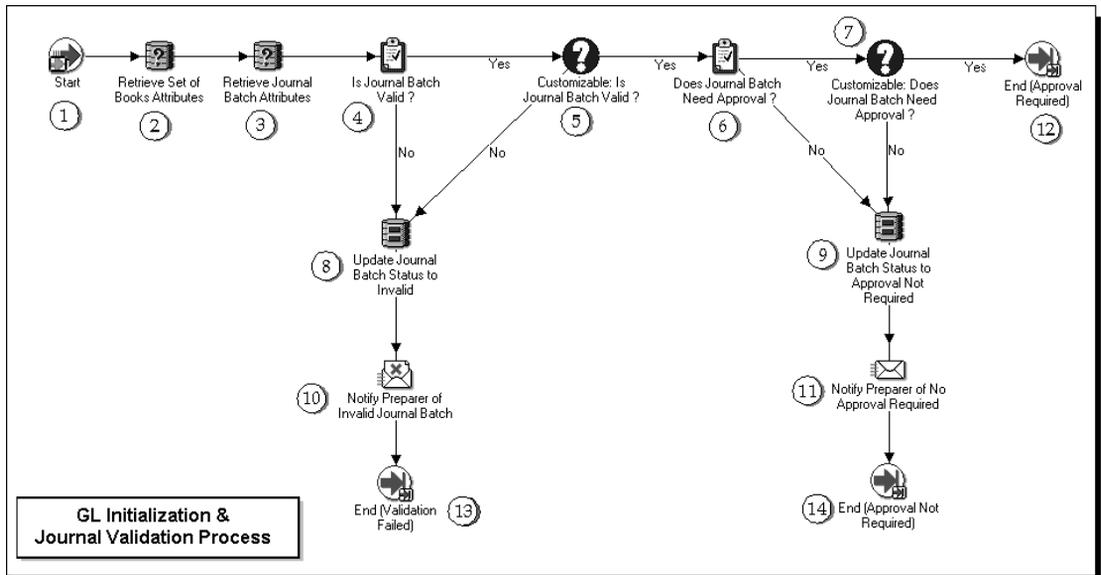
## GL Initialization & Validation Process

The GL Initialization & Validation Process performs initializes, then validates the journal batch. If the journal batch is valid, the subprocess also determines whether the batch requires approval.

The process has a result type of GL Initialization & Validation Process Result that gives one of three results:

- **Approval Not Required:** The journal batch does not require approval.
- **Approval Required:** The journal batch requires approval before further action can be taken by the preparer.
- **Validation Failed:** The journal batch failed the validation process and was never submitted to the approver.

The process consists of 12 unique activities, some of which are reused, to comprise the 14 activity nodes that appear in the workflow diagram:



### Start (Node 1)

This standard activity marks the start of the process.

**Function** *WF\_STANDARD.NOOP*

**Result Type** None

### **Retrieve Set of Books Attributes (Node 2)**

---

This function activity retrieves your set of books attributes.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.  
GET\_SOB\_ATTRIBUTES*

**Result Type** None

### **Retrieve Journal Batch Attributes (Node 3)**

---

This function activity retrieves your journal batch attributes, which are then used to determine if the journal batch is valid.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.  
GET\_JEB\_ATTRIBUTES*

**Result Type** None

### **Is Journal Batch Valid (Node 4)**

---

This function activity determines if the journal batch is valid. If the batch is valid, the procedure returns a value of 'Yes'. If the batch is not valid, the procedure returns a value of 'No'.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.IS\_JE\_VALID*

**Result Type** Yes/No

### **Customizable: Is Journal Batch Valid (Node 5)**

---

With this function activity you can customize the journal batch validation process. If the batch is valid, the procedure returns a value of 'Yes'. If the batch is not valid, the procedure returns a value of 'No'.

**Function** *GL\_WF\_CUSTOMIZATION\_PKG.IS\_JE\_VALID*

**Result Type** Yes/No

### **Does Journal Batch Need Approval (Node 6)**

---

This function activity determines whether the journal batch needs approval. If so, the procedure returns a value of 'Yes'. If not, the procedure returns a value of 'No'.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.  
DOES\_JE\_NEED\_APPROVAL*

**Result Type** Yes/No

### **Customizable: Does Journal Batch Need Approval (Node 7)**

---

With this function activity you can customize the process of determining whether a journal batch needs approval. If the batch does need approval, the procedure returns a value of 'Yes'. If not, the procedure returns a value of 'No'.

**Function** *GL\_WF\_CUSTOMIZATION\_PKG.  
DOES\_JE\_NEED\_APPROVAL*

**Result Type** Yes/No

### **Update Journal Batch Status to Invalid (Node 8)**

---

This function activity updates the journal batch approval status to Invalid.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.SET\_JE\_INVALID*

**Result Type** None

### **Update Journal Batch Status to Approval Not Required (Node 9)**

---

This function activity updates the journal batch approval status to Approval Not Required.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.  
SET\_APPROVAL\_NOT\_REQUIRED*

**Result Type** None

### **Notify Preparer of Invalid Journal Batch (Node 10)**

---

This activity notifies the preparer that the journal batch was invalid. The message includes 'Send' or 'Respond' attributes that display the batch name, invalid journal entry error message, the monitor URL, and the Enter Journals window.

**Message** Notify Preparer of Invalid Journal Batch

**Result Type** None

### **Notify Preparer of No Approval Required (Node 11)**

---

This activity notifies the journal batch preparer that no approval is required. The message includes 'Send' or 'Respond' attributes that display the batch name, the monitor URL, and the Enter Journals window.

**Message** Notify Preparer of No Approval Required

**Result Type** None

### **End (Nodes 12 through 14)**

---

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the GL Initialization & Journal Validation process activity has a result type of GL Initialization & Journal Validation Process Result, each End activity node must have a process result matching one of the lookup codes in the GL Initialization & Journal Validation Process Result lookup type.

**Function** *WF\_STANDARD.NOOP*

**Result Type** None

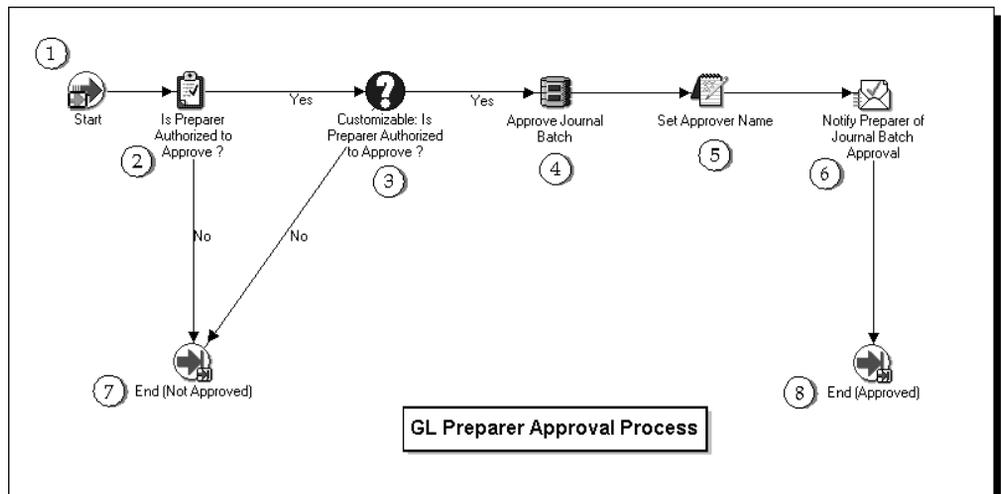
## GL Preparer Approval Process

The GL Preparer Approval Process determines whether the preparer is authorized to approve his/her own journal batch. If so, the batch is approved, the approver name is set, and notifications are sent.

The process has a result type of GL Preparer Approval Process Result that gives one of two results:

- **Approved:** The journal batch was approved by the preparer.
- **Not Approved:** The journal batch cannot be approved by the preparer.

The process consists of 7 unique activities, some of which are reused, to comprise the 8 activity nodes that appear in the workflow diagram:



### Start (Node 1)

This standard activity marks the start of the process.

**Function** *WF\_STANDARD.NOOB*

**Result Type** None

### Is Preparer Authorized to Approve (Node 2)

This function activity determines whether the preparer is authorized to approve his/her own journal batch. If the preparer can approve, the

procedure returns a value of 'Yes'. If the preparer cannot approve, the procedure returns a value of 'No'.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.CAN\_PREPARER\_APPROVE*

**Result Type** Yes/No

### **Customizable: Is Preparer Authorized to Approve (Node 3)**

With this function activity you can customize the process of determining whether a preparer can approve his/her own journal batch. If the preparer can approve, the procedure returns a value of 'Yes'. If the preparer cannot approve, the procedure returns a value of 'No'.

**Function** *GL\_WF\_CUSTOMIZATION\_PKG.CAN\_PREPARER\_APPROVE*

**Result Type** Yes/No

### **Approve Journal Batch (Node 4)**

This function activity updates the journal batch's approval status to Approved.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.APPROVE\_JE*

**Result Type** None

### **Set Approver Name (Node 5)**

This function activity sets the journal batch's approver name.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.SET\_APPROVER\_NAME*

**Result Type** None

### **Notify Preparer of Journal Batch Approval (Node 6)**

This activity notifies the preparer that the journal batch has been approved. The message includes 'Send' or 'Respond' attributes that

display the batch name, approver's name, monitor URL, enter journals window, and approver's comment.

**Message** Notify Preparer of Approval  
**Result Type** None

### **End (Nodes 7 through 8)**

---

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the GL Preparer Approval process activity has a result type of GL Preparer Approval Process Result, each End activity node must have a process result matching one of the lookup codes in the GL Preparer Approval Process Result lookup type.

**Function** WF\_STANDARD.NOOB  
**Result Type** None

---

## **GL Approval Process**

The GL Approval Process finds an appropriate approver, seeks journal batch approval, and sends notifications of approval or rejection.

To determine the appropriate approver, this process will compare each potential approver's authorization limit to the largest net journal line amount in the entire batch. In determining the largest net journal line amount, the process looks at absolute values. For example, assume the journal batch includes the following three journals:

*Journal #1 (Misc Cash Receipt)*

10	Cash.....	10,000	
20	Misc. Revenue		10,000

*Journal #2 (Accrual Adjustment)*

10	Deferred Income....	20,000	
20	Rent Expense.....	15,000	

30	Misc. Revenue.....	20,000
40	Prepaid Expenses.....	15,000

*Journal #3 (Consolidation Entry)*

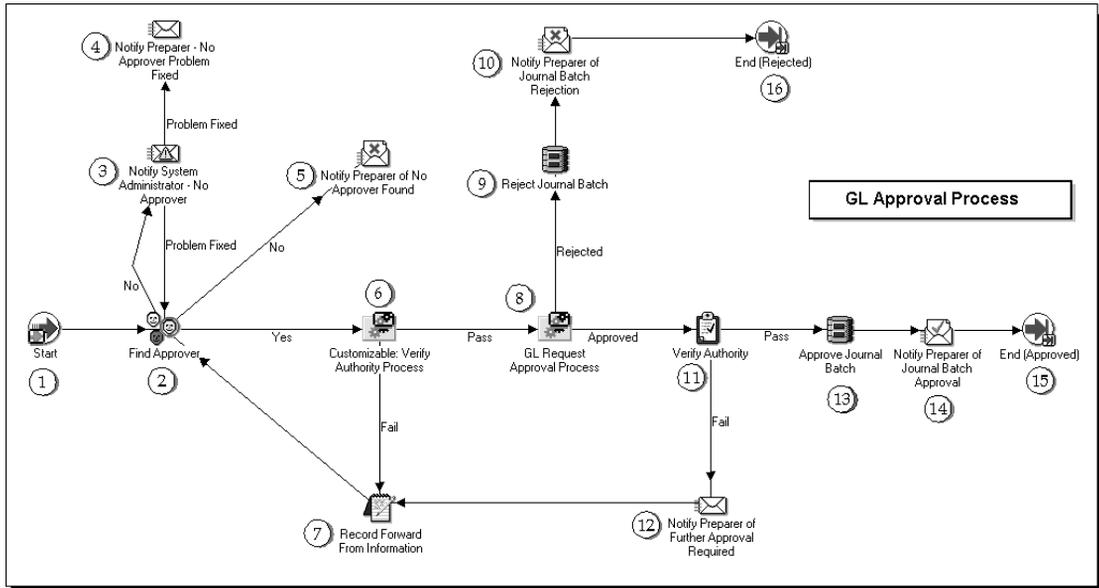
10	Intercompany Payables.....	80,000	40,000
20	Intercompany Receivables....	15,000	35,000

The largest net absolute amount is \$40,000, the net of the intercompany payables amounts. \$40,000 is the amount that will be compared to each potential approver’s authorization limit.

The process has a result type of Approval that gives one of two results:

- **Approved:** The journal batch was approved by all necessary approvers.
- **Rejected:** The journal batch was rejected by an approver.

The process consists of 14 unique activities, some of which are reused, to comprise the 15 activity nodes that appear in the workflow diagram:



**Start (Node 1)**

This standard activity marks the start of the process.

**Function** *WF\_STANDARD.NOOP*

**Result Type**            None

### **Find Approver (Node 2)**

---

This function activity determines who the next approver is for the journal batch by checking the approval hierarchy and the approver method. If an approver is found, the procedure returns a value of 'Yes'. If an approver is not found, the procedure returns a value of 'No'.

**Function**                *GL\_WF\_JE\_APPROVAL\_PKG.FIND\_APPROVER*

**Result Type**            Yes/No

### **Notify System Administrator – No Approver (Node 3)**

---

This activity notifies your System Administrator if no approver can be found for the journal batch. The message includes 'Send' or 'Respond' attributes that display the batch name, the preparer's name, the monitor URL, and a note by the System Administrator that the problem has been resolved.

**Message**                No Approver Found

**Result Type**            GL Problem Has Been Fixed

**Additional Information:** This activity's performer is set to the SYSADMIN user when you first install Journal Approval. You can change this to any other user as follows:

- Using Oracle Workflow Builder, choose File > Load Roles from Database from the main menu, then load your system administrator role.
- Select the GL Approval Process and open the process detail diagram.
- Choose the Notify System Administrator – No Approver activity to open the control properties window.
- Change the Performer as needed.

#### **Notify Preparer – No Approver Problem Fixed (Node 4)**

---

This activity notifies the preparer when the no approver problem has been fixed by the system administrator. The message includes a 'Send' or 'Respond' attribute to display the batch name.

**Message** Notify Preparer – No Approver Problem Fixed

**Result Type** None

#### **Notify Preparer of No Approver Found (Node 5)**

---

This activity notifies the preparer if no approver can be found for the journal batch. The message includes 'Send' or 'Respond' attributes that display the batch name, the preparer's name, the monitor URL.

**Message** Notify Preparer That No Approver was Found

**Result Type** None

#### **Customizable: Verify Authority Process (Node 6)**

---

This activity is a subprocess. If your organization has unique needs, use this activity to customize the process of verifying an approver's authority to approve the journal batch. To view the subprocess, choose Customizable: Verify Authority Process under the Processes branch of the Workflow Builder navigator tree. See: Customizable: Verify Authority Process: page 1 – 53.

**Result Type** GL Pass or Fail Result Type

#### **Record Forward From Information (Node 7)**

---

If a selected approver is not authorized to approve the journal batch, this procedure saves the selected approver's name and other information. The saved information is used internally within Oracle Workflow.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.  
RECORD\_FORWARD\_FROM\_INFO*

**Result Type** None

### **GL Request Approval Process (Node 8)**

This activity is a subprocess that seeks journal batch approval from the selected approver. To view the subprocess, choose GL Request Approval Process under the Processes branch of the Workflow Builder navigator tree. See: GL Request Approval Process: page 1 – 47.

**Result Type**            Approval

### **Reject Journal Batch (Node 9)**

This function activity updates the journal batch's approval status to Rejected.

**Function**                *GL\_WF\_JE\_APPROVAL\_PKG.REJECT\_JE*

**Result Type**            None

### **Notify Preparer of Journal Batch Rejection (Node 10)**

This activity notifies the preparer that the journal batch was rejected. The message includes 'Send' or 'Respond' attributes that display the batch name, the approver's name, the monitor URL, the Enter Journals window, and the approver's comment.

**Message**                Notify Preparer of Rejection of Journal Batch

**Result Type**            None

### **Verify Authority (Node 11)**

This function activity verifies that a selected approver is authorized to approve the journal batch. If the approver is authorized, the procedure returns a value of 'Pass'. If the approver is not authorized, the procedure returns a value of 'Fail'.

**Function**                *GL\_WF\_JE\_APPROVAL\_PKG.  
VERIFY\_AUTHORITY*

**Result Type**            GL Pass or Fail Result Type

### **Notify Preparer of Further Approval Required (Node 12)**

---

This activity notifies the preparer that further approval is required beyond the currently selected approver. The message includes 'Send' or 'Respond' attributes that display the batch name, the approver's name, and the monitor URL.

**Message**                      Verification of approval authority failure  
**Result Type**                None

### **Approve Journal Batch (Node 13)**

---

This function activity updates the journal batch's approval status to Approved.

**Function**                    *GL\_WF\_JE\_APPROVAL\_PKG.APPROVE\_JE*  
**Result Type**                None

### **Notify Preparer of Journal Batch Approval (Node 14)**

---

This activity notifies the preparer that the journal batch has been approved. The message includes 'Send' or 'Respond' attributes that display the batch name, approver's name, monitor URL, enter journals window, and approver's comment.

**Message**                    Notify Preparer of Approval  
**Result Type**                None

### **End (Nodes 15 through 16)**

---

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the GL Approval process activity has a result type of Approval, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

**Function**                    *WF\_STANDARD.NOOP*  
**Result Type**                None

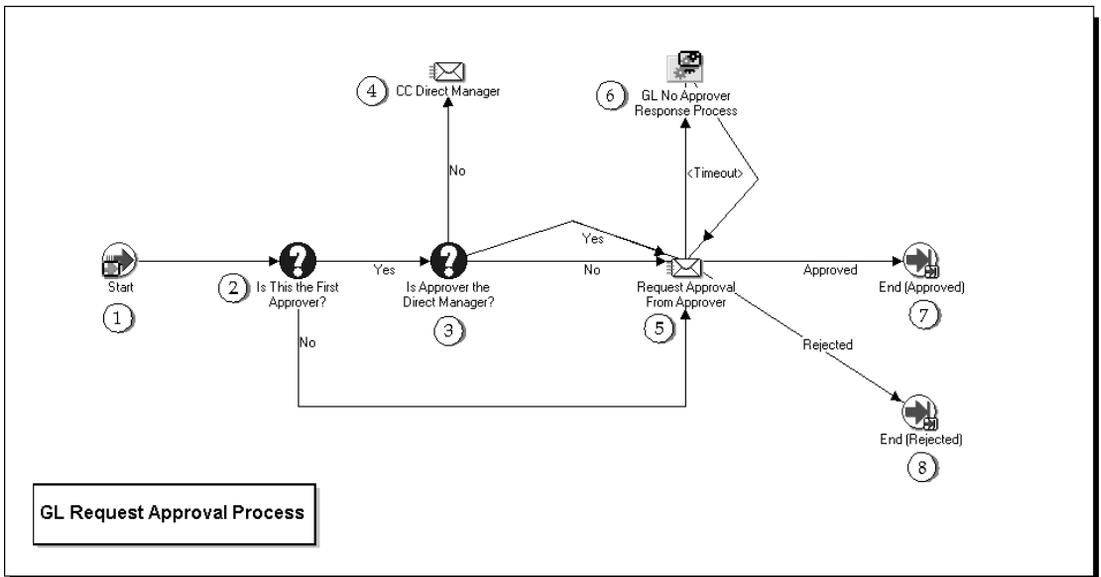
## GL Request Approval Process

The GL Request Approval Process seeks journal batch approval from the selected approver.

The process has a result type of Approval that gives one of two results:

- **Approved:** The journal batch was approved by the approver.
- **Rejected:** The journal batch was rejected by the approver.

The process consists of 7 unique activities, some of which are reused, to comprise the 8 activity nodes that appear in the workflow diagram:



### Start (Node 1)

This standard activity marks the start of the process.

**Function** *WF\_STANDARD.NOOP*

**Result Type** None

### **Is This the First Approver (Node 2)**

---

This function activity determines if the selected approver is the first approver, based on the approver method, to whom the journal batch has been sent for approval. If so, the procedure returns a value of 'Yes'. If not, the procedure returns a value of 'No'.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.FIRST\_APPROVER*

**Result Type** Yes/No

### **Is Approver the Direct Manager (Node 3)**

---

This function activity determines if the first approver is also the preparer's direct manager. If so, the procedure returns a value of 'Yes'. If not, the procedure returns a value of 'No'.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.  
MGR\_EQUALTO\_APRV*

**Result Type** Yes/No

### **CC Direct Manager (Node 4)**

---

This activity notifies the preparer's direct manager when he/she is not the first approver for the journal batch. The message includes 'Send' or 'Respond' attributes that display the batch name, total batch amount, functional currency, preparer's name, approver's name, and monitor URL.

**Message** CC Direct Manager

**Result Type** None

### **Request Approval From Approver (Node 5)**

---

This activity notifies the selected approver that his/her approval is requested. The message includes 'Send' or 'Respond' attributes that display the batch name, total batch amount, functional currency, preparer's name, monitor URL, and preparer's comment.

**Message** Request Approval from Approver

**Result Type** Approval

**Note:** The default timeout for this activity is 7 days. You can customize this value to meet your organization's specific needs. Use Oracle Workflow Builder to open to activity's property sheet, then select the Details tab. Enter the Timeout value in days, hours, and minutes.

### **GL No Approver Response Process (Node 6)**

---

This activity is a subprocess that provides handling options and actions to take when the approving manager has not responded to a journal batch approval request. To view the subprocess, choose GL No Approver Response Process under the Processes branch of the Workflow Builder navigator tree. See: GL No Approver Response Process: page 1 – 49.

**Result Type**            None

### **End (Nodes 7 through 8)**

---

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the GL Request Approval process activity has a result type of Approval, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

**Function**                *WF\_STANDARD.NOOP*

**Result Type**            None

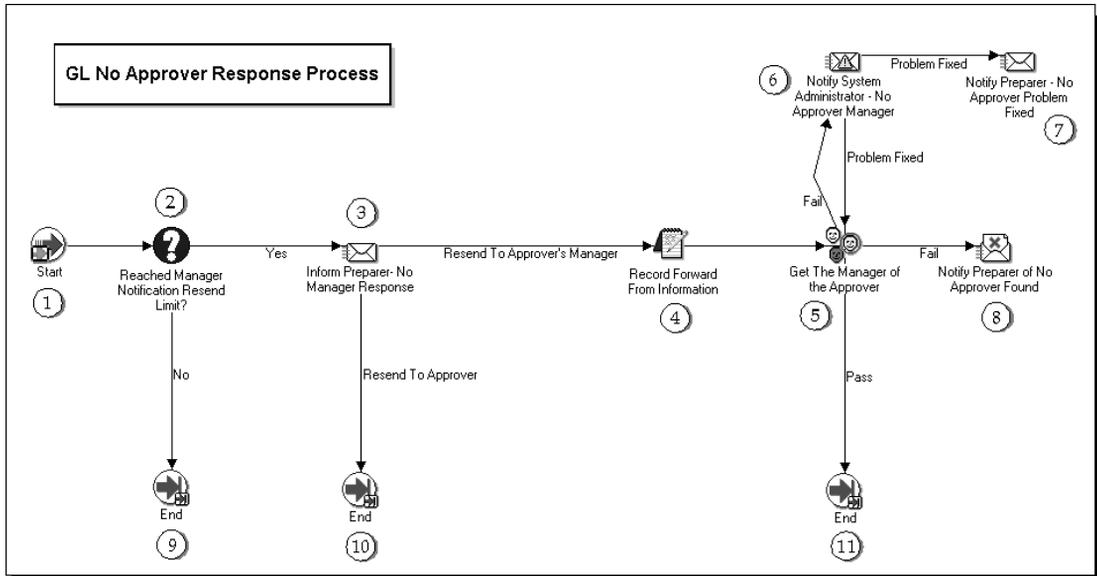
---

## **GL No Approver Response Process**

The GL No Approver Response Process provides handling options and actions to take when the approving manager has not responded to a journal batch approval request. This includes resending the request until a certain limit is reached, then providing the preparer with the option to resend the approval request to the approver or to send the request to the approver's manager.

The process has no result type.

The process consists of 8 unique activities, some of which are reused, to comprise the 10 activity nodes that appear in the workflow diagram:



### Start (Node 1)

This standard activity that marks the start of the process.

**Function** *WF\_STANDARD.NOOP*

**Result Type** None

### Reached Manager Notification Resend Limit (Node 2)

This function activity determines if the number of request approval notifications sent to the approver has reached a predetermined limit. If the limit has been reached, the procedure returns a value of 'Yes'. If not, the procedure returns a value of 'No'.

**Function** *GL\_WF\_JE\_APPROVAL\_PKG.  
NOTIFYPREP\_NOAPRVRESP*

**Result Type** Yes/No

**Note:** The default timeout for this activity is 1 notification. You can customize this value to meet your organization's

specific needs. Use Oracle Workflow Builder to expand the activity in the Navigator. Choose the 'Number of times to notify manager' subfunction, then change the Default Value as needed.

### **Notify Preparer – No Manager Response (Node 3)**

---

This activity notifies the preparer that the selected approver has not responded to the request for journal batch approval. The message includes 'Send' or 'Respond' attributes that display the batch name, approver's name, the monitor URL, and two options for further action.

**Message**                      No Manager Response  
**Result Type**                Employee Action For Manager

### **Record Forward From Information (Node 4)**

---

This function activity saves the approver's name and other information. The saved information is used internally within Oracle Workflow.

**Function**                      *GL\_WF\_JE\_APPROVAL\_PKG.  
RECORD\_FORWARD\_FROM\_INFO*  
**Result Type**                None

### **Get The Manager of The Approver (Node 5)**

---

This function activity determines who is the approver's manager. If the approver's manager is found, the procedure returns a value of 'Pass'. If not, the procedure returns a value of 'Fail'.

**Function**                      *GL\_WF\_JE\_APPROVAL\_PKG.  
GET\_APPROVER\_MANAGER*  
**Result Type**                GL Pass or Fail Result Type

### **Notify System Administrator – No Approver Manager (Node 6)**

---

This activity notifies your system administrator if the approver's manager cannot be found. The message includes 'Send' or 'Respond' attributes that display the batch name, the approver's name, the

monitor URL, and any note by the system administrator that the problem has been resolved.

<b>Message</b>	Approver's Manager Not Found
<b>Result Type</b>	GL Problem Has Been Fixed

**Additional Information:** This activity's performer is set to the SYSADMIN user when you first install Journal Approval. You can change this to any other user as follows:

- Using Oracle Workflow Builder, choose File > Load Roles from Database from the main menu, then load your system administrator role.
- Select the GL Approval Process and open the process detail diagram.
- Choose the Notify System Administrator – No Approver Manager activity to open the control properties window.
- Change the Performer as needed.

#### **Notify Preparer – No Approver Problem Fixed (Node 7)**

---

This activity notifies the preparer when the no approver problem has been fixed by the system administrator. The message includes a 'Send' or 'Respond' attribute to display the batch name.

<b>Message</b>	Notify Preparer – No Approver Problem Fixed
<b>Result Type</b>	None

#### **Notify Preparer of No Approver Found (Node 8)**

---

This activity notifies the preparer if no approver can be found for the journal batch. The message includes 'Send' or 'Respond' attributes that display the batch name, the preparer's name, the monitor URL, and any notification by the System Administrator that the problem has been resolved.

<b>Message</b>	Notify Preparer That No Approver was Found
<b>Result Type</b>	None

## End (Nodes 9 through 11)

---

This function activity marks the end of the process. The activity does not have a result type and no process result is returned.

**Function** *WF\_STANDARD.NOOP*

**Result Type** None

---

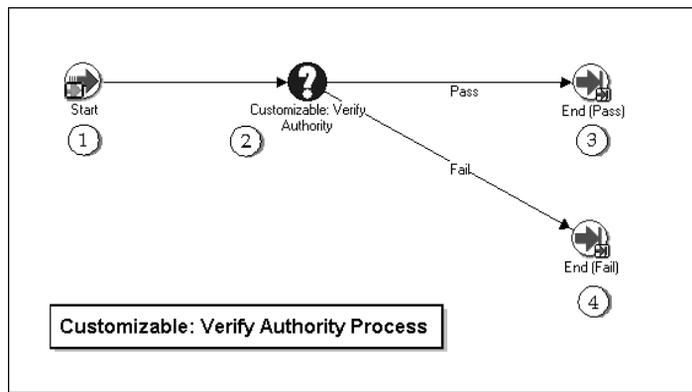
## Customizable: Verify Authority Process

This process verifies an approver's authority to approve journal batches. If your organization has unique needs for verifying approver authority, you can customize the process.

The process has a result type of GL Pass or Fail Result Type that gives one of two results:

- **Pass:** The approver is authorized to approve the journal batch.
- **Fail:** The approver is not authorized to approve the journal batch.

The process consists of 3 unique activities, some of which are reused, to comprise the 4 activity nodes that appear in the workflow diagram:



## Start (Node 1)

---

This standard activity that marks the start of the process.

**Function** *WF\_STANDARD.NOOP*

**Result Type** None

### **Customizable: Verify Authority (Node 2)**

---

Customize this function activity as needed to meet your organization's needs. If the approver is authorized to approve the journal batch, the procedure returns a value of 'Pass'. If not, the procedure returns a value of 'Fail'.

**Function**                   GL\_WF\_CUSTOMIZATION\_PKG.  
                                  VERIFY\_AUTHORITY

**Result Type**               GL Pass or Fail Result Type

### **End (Nodes 3 through 4)**

---

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the Customizable: Verify Authority process activity has a result type of GL Pass or Fail Result Type, each End activity node must have a process result matching one of the lookup codes in the GL Pass or Fail Result Type lookup type.

**Function**                   WF\_STANDARD.NOOP

**Result Type**               None

### **See Also**

Setting Up Journal Approval: page 9 – 76

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# Allocating Amounts with Recurring Journals and MassAllocations

---

## Creating Allocation Entries

You can allocate amounts from any cost pool (revenues, expenses, assets, or liabilities) to various accounts using recurring journals and MassAllocation formulas.

With a recurring journal entry formula, you define a separate journal entry for each allocation. You can group related allocation entries together in a recurring journal batch.

With MassAllocations, you define one formula to generate allocation journal entries for a group of cost centers, departments, divisions, and so on. You define the allocation pool, the allocation formula, and the target and offset accounts for each MassAllocation formula. You can also group combine related MassAllocation formulas into batches.

Using recurring journal entry and MassAllocation formulas, you can perform a variety of allocations, including:

- Net Allocations
- Step–Down Allocations
- Rate–Based Allocations
- Usage–Based Allocations
- Standard Costing Allocations

---

## Creating Allocations Using Recurring Journal Formulas

Use recurring journal entries to perform simple or complex allocations. For example, you can allocate a portion of your rent expense to another division, or, you can allocate a pool of marketing costs to several departments based on the ratio of department revenues to total revenues.

You define a separate recurring journal entry formula for each allocation, and you can group related allocation entries together in a recurring journal batch. Each line of the recurring journal entry contains a target account, as well as the formula you want to use to calculate the allocation amount.

Reserve the last line of each entry for the offsetting account. Enter line number 9999 and the offsetting account to have General Ledger automatically generate the offsetting amount. You do not need to enter a formula to calculate the offset.

## See Also

Creating Recurring Journal Formula Batches: page 1 – 60

Generating Recurring Journal Batches: page 1 – 70

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## Creating Net Allocations

Net allocations are allocated amounts that reflect changes to the cost pool. Rather than reallocating the entire revised amount, a net allocation allocates only amounts that update the previous allocations. The net effect is the same as reversing the previous allocations and posting the entire new allocation amount. This enables you to rerun the allocations as many times as you want in the same accounting period without overallocating.

You can create net allocations by generating MassAllocation formulas in incremental mode.

## See Also

About MassAllocations: page 1 – 74

Generating MassAllocation Journals: page 1 – 84

Choosing an Allocation Method: page 1 – 87

---

## Creating Step–Down Allocations

Step–down allocations distribute amounts from one allocation pool to a subsidiary allocation pool. For example, you might first allocate a portion of your facility costs to your MIS department, then allocate total MIS costs (including the allocated facility costs) to other departments.

To create a step–down allocation, you must create a different recurring entry or MassAllocation formula batch for each allocation step. If you

are using MassAllocations, create a parent and child segment value at each level. Use the parent value in the formula, and the child tracks the cost pool at each level.

Each accounting period, generate and post the first allocation batch, then generate and post each subsequent allocation batch.

## See Also

About MassAllocations: page 1 – 74

Creating Recurring Journal Formula Batches: page 1 – 60

---

## Creating Rate–Based Allocations

Rate–based allocations use current, historical or estimated rates to allocate costs such as employee benefits, commissions, bad debt, warranty costs and overhead. For example, you might want to allocate warranty costs to each division based on sales revenues and a warranty loss rate.

To create a rate–based allocation, define a recurring journal or MassAllocation formula using the statistical balance of the appropriate accounts to compute the rate.

Alternately, you can enter a formula that uses a fixed rate to represent your best estimate of future costs. Each accounting period, adjust your estimated rate by revising the formula definition.

## See Also

About MassAllocations: page 1 – 74

Creating Recurring Journal Formula Batches: page 1 – 60

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## Creating Usage–Based Allocations

Usage–based allocations use statistics such as headcount, units sold, square footage, number of deliveries or computer time consumed to calculate allocation amounts. For example, you might want to allocate your rental expense based on square foot usage.

To create a usage-based allocation, define a recurring journal formula using the appropriate statistical account balance to compute the allocation amount. Each accounting period, adjust the statistical account balance to reflect the correct usage for the period before you generate the usage-based allocation formula.

## See Also

About MassAllocations: page 1 – 74

Creating Recurring Journal Formula Batches: page 1 – 60

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## Using Allocations for Standard Costing

You can use statistics such as sales units, production units, number of deliveries or customers served to perform standard costing. For example, you might want to calculate cost of sales based on sales units and a standard cost per unit.

To perform this type of standard costing, define a recurring journal entry formula using the appropriate statistical account and a fixed amount for standard cost. Or, you can maintain the standard cost as a statistic in a different account. Each accounting period, adjust the statistical account balances before generating the recurring journal formula.

---

# Recurring Journals

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## About Recurring Journals

Define recurring journal formulas for transactions that you repeat every accounting period, such as accruals, depreciation charges, and allocations. Your formulas can be simple or complex. Each formula can use fixed amounts and/or account balances, including standard, end-of-day, or average balances, actual or budget amounts, statistics, and period-to-date or year-to-date balances from the current period, prior period, or same period last year. You can quickly create new recurring formulas by copying and modifying existing formulas.

You can define recurring journal formulas for your functional currency, foreign currencies which have a fixed relationship with your functional currency, and statistical currency.

You can use recurring journals to create three types of journal entries:

- **Skeleton Journal Entries:** Skeleton entries affect the same accounts each period, but have different posting amounts. After you generate skeleton journal entries, you can edit the unposted journal batch using the Enter Journals form and enter the journal line amounts.

Skeleton journal entries are useful with statistical information whenever you want to record journals for actual transactions based on statistical amounts, such as headcount, units sold, inflation rates, or other growth factors. For example, if you want to enter headcount for each cost center every period, you can define a skeleton entry with your headcount accounts. After you generate the skeleton entries, enter the actual headcount amounts before posting the batch.

- **Standard Recurring Journal Entries:** Standard recurring journal entries use the same accounts and amounts each period.
- **Recurring Journal Formula Entries:** Formula entries use formulas to calculate journal amounts that vary from period to period.



**Attention:** If you use summary accounts in your recurring journals, General Ledger maintains references to those summary account templates, even if you delete then recreate the summary accounts.

## Creating Recurring Journal Formula Batches

To define a recurring journal formula entry, you must create a recurring journal formula batch. Your batch can contain a single recurring journal entry definition, or you can group related recurring journals into the same batch.

The screenshot shows a software window titled "Define Recurring Journal Formula (Vision Operations)". It contains two main sections: "Recurring Batch" and "Journal Entry".

- Recurring Batch:**
  - Batch: Monthly Expense
  - Description: Recurring formula to compute
  - AutoCopy... button
  - Last Executed: Period, Date
- Journal Entry:**
  - Journal: Monthly Expense
  - Category: Adjustment
  - Currency: USD
  - Effective Dates: From 01/JAN/1997, To

At the bottom of the window are "Lines" and "Generate" buttons.

► **To create a recurring journal batch:**

1. Navigate to the Define Recurring Journal Formula window.
2. Enter a Name and optional Description for the recurring journal batch.
3. If you want to copy entries from an existing recurring journal batch to your new batch, choose AutoCopy Batch.
4. Create recurring journal entries for the batch. If you copied entries, modify them, if necessary.
5. Save your work.
6. Generate recurring journals.
7. Review and post your generated recurring journal batches.



**Suggestion:** You can use Automatic Journal Scheduling to generate your recurring journals according to a specific schedule you define. See: Automatic Journal Scheduling; page 1 – 170.

## See Also

Copying Entries from an Existing Recurring Journal Batch: page 1 – 68  
Creating Allocations Using Recurring Journal Formulas: page 1 – 55  
Generating Recurring Journal Batches: page 1 – 70

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## Creating Recurring Journal Entries

- ▶ **To create a recurring journal formula entry for a batch:**
  1. Navigate to the Define Recurring Journal Formula window.
  2. Enter or query the batch name.
  3. Enter a Name for the recurring journal entry.
  4. Enter the Category.
  5. Enter the Currency. You can choose STAT, your functional currency, or a foreign currency which has a fixed relationship to your functional currency.
  6. Enter a range of Effective Dates that includes only those periods for which you want the recurring journal entry to be used.
-  **Attention:** Recurring journal entries will only be created when you choose to generate them for a date that falls within the Effective Dates range.
- 7. Choose Lines to enter the account you want General Ledger to update when you generate your recurring journals, as well as the formula to use.

## See Also

Creating Skeleton Journal Entries: page 1 – 66  
Creating Standard Recurring Journal Entries: page 1 – 67

---

## Entering Recurring Journal Entry Lines

You can define an unlimited number of journal entry lines for each recurring journal entry. The journal entry lines specify the accounts to update with the recurring journals. Each line also contains the amount

to post to the designated account, or a formula to calculate the journal amounts.

Journal Entry Line (Vision Operations) - Recurring Expenses Journal, Recurring Expenses Journal

Line  Account 01.402.7110.0000.000

Line Description  
Advertising

Account Description  
Operations.East Region Sales.Advertising.No Sub Account.No Product

Formula

Step	Operator	Amount	Account	Balance Type	Amount Type
10	Enter	45232			

Account Description

► **To enter a recurring journal entry line:**

1. Navigate to the Define Recurring Journal Formula window.
2. Enter or query the batch name and the journal entry name.
3. Choose Lines.
4. Enter a Line number to set the order of your recurring journal entry lines. You can indicate an automatic offsetting line for your recurring journal entry by entering the line number 9999.
5. Enter the Account you want General Ledger to update when you generate and post your recurring journals.
6. Enter an optional Line Description for the recurring entry line.
7. Enter a Formula for the line.
8. Enter the remaining lines for the recurring journal entry. Remember that you can use line number 9999 as the automatic offsetting line for each recurring journal entry.
9. Save your work.

► **To enter an automatic offsetting line:**

You can enter a recurring journal entry line and have General Ledger calculate and insert the balancing amount for the recurring journal entry automatically. This is useful for allocation-type entries.

1. Enter one or more lines for the recurring journal entry.
2. Enter 9999 as the line number for the automatic offsetting line.
3. Enter an Account for the line but do not enter a formula. General Ledger will automatically calculate the amount for this journal entry line when you generate your recurring journal.
4. Save your work.

---

## Entering Recurring Journal, Budget, and Eliminating Entry Formulas

► **To enter a formula:**

1. Enter a Step number to specify the order in which you want to process the steps in your formula. Each formula can contain an unlimited number of steps.
2. Enter a factor for the formula step. There are two types of factors you can use:
  - Enter a fixed Amount.
  - Specify an Account to use a balance in the formula calculation. You can use standard, end-of-day, or average balances in your formula lines.
3. Specify the type of calculation you want to perform by entering a mathematical Operator for the formula step. The valid operators are based on EasyCalc – a General Ledger mathematical notation feature.

► **To use an account balance in your formula:**

1. Enter the Account you want to include in your formula step.

You can enter a summary account, but you cannot use accounts with parent values for which no summary account was created. General Ledger automatically maintains references to summary accounts in your formula lines even after the summary template which created the account is deleted and recreated.

2. Choose a Balance Type of Actual or Budget. If you choose budget balances, you must specify the budget to use when you generate the recurring journal batch.
3. Choose an Amount Type. Choose PTD to use the period-to-date balance of your account. Choose YTD to use year-to-date balances for income statement accounts and life-to-date totals for balance sheet accounts. If you have average balance processing enabled in your set of books, PATD (period average-to-date), YATD (year average-to-date), and EOD (end-of-day) will also appear in the Amount Type list of values.

**Note:** You can mix standard and average amount types in the same recurring journal formula.

4. Choose a Currency Type of Monetary if the account balance is a currency account, or STAT if it is a statistical account.
5. Choose the relative Period balance you want to use in your formula (Current Period, Same Period a Year Ago, or Previous Period). The relative period, combined with the amount type, determines the type of account balance your formula uses.

Amount Type	Period	Meaning
PTD	Current Period	Net activity of current period
YTD	Current Period	Ending balance of current period
PTD	Previous Period	Net activity of previous period
YTD	Previous Period	Ending balance of previous period
PTD	Same Period as a Year Ago	Net activity of year-ago period
YTD	Same Period as a Year Ago	Ending balance of year-ago period

**Table 1 – 1 (Page 1 of 1)**

6. Save your work.

## See Also

Defining Summary Accounts: page 9 – 107

Generating Recurring Journal Batches: page 1 – 70

Calculating Budget Amounts: page 2 – 36

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## Entering Formulas with EasyCalc

EasyCalc is a powerful, yet easy-to-use calculation notation based on the mathematical logic used by Hewlett-Packard calculators. EasyCalc lets you enter complex formulas to calculate journal entries, allocations, budgets and report balances.

► **To enter an EasyCalc formula:**

1. Enter the first factor to use in your calculation. The factor can be a fixed amount, or an account balance.
2. Use the EasyCalc operator *Enter* to save the value of the first factor in memory. *Enter* identifies the first factor of each calculation, and separates it from previous calculations in the formula. Using *Enter* enables you to create a logical sequence of formula steps, and enter nested calculations in a formula.
3. Enter the next factor to use in your calculation.
4. Enter the EasyCalc operator to specify the calculation involving the previous two factors. The following are the valid mathematical operators you can use in an entry formula:

E	Enter
+	Addition
-	Subtraction
*	Multiplication
/	Division

For example, to enter this calculation:

$$A * B,$$

Enter the following:

<u>Factor</u>	<u>Operator</u>	<u>Explanation</u>
A	Enter	Specify the first value A. Next, specify the operator <i>Enter</i> to separate the second value from the first.
B	*	Specify the second value B. Next, specify the operator to perform the multiplication calculation.

5. Save your work.

► **To enter a complex formula:**

- You can use EasyCalc to enter complex nested formulas. When entering a nested formula, remember these rules:
  - Use *Enter* after the first factor of each separate calculation.
  - The order in which you enter your factors and operators determines the order in which General Ledger performs the calculations.

For example, to enter this formula:

$$[(A + B) * C] / (D + G),$$

Enter the following:

<b>Factor</b>	<b>Operator</b>	<b>Explanation</b>
A	Enter	Specify the first value A. Next, specify the operator Enter to separate the second value from the first.
B	+	Specify the second value B. Next, specify the operator to perform the addition calculation with the value A.
C	*	Specify the third value C. Next, specify the operator to perform the multiplication calculation with the sum of the values A and B.
D	Enter	Specify the fourth value D. Next, specify the operator Enter to start the next calculation.
G	+	Specify the fifth value G. Next, specify the operator to perform the addition calculation with the value D.
	/	Specify the division operator to perform the final calculation.

---

## Creating Skeleton Journal Entries

Create skeleton journal entries for journal entries that affect the same accounts each period, but have different posting amounts. After you generate skeleton journal entries, edit the unposted journal batch using the Enter Journals window and enter the debit and credit amounts for the journal lines.

- ▶ **To create a skeleton journal entry:**
  1. Navigate to the Define Recurring Journal Formula window.
  2. Enter or query the batch name and the journal entry name.
  3. Choose Lines.
  4. Enter a Line number to set the order of your recurring journal entry lines.
  5. Enter the Account you want General Ledger to update when you generate and post your recurring journals. Do not enter a formula.
  6. Enter the remaining lines and accounts for the recurring journal entry.
  7. Save your work.
  
- ▶ **To enter amounts for a skeleton entry:**
  1. Generate the recurring journal batch that contains your skeleton entry.
  2. Edit the unposted journal batch using the Enter Journals window, and enter the journal line amounts.
  3. Save the revised journals.
  4. Post the batch.

## See Also

Creating Recurring Journal Entries: page 1 – 61

Generating Recurring Journal Batches: page 1 – 70

Entering Journals: page 1 – 9

---

## Creating Standard Recurring Journal Entries

Create standard recurring journal entries for journals that use the same accounts and amounts each period.

- ▶ **To create a standard recurring journal entry:**
  1. Navigate to the Define Recurring Journal Formula window.
  2. Enter or query the batch name and the journal entry name.

3. Choose Lines.
4. Enter a Line number to set the order of your recurring journal entry lines.
5. Enter the Account you want General Ledger to update when you generate and post your recurring journals.
6. For the line Formula, enter a Step number and the fixed Amount to post.
7. Enter the remaining lines with their accounts and posting amounts.
8. Save your work.
9. Generate and post the batch.

## See Also

Creating Recurring Journal Entries: page 1 – 61

Generating Recurring Journal Batches: page 1 – 70

Creating Allocations Using Recurring Journal Formulas: page 1 – 55

---

## Copying Entries from an Existing Recurring Journal Batch

You can create a new recurring journal formula batch quickly by copying and modifying an existing recurring journal formula batch.

► **To copy entries from an existing recurring journal batch:**

1. Navigate to the Define Recurring Journal Formula window.
2. Enter a Name and Description for the new recurring journal formula batch.
3. Choose AutoCopy Batch.
4. Enter the Source Batch whose recurring journal entries you want to copy.
5. After copying the entries, you can enter or change the recurring journal formulas.
6. Save your work.

## See Also

Changing a Recurring Journal Entry: page 1 – 69

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## Changing a Recurring Journal Entry

► **To change a recurring journal entry:**

1. Navigate to the Define Recurring Journal Formula window.
2. Query the name of the recurring journal formula batch you want to change.
3. If you have already generated journals using the batch, General Ledger automatically displays the Period and Date on which you Last Executed the batch.
4. Query the name of the recurring journal entry you want to change.
5. Choose Lines to review or change the recurring journal entry lines.
6. Edit the recurring journal lines.
7. Save your work.

---

## Performing Standard Costing with Recurring Journals

Use statistics such as sales units, production units, number of deliveries or customers served to perform standard costing. For example, you might want to calculate cost of sales based on sales units and a standard cost per unit.

► **To create a formula for standard costing:**

1. Define a recurring journal formula using the balance of the appropriate statistical account and a fixed amount for standard cost.  
  
Alternately, you can maintain the standard cost as a statistic in a different account.
2. Each accounting period, adjust the balance of your statistics.
3. Generate your standard cost recurring journal just like any other recurring journal batch.

## Generating Recurring Journal Batches

You must generate recurring journals to create unposted journal entries from the recurring journal formulas you defined. After generating the formulas, you can review or edit the recurring journal batches before posting them.

### Prerequisite

- Define your recurring journal entry formulas.

	Period	Budget	Recurring Batch	Last Run		Request ID
				Period	Date	
<input type="checkbox"/>			Eliminate Intercompany Prof	Mar-98	18/JUL/2000	
<input type="checkbox"/>			GL Recurring JE - no lines	Jun-00	31/AUG/2000	
<input type="checkbox"/>			GL Recurring JE 1	Feb-00	20/NOV/2000	
<input type="checkbox"/>			Recurring Expenses Journal	Aug-01	10/OCT/2000	
<input type="checkbox"/>			Recurring Journal examples	Jan-00	27/NOV/2000	
<input type="checkbox"/>			jun-00	Sep-01	27/NOV/2000	
<input type="checkbox"/>			test	Jun-00	31/AUG/2000	
<input type="checkbox"/>						

Recurring Journal      Generate

- ▶ **To generate unposted batches from recurring journal formulas:**
  1. Navigate to the Generate Recurring Journals window.
  2. (Optional) If you have average balance processing enabled and your set of books is a consolidation set of books, select a Usage. Select Standard Balances to create recurring journals that update standard balances only. Select Average Balances to create recurring journals that update average balances only.
  3. (Optional) If you have average balance processing enabled, choose Submission Details from the poplist to enter values for the recurring journals you want to generate. Choose Last Run Details to see the values that you used the last time you generated the recurring journals.
  4. Select the Recurring Batches you want to generate.
  5. Enter the accounting Period for which you want to create an unposted journal batch. The default is the first open accounting

period following the one for which you last generated recurring journals.

6. (Optional) Choose the Recurring Journal button to review the batch definition. You can generate your recurring journal batch from this window.
7. (Optional) If you have average balance processing enabled, enter a Journal Effective Date. You can enter any valid business day, unless your set of books is a consolidation set of books or if your current recurring batch uses actual balances. In these cases, General Ledger automatically enters the first day of the period if and you cannot change the value.

**Note:** You can also enter non-business days if you have set the profile option Journals: Allow Non-Business Day Transactions to Yes.

8. (Optional) If you have average balance processing enabled, enter a Calculation Effective Date. General Ledger will automatically enter the nearest day of the period. You can change this to any day in any open, closed, future enterable, or permanently closed period.
9. If you have a recurring journal entry formula that uses budget balances to calculate journal amounts, enter the Budget name.
10. (Optional) Schedule your Recurring Journal batch. See: Scheduling your Recurring Journal batch: page 1 – 72.
11. Choose Generate. General Ledger submits a concurrent process to create unposted journal batches based on the selected recurring journal formula batches. Note the Request ID assigned to the concurrent process.

General Ledger names the resulting journal batch as follows: *<Recurring Batch Name>*: *<Date>* *<Time>*. For example, Project Expense: 15-JAN-95 16:36.

12. If you generated skeleton journal entries, use the Enter Journals window to complete the journal information.
13. Review your generated journals.

The Conversion region of the Enter Journals window displays the conversion information your generated recurring journal. The table below details how your generated journals are displayed.

Currency	Type	Rate	Description
Functional currency	User	1	Journals are based on your functional currency balances. No conversion is necessary.
Fixed relationship foreign currency	EMU Fixed	The fixed conversion rate between the transaction and functional currencies	The conversion rate used to calculate the accounted amount will be the fixed conversion factor between the foreign and functional currencies.  Note: see additional information below.
STAT	User	1	No conversion necessary.

**Table 1 – 2 (Page 1 of 1) Currency Recurring Journals**

**Additional Information:** During the periods before the fixed relationship is in effect for the foreign currency and your functional currency, the entered and converted amounts for your foreign currency journal will be the same and the fields in the Conversion region of the Enter Journals window will display a Type of User and a Rate of 1.

14. Post the generated recurring journal batches to update account balances.

## See Also

Creating Recurring Journal Entries: page 1 – 61

Posting Journal Batches: page 1 – 146

Overview of Average Balance Processing: page 13 – 1

## Scheduling Your Recurring Journal Batch

You can generate your Recurring Journal Batch according to schedules in Oracle Applications, schedules you define in Oracle Applications, or schedules you define in General Ledger.

### ► To schedule your Recurring Journal Batch:

1. Navigate to the Recurring Journal Parameters window.
2. Complete the following fields:

- **Name:** Enter or choose a name for the Recurring Journal you want to schedule from the list of values.
- **Period:** Enter an accounting period or choose from the list of values.
- **Budget:** Enter a budget or choose from the list of values.

**Note:** The Budget field is enabled only if a Recurring Journal batch that uses a budget.

3. Choose the Schedule button.

The Oracle Applications Submit Request window opens.

4. Choose the Schedule button.

The Schedule window opens.

5. You can create your own schedule by completing the regions in this window. For more information, see: *Oracle Applications User's Guide*.

**Or,** choose the Apply a Saved Schedule button to select from a set of Oracle Applications or General Ledger pre-defined schedules.

6. Return to the Submit Request window and submit your request.

**Note:** You must post the Recurring Journal batch after it is generated.

## See Also

Defining Financial Schedules: page 9 – 134

Automatic Journal Scheduling: page 1 – 170

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# MassAllocations

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## About MassAllocations

Use a MassAllocation formula to create journals that allocate revenues and expenses across a group of cost centers, departments, divisions, and so on. By including parent values in allocation formulas, you can allocate to the child values referenced by the parent without having to enumerate each child separately. Hence, a single formula can perform multiple allocations.

To define MassAllocation formulas, you create a MassAllocation batch that contains one or more MassAllocation formula entries. You can also copy an existing MassAllocation batch then modify it as needed for your new batch. Use MassAllocation batches to group your MassAllocation formulas. For example, you might combine all formulas for a single department or division into one batch, or group all formulas for certain types of calculations into separate entries.

You can create MassAllocations in your functional currency, a foreign currency or statistical currency.

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## Creating MassAllocation Batches

### Prerequisites

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- Post journals to ensure that the existing balance for your allocation cost pool is current.

► **To create a MassAllocation batch:**

1. Navigate to the Define MassAllocations window.
2. Enter a Name for the MassAllocation batch.
3. Choose Actual or Encumbrance from the Balance Type poplist, for the types of balances to use in your mass allocation batch.
4. Enter a Description for the MassAllocation batch.
5. Choose Formulas to enter MassAllocation formulas.
6. After entering the formulas, save your work.

7. Choose Validate All to validate the batch, as well as all previously unvalidated batches. If you do not validate all batches, General Ledger will ask if you want to validate all unvalidated batches when you close the Define Mass Allocations window.
8. Check the MassAllocation batch validation status.
9. Generate unposted journal batches from your MassAllocation formulas.



**Suggestion:** You can generate your massallocations according to a schedule. See: Scheduling Your Allocation or MassAllocation Batch: page 1 – 88 or Automatic Journal Scheduling: page 1 – 170.

► **To copy an existing MassAllocation batch:**

1. Navigate to the Define MassAllocations window.
2. Enter a Name for the new MassAllocation batch.
3. Choose the AutoCopy button, then choose the MassAllocation batch that you want to copy.
4. Change the Balance Type as needed.
5. Enter a Description for the new MassAllocation batch.
6. Choose Formulas to modify the MassAllocation formulas that you copied.
7. After modifying the formulas, save your work.
8. Choose Validate All to validate the batch.
9. Check the MassAllocation batch validation status.
10. Generate unposted journal batches from your MassAllocation formulas.

## See Also

MassAllocation Example: page 1 – 90

Generating MassAllocation Journals: page 1 – 84

Validating MassAllocation and MassBudget Batches: page 1 – 81

## Creating MassAllocation Formulas

Amount	Account	Currency	Amount Type	Relative Period
A	01-760-7420-1200-130	USD	PTD	Current Period
+	C-C-C-C-C			
B	T-T-9110-0000-000	USD	PTD	Current Period
/	L-L-C-C-C			
C	T-T-9110-0000-000	USD	PTD	Current Period
	S-S-C-C-C			
T:	01-T-PT-1300-130	USD	PTD	Current Period
	L-L-L-C-C			
O:	01-740-8200-0000-000	USD	PTD	Current Period
	C-C-C-C-C			

- **To enter a MassAllocation formula:**
1. Navigate to the Define MassAllocations window.
  2. Enter or query the name of the MassAllocation batch to which you want to add the formula.
  3. Choose Formulas.
  4. Enter the Name, Category, and Description of the MassAllocation formula. Categories help you group journal entries in a convenient manner for reporting and analysis.
  5. Choose whether to Allocate Balances From the full balance or from a single entered currency.
    - If you choose Full Balance, General Ledger allocates your entire account balance, which is comprised of amounts entered in your functional currency, as well as amounts converted to your functional currency from a foreign currency. The generated MassAllocation will be a functional currency journal entry.
    - If you choose Single Entered Currency, General Ledger allocates the portion of your account balance entered in the Currency you specify. The generated MassAllocation will be a journal entry in the specified currency.

**Note:** If you choose a foreign currency with a fixed relationship to your functional currency, the conversion rate used to calculate the accounted amount will be the fixed conversion factor between the transaction and functional currencies.

If you are allocating encumbrance balances, you must allocate the full balance. You cannot allocate foreign currency encumbrances.

6. Choose Full Cost Pool Allocation to have any rounding difference resulting from the MassAllocation computation added to the allocations with the largest relative balance. If you do not choose this option, any rounding differences will remain in the original account.
7. Enter the formula lines.
8. Save your work.
9. Choose Validate All to validate the batch, as well as all previously unvalidated batches. If you do not validate all batches, General Ledger will ask if you want to validate all unvalidated batches when you close the window.
10. Check the MassAllocation batch validation status to confirm the batch passed validation.

---

## Entering MassAllocation Formula Lines

All MassAllocation formulas use the following equation to determine allocation amounts:

$$\text{COST POOL} * (\text{USAGE FACTOR} / \text{TOTAL USAGE})$$

General Ledger uses the following format to represent the equation. Each factor in this equation relates to a separate formula line.

$$\text{A} * \text{B} / \text{C}$$

You can enter any combination of fixed amounts and accounts in formula lines A, B, or C.

**Note:** When you create MassAllocation formulas, you can enter specific amounts or specify an account for lines A, B or C.

If you do not choose Full Cost Allocation: you can enter an amount instead or an account in any of lines A,B or C.

If you choose Full Cost Allocation: you can enter an amount in line A but lines B and C must contain accounts only. See also

the Validation Business Rules for Allocation Formulas with Full Cost Pool enabled.

► **To enter an account in a MassAllocation formula line:**

1. Enter the account for the A, B, or C line of your formula. Enter accounts with parent segment values to create a formula that references accounts with the corresponding child segment values.

When you enter an account, General Ledger ensures that segment values are valid and enabled.

2. Assign a segment Type for each account segment. The combination of parent/child segment values and types tells General Ledger which related accounts are affected or used by that portion of the formula.

You can assign one the following segment types to each segment:

**Looping (L):** Assign this type to a parent segment value to include each child value assigned to the parent value in the formula. The allocation program runs each formula once for each corresponding child segment value. You can loop only on parent values.

**Summing (S):** Assign this type to a parent segment value to sum the account balances of all the child segment values assigned to a parent. For example, if you enter a parent that has five child values, the allocation program adds the account balances of the five child accounts and uses the sum in each MassAllocation formula. You can sum only on parent values.

**Constant (C):** Assign this type to a child segment value to use the detail account balance associated with the child. You can use this type with a parent segment value only if there is a summary account associated with the parent.

**Note:** To use summary accounts in a mass allocation formula, all segments in the formula must be assigned a segment type of Constant.

3. Enter the Amount Type you want to use:
  - Period-to-Date
  - Quarter-to-Date
  - Year-to-Date
  - Project-to-Date

If you have average balance processing enabled, you can also select from the following values, however, your Balance Type must be Actual:

- Period Average-to-date
- Quarter Average-to-date
- Year Average-to-date
- End-of-day

**Note:** You can mix standard and average amount types in the same MassAllocation formula.

4. Enter the Relative Period for the account balance you want to use:
  - Current Period
  - Previous Period
  - Year Ago, Same Period
5. Enter the account Balance Type to use for the formula line. If you enter the Budget balance type, you must also enter a Budget name. If you enter the Encumbrance balance type, you must also enter an Encumbrance Type.
6. Once you have entered your A, B, and C formula lines, enter the Target and Offset accounts.
7. Save your work.

## See Also

Defining Segment Values (*Oracle Applications Flexfields Guide*)

Entering an Offsetting Account: page 1 – 80

Validating MassAllocation and MassBudget Batches: page 1 – 81

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## Entering a Target Account

Enter an account in the Target line to specify the destination for your allocations.

When the result of your allocation formula is a positive number, the resulting journal entry debits the target account and credits the offset account. When the result of your allocation formula is a negative

number, the resulting journal entry credits the target account and debits the offset account.

**Note:** The target account must conform to the allocation formula rules for target accounts. Be sure to also follow the account segment cross-validation rules. The validation program does not check for account cross-validation rule violations. If you enter a target account that violates a cross-validation rule General Ledger creates invalid journal lines when you generate the formula. You must correct the resulting journals in the Enter Journals window before you post.

## See Also

Allocation Formula Rules: page 1 – 82

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## Entering an Offsetting Account

Enter an account in the Offset line to specify the account to use for the offsetting debit or credit from your allocation. The Offset account is usually the same account as formula line A to reduce the cost pool by the allocated amount.

When the result of your allocation formula is a positive number, the resulting journal entry debits the target accounts and credits the offset account. When the result of your allocation formula is a negative number, the resulting journal entry credits the target accounts and debits the offset account.

**Note:** The offset account must conform to the allocation formula rules for offsetting accounts. Be sure to also follow the account segment cross-validation rules. The validation program does not check for account cross-validation rule violations. If you enter an offset account that violates a cross-validation rule General Ledger creates invalid journal lines when you generate the formula. You must correct the resulting journals in the Enter Journals window before you post.

## See Also

Allocation Formula Rules: page 1 – 82

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## Validating MassAllocation and MassBudget Batches

After you define a new allocation batch, or change an allocation formula, you must validate the batch by running the MassAllocation/MassBudget Validation program. The program verifies that your allocation formulas conform to the allocation formula definition rules.

You can run the program to validate all previously unvalidated batches, or you can validate all unvalidated batches when you close the window.

► **To validate all unvalidated MassAllocation and MassBudget batches:**

1. Navigate to the Define MassAllocation or Define MassBudgets window.
2. Choose Validate All. General Ledger automatically starts a concurrent request to run the MassAllocation/MassBudget Validation program.
3. Check the validation status after the concurrent request completes.

► **To review the batch validation status:**

1. Navigate to the Define MassAllocation or Define MassBudgets window.
2. Query the name of the allocation batch you want to check.
3. Review the batch Status. Your batch will have one of the following statuses:

**Valid:** General Ledger has validated your batch. You can use your formula to generate journals.

**Not Validated:** General Ledger has not yet run the MassAllocation/MassBudget Validation program to check your batch. This program must validate this batch before you can generate it.

**In Process:** General Ledger has started the MassAllocation/MassBudget Validation program to check your batch. If you want to make changes to this batch, you must wait until the program completes.

**Error:** General Ledger found definition errors in your batch.

4. If your batch fails validation, use the Request ID to locate the problems on the MassAllocations/MassBudget Validation Report. Correct your errors in the Define MassAllocations or Define

MassBudgets window. When you save your changes and close the window, you can validate all unvalidated batches.

## See Also

MassAllocations/MassBudgeting Validation Report: page 14 – 89

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## Allocation Formula Rules

Use the following definition rules when creating your allocation formulas. The allocation validation program checks that your formulas adhere to these rules.

### **For formula lines A, B and C (operand lines):**

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- You can enter either an amount or an account in lines A, B and C.
- If you enter an account, child values must have a Constant segment type.
- Parent values may have a Constant, Looping or Summing segment type.
- You can use a Constant segment type with a parent value only if it references a summary account.
- If you use a Looping segment type on the same segment in more than one of the operand lines, you must use the same parent.
- If you use a Looping segment type in your Target line, you must use a Looping segment type on the same segment using the same parent in lines A, B or C.
- To use summary accounts, all segments in your formula must be assigned a segment type of Constant.

### **For target and offset lines (lines T and O)**

---

- You must enter an account in the Target and Offset lines.
- Detail values must have a Constant segment type.
- Parent values must have a Looping segment type.
- Your Target account must be different from your Offset account.

### **For the target line only (line T)**

---

- If you use a Looping segment type in lines A, B or C, you must use a Looping segment type on the same segment using the same parent in your Target line.

### **For the offset line only (line O)**

---

- You can only use a Looping segment type in your Offset line if the corresponding segment type in your Target line is Looping.
- If you use a Looping segment type in your Offset line, you must use the same parent as in your Target line.

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## **Validation Business Rules**

If you choose to use Full Cost Pool Allocation, below are the business rules used to validate your Allocation Formula Rules for lines A, B, and C. If your full cost pool allocation contains violations of the business rules, the execution report will detail the errors.

1. Line B is account based.
2. Line B has at least one looping segment.
3. Line C is account based and has the same segment values as line B.
4. Line C uses Constant or Summing segment type if line B uses Constant or Summing segment type.
5. At least one Summing or Constant segment in line C corresponds to a looping segment in line B.

## **See Also**

Assigning Segment Types: page 2 – 41

Entering a Target Account: page 1 – 79

Entering an Offsetting Account: page 1 – 80

Validating MassAllocation and MassBudget Batches: page 1 – 81

## Generating MassAllocation Journals

Generate MassAllocations to create unposted journal batches based on your validated MassAllocation formulas. The generated journal batch contains one entry for each allocation formula in the batch.

Use MassAllocation journals to reverse existing balances, post new allocation amounts, or generate journals that increment the existing balances to match the current allocation amount.

You can generate MassAllocation journal batches for any range of open or future enterable periods. If you are allocating encumbrances, all of the periods must be in open encumbrance years. General Ledger creates one unposted journal batch for each period in the range. If there is a closed period in the range of periods you specify, General Ledger generates a batch that cannot be posted until you open the period.

### Prerequisite

- Define MassAllocation formulas.
- Validate the MassAllocation batches, and make sure the validation was successful.

Period			
Batch Name	From	To	Last Run
GL MassAllocation 1	Apr-97	Apr-97	Feb-00
GLXMX01 - Constant Batch	May-97	May-97	Feb-00

Allocation Method

Full  Incremental

Generate

- ▶ **To generate a journal batch from a MassAllocation formula:**
  1. Navigate to the Generate MassAllocation Journals window.

2. (Optional) If you have average balance processing enabled and your set of books is a consolidation set of books, select a Usage. Select Standard Balances to create MassAllocation journals that update standard balances only. Select Average Balances to create MassAllocation journals that update average balances only.
3. (Optional) If you have average balance processing enabled, choose Submission Details from the poplist to enter values for the MassAllocation journals you want to generate. Choose Last Run Details to see the values that you used the last time you generated the MassAllocation journals.
4. Enter the Batch Name for each validated MassAllocation formula batch you want to generate.
5. (Optional) If average balance processing is NOT enabled for your set of books, enter the From Period and the To Period for which you want to generate MassAllocation journals. General Ledger displays the Period Last Run if you have already generated the batch.
6. (Optional) If average balance processing is enabled for your set of books, enter the Period for which you want to generate MassAllocation journals.
7. (Optional) If you have average balance processing enabled, enter a Journal Effective Date. You can enter any valid business day, unless your set of books is a consolidation set of books or if your current MassAllocation uses actual balances. In these cases, General Ledger automatically enters the first day of the period if and you cannot change the value.

**Note:** You can also enter non-business days if you have set the profile option Journals: Allow Non-Business Day Transactions to Yes.
8. (Optional) If you have average balance processing enabled, enter a Calculation Effective Date. General Ledger will automatically enter the nearest day of the period. You can change this to any day in any open, closed, future enterable, or permanently closed period.
9. Specify the Allocation Method for the MassAllocation batches you are generating. You can generate journals that reverse previous allocation batches, or post new allocation amounts, or generate journals that increment the existing balances to match the current allocation amount.
10. (Optional) Schedule your Allocation or MassAllocation batch. See: Scheduling your Allocation or MassAllocation batch: page 1 – 88.

- Choose Generate to submit a concurrent process that creates an unposted journal batch for each period in the range you specify.

If your MassAllocation formula generates a journal entry to an invalid account, General Ledger creates an entry with the account in the journal line description. Afterwards, check the invalid accounts and enter valid accounts in their places.

- Review and change the generated MassAllocation journal batches using the Enter Journals window. General Ledger names your MassAllocation journal batches as follows: *MB: <Request ID> <MassAllocation Batch Name> <Period>*; for example, MA: 47566 Rent Budget Allocation JAN-95.

The Conversion region in the header of the Enter Journals window displays the conversion information for your MassAllocation journal. The table below details how your generated MassAllocation journals are displayed.

Currency	Type	Rate	Description
Functional Currency	User	1	No conversion required.
Non-fixed relationship foreign currency	User	1	Entered and converted are derived from the account balance on which the allocation is based.  For allocation of constant amounts, entered equals converted amounts.
Fixed relationship foreign currency	EMU Fixed	The fixed conversion rate between the transaction and functional currencies	The Entered amount is derived from the account balance on which the allocation is based. The converted amount is derived by using the fixed conversion rate between the transaction and functional currencies.  For allocation of constant amounts, the conversion is based on the entered amount multiplied by the fixed factor.
STAT	User	1	No conversion required.

**Table 1 – 3 (Page 1 of 1) Currency MassAllocations**

- Post the MassAllocation journal batches using the Post Journals window.

## See Also

MassAllocation Example: page 1 – 90

Creating MassAllocation Formulas: page 1 – 76

Posting Journal Batches: page 1 – 146

Overview of Average Balance Processing: page 13 – 1

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## Choosing an Allocation Method

You can generate journals from allocation formulas using a full or incremental allocation method, depending on whether you want to replace or increment existing account balances.

### **Generating Journals Using the Full Allocation Method**

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Choose the Full allocation method to generate journals that reverse previous allocations or to post new allocation amounts. We recommend that you use this method only if you are allocating amounts for the first time, or only once.

To replace a previous allocation requires two steps. First, reverse the original allocation. Second, create a mass allocation for the new amounts.

### **Generating Journals Using the Incremental Allocation Method**

---

Choose the Incremental allocation method when you want to update allocated balances without reversing the previous allocation batches. Using this method, you can generate allocation journals as many times as you wish, provided there is no activity against the target accounts between runs.

We recommend that you do not use the incremental method the first time you generate a MassAllocation entry. However, if you do generate your first MassAllocation entry using this method, your target balance must be zero.

Before generating incremental allocation journals, post all batches you previously generated from the same formula batch.

If you rerun your incremental batches, General Ledger uses cumulative period-to-date, quarter-to-date, year-to-date or project-to-date balances for the accounting period you specify. The first amount type General Ledger encounters in the A\*B/C formula is the amount type

used for the target account when calculating the incremental allocation amount (A\*B/C).

## Scheduling Your Allocation or MassAllocation Batch

You can generate your Allocation or MassAllocation Journal Batch according to schedules in Oracle Applications, schedules you define in Oracle Applications, or schedules you define in General Ledger.

### ► To schedule your Allocation Batch:

1. Navigate to the Allocation Parameters window.
2. Complete the following fields:
  - **Name:** Enter or choose a name for the Allocation or MassAllocation batch you want to schedule from the list of values.
  - **Period:** Enter an accounting period or choose from the list of values.
  - **Budget:** Enter a budget or choose from the list of values.  
**Note:** The Budget field is enabled only if you choose an Allocation or MassAllocation batch that uses a budget.
3. Choose the Schedule button.  
The Oracle Applications Submit Request window opens.
4. Choose the Schedule button.  
The Schedule window opens.
5. You can create your own schedule by completing the regions in this window. For more information, see: *Oracle Applications User's Guide*.  
**Or,** choose the Apply a Saved Schedule button to select from a set of pre-defined Oracle Applications or General Ledger schedules.
6. Return to the Submit Request window and submit your request.  
**Note:** You must post the Allocation or MassAllocation batch after it is generated.

## See Also

Defining Financial Schedules: page 9 – 134



## MassAllocation Examples

Suppose your account is composed of three segments: Company, Department and Account. You want to redistribute your monthly rent expense from department 100 to each department based on the amount of space each department occupies.

Department 999 is a parent that includes all departments except 100. Department 100 is the department that stores all rent expenses. Account 5740 is the rent expense account. SQFT is the statistical account used to record square footage for each department.

### Usage-Based Allocation Example

To allocate the monthly rent expense for company 01, define the following MassAllocation formula:

	Co	Dept	Acct	Balance Type	Relative Period	Currency	Amount Type
	C	C	C				
<b>A</b>	01	100	5740	A	Current Period	USD	PTD
*	C	L	C				
<b>B</b>	01	999	SQFT	A	Current Period	STAT	YTD
/	C	S	C				
<b>C</b>	01	999	SQFT	A	Current Period	STAT	YTD
	C	L	C				
<b>T</b>	01	999	5740	A	Current Period	USD	PTD
	C	C	C				
<b>O</b>	01	100	5740	A	Current Period	USD	PTD

Row A represents the cost pool that you want to allocate to all departments. Rows B and C compute the relative amount of floor space occupied by each department. These rows access statistical accounts of the form 01-101-SQFT, 01-102-SQFT, and so on. Row B loops through all department segment values. Row C computes the total of all floor space occupied.

Assume there are three other departments besides 100 in the company, 101, 102 and 103 that occupy 45%, 30% and 25% of the company's floor space, respectively. These departments are children to the parent department 999. When you run this MassAllocation formula for an

accounting period with \$100,000 of rent expense, you produce a journal entry that looks like the following:

```
debit 01 - 101 - 5740.....45,000 Rent Expense - Dept 101
debit 01 - 102 - 5740.....30,000 Rent Expense - Dept 102
debit 01 - 103 - 5740.....25,000 Rent Expense - Dept 103
credit 01 - 100 - 5740.....100,000 Rent Expense - Dept 100
```

You can use more than one looping segment in your formula. For example, you can expand the previous allocation to allocate rent expense across all companies and departments in your organization.

Define a parent Company segment value (99) that is associated with all detail company values. Then use Company value 99 instead of 01 in all five rows of the formula. Use the Looping segment type for company 99 in each row except C.

	Co	Dept	Acct	Balance Type	Relative Period	Currency	Amount Type
	L	C	C				
<b>A</b>	99	100	5740	A	Current Period	USD	PTD
*	L	L	C				
<b>B</b>	99	999	SQFT	A	Current Period	STAT	YTD
/	S	S	C				
<b>C</b>	99	999	SQFT	A	Current Period	STAT	YTD
	L	L	C				
<b>T</b>	99	999	5740	A	Current Period	USD	PTD
	C	C	C				
<b>O</b>	99	100	5740	A	Current Period	USD	PTD

Row A represents the cost pool that you want to allocate to all departments. Rows B and C compute the relative amount of floor space occupied by each department. These rows access statistical accounts of the form 01-101-SQFT, 01-102-SQFT, and so on. Row B loops through all department segment values. Row C computes the total of all floor space occupied.

### Incremental Mass Allocation Example

Now assume that you will want to reallocate an adjusted cost pool without reversing the posted journal batches created by the previous

MassAllocations. You define your MassAllocation with a different offset account from your cost pool:

	Co	Dept	Acct	Balance Type	Relative Period	Currency	Amount Type
	C	C	C				
<b>A</b>	01	100	5740	A	Current Period	USD	PTD
*	C	L	C				
<b>B</b>	01	999	SQFT	A	Current Period	STAT	YTD
/	C	S	C				
<b>C</b>	01	999	SQFT	A	Current Period	STAT	YTD
	C	L	C				
<b>T</b>	01	999	5740	A	Current Period	USD	PTD
	C	C	C				
<b>O</b>	01	100	5740	A	Current Period	USD	PTD

The examples below will build upon the same MassAllocation as in the previous example, except the allocation amount is the incremental change. The original MassAllocation used a cost pool of \$100,000, resulting in a journal entry like the following:

```
debit 01 - 101 - 5740.....45,000 Rent Expense - Dept 101
debit 01 - 102 - 5740.....30,000 Rent Expense - Dept 102
debit 01 - 103 - 5740.....25,000 Rent Expense - Dept 103
credit 01 - 100 - 5740.....100,000 Rent Expense - Dept 100
```

Now, assume that later you want to reallocate a rent cost pool increased by \$10,000 to a total of \$110,000. When you run the same MassAllocation formula in incremental mode for an accounting period with a cost pool of \$110,000, General Ledger only allocates the adjustment to the cost pool, or \$10,000. This produces the following journal entry:

```
debit 01 - 101 - 5740.....4,500 Rent Expense - Dept 101
debit 01 - 102 - 5740.....3,000 Rent Expense - Dept 102
debit 01 - 103 - 5740.....2,500 Rent Expense - Dept 103
credit 01 - 100 - 5740.....10,000 Rent Expense - Dept 100
```

After you post this journal entry, the balances in your rent expense accounts are:

```
01 - 101 - 5740.....49,500 Rent Expense - Dept 101
01 - 102 - 5740.....33,000 Rent Expense - Dept 102
```

01 - 103 - 5740.....27,500 Rent Expense - Dept 103  
 01 - 100 - 5740.....110,000 Rent Expense - Dept 100

Now assume that later you want to reallocate a rent cost pool decreased by \$30,000 to a total of \$80,000. When you run the same MassAllocation formula in incremental mode for an accounting period with \$80,000 of rent expense, General Ledger produces the following journal entry:

debit 01 - 100 - 5740.....30,000 Rent Expense - Dept 100  
 credit 01 - 101 - 5740.....13,500 Rent Expense - Dept 101  
 credit 01 - 102 - 5740.....9,000 Rent Expense - Dept 102  
 credit 01 - 103 - 5740.....7,500 Rent Expense - Dept 103

After you post this journal entry, the new balances in your rent expense accounts are:

01 - 101 - 5740.....36,000 Rent Expense - Dept 101  
 01 - 102 - 5740.....24,000 Rent Expense - Dept 102  
 01 - 103 - 5740.....20,000 Rent Expense - Dept 103  
 01 - 100 - 5740.....80,000 Rent Expense - Dept 100

Posting the resulting incremental MassAllocation journal entry has a net effect of replacing the existing target balance with the allocated amounts from A\*B/C.



**Warning:** When using MassAllocations or MassBudgeting, use accounts that receive all of their activity solely from incremental and regular MassAllocations and MassBudgeting. This ensures that General Ledger uses an accurate target balance for the incremental allocation.

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# AutoAllocations

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## AutoAllocations Overview

AutoAllocations is a powerful feature to automate journal batch validation and generation for MassAllocations, Recurring Journals, MassBudgets, and MassEncumbrances. From the AutoAllocation Workbench you can define AutoAllocation sets and submit them for processing. You can also schedule your AutoAllocation Sets to run in future periods based on General Ledger schedules you create. Use AutoAllocations to process journal batches you generate regularly, such as for month end closing.

You can create two types of AutoAllocation Sets:

- **Parallel:** Parallel AutoAllocation validates and generates all the journal batches in your AutoAllocation set simultaneously. You can then post the generated journals to update your balances. Use any combination of MassAllocations, Recurring Journals, MassBudgets, or MassEncumbrances in your parallel AutoAllocation set.
- **Step–Down:** You must create journal batches in a specific sequence when using Step–Down AutoAllocations. Order your journal batches so that the posted results of one step are used in the next step of the AutoAllocation set.

You can choose any combination of MassAllocations, Recurring Journals, MassBudgets, and MassEncumbrances. Step–Down AutoAllocation sets automatically validate, generate, and post all journals created by the process.

You can incorporate Oracle Workflow to notify a specific individual or responsibility of AutoAllocation process results. You can also use Oracle Workflow to require approval from a specific individual or responsibility before the process posts generated journal batches. You can change the individual or responsibility contact for each step of the AutoAllocation set.

**Note:** Journal Approval, which also uses Oracle Workflow for notifications and approvals, is an independent subprocess that can be launched by AutoAllocations. The contact you specify for a step in the AutoAllocation Workbench is the Journal Approval contact. For more information see: Journal Approval Overview, page 1 – 31.

If the Step-Down AutoAllocation process fails, Oracle Workflow gives the contact individual or responsibility the option to roll back the process. Rollback cancels any generated journal batches and reverses any posted journal batches.



**Attention:** You must enable the user profile option, AutoAllocation Rollback Allowed, for rollback to be an option if the AutoAllocation process fails.

The AutoAllocation Workbench gives you extended functionality in one window. You can:

- Query defined Allocations or Recurring Journals batches to use in your Parallel or Step-Down AutoAllocation set.
- Drill down to view any batch definition form and create new journal batches to use in your AutoAllocation set.
- Submit your AutoAllocation set.
- Schedule your AutoAllocation set.
- View the process status of your submitted AutoAllocation sets.

**Caution:** Customizable processes are included in the Step-Down AutoAllocation process to meet your organization's specific needs. Should your organization change any workflow processes that are not designated customizable, Oracle support will be limited.

Recurring Journals: page 1 – 59

MassAllocations: page 1 – 74

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## Oracle Projects and Oracle General Ledger

Please note the following constraints when using AutoAllocations:

- Only a Projects responsibility can create and launch AutoAllocation sets containing Projects and General Ledger steps.
- A General Ledger responsibility can view only General Ledger AutoAllocation steps.
- Any Step-Down AutoAllocation set that includes a Projects Allocation Rule does not have the rollback option. If your AutoAllocation set fails, choose the View Status button in the AutoAllocation Workbench window to determine which steps completed.

## Parallel Allocation Sets

Create Parallel Allocation sets in the AutoAllocation Workbench window.

LineType	Batch	Contact	Allocation Method
10 Recurring Journals	Recurring Expenses Journal		N/A
20 Recurring Journals	Eliminate Intercompany Profit		N/A

### ► To Create a Parallel AutoAllocation Set:

1. Navigate to the AutoAllocation Workbench window.
2. Enter an AutoAllocation set name.
3. Enter a description for the AutoAllocation set.
4. Choose Parallel as the Allocation Set Type.

**Note:** Once you save your AutoAllocation set, you cannot change the Allocation Set Type.

5. Enter a line number in the Step column.
6. In the Type column, choose the Type of AutoAllocation you want to use from the list of values: MassAllocations, MassBudgets, Recurring Journals, or MassEncumbrances.

**Note:** The Definition Drilldown button (lower left) is a dynamic button. The label changes with your choice of Type. Use this button to query and edit existing or create new Mass Allocations, Mass Budgets, Recurring Journals, or MassEncumbrances. You can drill down to the Batch Definition Form to view the details of your batch. See Table 1–2.

7. In the Batch column, enter a batch or choose from the list of values. Batches are predefined and are derived from the Type of allocation you specified in the Type column.
8. Save your work.
9. When you have entered all your lines, choose any of the three buttons at the bottom of the window: Submit, Schedule, or View Status. See Table 1–3 for a list of these buttons and their corresponding actions.

**Note:**

- Parallel AutoAllocation sets are not integrated with Workflow. You are not required to complete contact information for Workflow notifications.
- Submitted Parallel AutoAllocation sets create generated journal entries. You must post the generated journals to update General Ledger balances.

Button	Type	Dependency	Label	Action
Definition Drilldown	Dynamic	Batch Type: MassAllocation	MassAllocation	Define MassAllocation window: see page 1 – 74
Definition Drilldown		Batch Type: MassBudget	MassBudget	Define MassBudgets window: see page 2 – 38
Definition Drilldown		Batch Type: MassEncumbrances	MassEncumbrances	Define MassAllocation window: see page 1 – 74
Definition Drilldown		Batch Type: Recurring Journals	Recurring Journals	Define Recurring Journal Formula window: see page 1 – 60

**Table 1 – 4 (Page 1 of 1) AutoAllocation Definition Drilldown Button**

Button	Action
Submit	Navigate to submission parameter window
Schedule	Navigate to SRS form to schedule Step-Down or Parallel AutoAllocation
View Status	Navigate to view status window. If more than one request exists for an allocation set, data for latest request is queried.

Table 1 – 5 (Page 1 of 1) AutoAllocation Workbench Buttons

## Step-Down AutoAllocation Sets

Create Step-Down AutoAllocation sets in the AutoAllocation Workbench window. For more information see: Step-Down AutoAllocation Approval Process: page 1 – 103.

StepType	Batch	Contact	Allocation Method
10 Recurring Journals	Recurring Expenses Journal	CHORTON	N/A
20 Recurring Journals	Eliminate Intercompany Profit	CBAKER	N/A
30 MassAllocations	GLXMX02 - Formula Batch	ANDYM	Full
40 MassAllocations	GLXMX03 - Mixed Batch	ANDYM	Full

### ► To Create a Step-Down AutoAllocation Set:

1. Navigate to the AutoAllocation Workbench window.
2. Enter an AutoAllocation set name.
3. Enter a description for the AutoAllocation set.
4. Define the Default Contact. Specify the person or responsibility to be notified by Workflow in the event of process error or process completion, or if approval is required. You can choose from the list

of values or enter the user ID. The default contact appears below in the contact field for each Type you specify.

5. Choose Step-Down as the Allocation Set Type

**Note:** Once you save your AutoAllocation set, you cannot change the Allocation Set Type.

6. Enter the Step number in the Step column.
7. In the Type column, choose the type of AutoAllocation you want to use from the list of values: MassAllocations, MassBudgets, Recurring Journals, or MassEncumbrances. Link the execution of these allocations to the sequence number specified previously.

**Note:** The Definition Drilldown button (lower left) is a dynamic button. The label changes with your choice of Type. Use this button to query and edit existing or create new MassAllocations, MassBudgets, Recurring Journals, or MassEncumbrances. You can drill down to the Batch Definition Form to view the details of your batch. See Table 1-2.

8. In the Batch column, enter a batch or choose from the list of values. Batches are predefined and are derived from the Type of allocation you specified in the Type column.
9. Choose a contact from the List of Values if you do not want the Default Contact. Workflow notifications and approvals are sent to the user ID or responsibility you specify when the AutoAllocation program processes this step. If Workflow fails to reach this contact, Workflow attempts to notify or gain approval from the Default Contact, if different.

**Note:** If Journal Approval is launched as part of your AutoAllocation step, Workflow sends two notifications: one to the step contact and one to the contact as specified in Journal Approval. For more information see: Journal Approval Overview, page 1 – 31.

10. Choose the Allocation Method. The default method of recurring batches is N/A. Your choices are: Full, Incremental, or N/A.
11. Save your work.
12. When all of your lines are entered, choose any of the three buttons at the bottom of the window: Submit, Schedule, or View Status. See Table 1-3 for a list of these buttons and their corresponding actions.

## Submitting AutoAllocation Set Requests

Before you submit your AutoAllocation set, complete the Parameters window, which you must access only from the AutoAllocation Workbench window. Parallel and Step-Down AutoAllocation sets can be submitted immediately, scheduled for a later time, or scheduled to run at specified intervals.

You can submit requests two ways:

1. Choose the Submit button in the AutoAllocation Workbench window to open the Parameters window and submit your request immediately.
2. Choose the Schedule button in the AutoAllocation Workbench window to schedule Parallel and Step-Down AutoAllocation sets. You can navigate to define an AOL schedule or choose from defined AOL or General Ledger schedules. To define your own schedule in General Ledger see: Defining Financial Schedules: page 9 – 134.

Parameters (Vision ADB) - LW BUDGET

Name

Period

Budget

**Average Balance Options**

Journal Effective Date

Calculation Effective Date

Usage

► **To schedule your AutoAllocation set:**

1. In the AutoAllocation Workbench window, choose the Schedule button.

The Parameters window appears.

2. Complete the following fields:
  - **Name:** Enter or select a name from the list of values.
  - **Period:** Enter an accounting period or choose from the list of values.
  - **Budget:** Enter a budget or choose from the list of values.

**Note:** The Budget field is enabled only if a Recurring Journal batch that uses a budget is part of your AutoAllocation set.

3. Complete the Average Balance Options region when Average Balances are enabled in an ADB non-consolidation set of books.

- **Journal Effective Date:** The default date is the closest business day in the chosen period.

**Note:** If the profile option GL: Allow Non-Business Day Transactions is set to Yes, then you can specify any business or non-business date. If this profile option is set to no, you must specify a business date.

- **Calculation Effective Date:** The default date is the closest business day in the chosen period.

**Note:** You can specify a date in any open, future enterable, closed, or permanently closed period.

- **Usage:** This field appears only when Average Balances are enabled in an ADB consolidation set of books. Select one of the following from the poplist:

Standard

Average

4. Complete the Projects regions if you are in a Projects responsibility and setting the submission parameters for an allocation set using Projects Allocation Rules. See: *Oracle Projects*.

5. Choose the Schedule button.

The Oracle Applications Submit Request window appears.

6. You can create your own schedule by completing the regions in this window. For more information, see: *Oracle Applications User's Guide*.

**Or,** choose the Apply a Saved Schedule button to select from a set of pre-defined Oracle Applications or General Ledger schedules.

7. Return to the Submit Request window and submit your request.

**Note:** Scheduled Parallel AutoAllocation sets create generated journal entries. You must post the generated journals to update General Ledger balances.

**Note:** Scheduled AutoAllocation sets are governed by Workflow processes. You are not required to post generated journals to update General Ledger balances.

## See Also

Defining Financial Schedules: page 9 – 134

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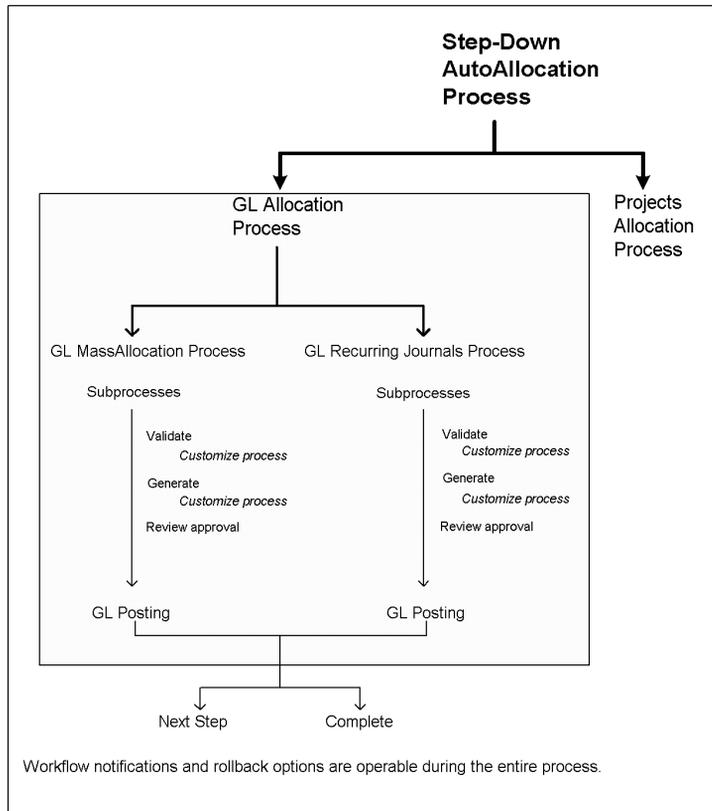
## Reviewing the status of your AutoAllocation Sets

To review the status of your AutoAllocation set, choose the Review Status button in the AutoAllocation Workbench window. If more than one AutoAllocation set is pending, you can query the set you want to find.

# Step-Down AutoAllocation Approval Process

Step-Down AutoAllocation invokes an automated process managed by Oracle Workflow. The process initiates the GL Allocation process and directs batches to the GL MassAllocation process or the GL Recurring Journals process. These processes validate batches and determine if approvals are required for a batch, submit the batch(es) to approvers if required, then notify individuals of the approval results.

If errors occur, the contact or responsibility may choose to roll back the Step-Down AutoAllocation process. The rollback reverses all journal entries.



The Step-Down AutoAllocation process consists of five main processes:

- Automatic Step-Down Allocation Process
- GL Allocation Process
- GL MassAllocation Process
- GL Recurring Journal Process
- GL Posting Process

Batch validation, generation, rollback, and workflow notifications are all subprocesses that can be launched at various stages of these main processes.

If Journal Approval is required for a generated batch before posting, AutoAllocations launches Journal Approval and sends two notifications: an advisory notification to the AutoAllocation step contact and a notification to the Journal Approval contact. Once the journal is approved, the AutoAllocation process proceeds. For more information see: Journal Approval Overview, page 1 – 31.

---

## Customizing Step-Down AutoAllocations

You can customize the Step-Down AutoAllocation process to meet your organization's unique requirements.

**Profile options:** The following profile options affect how Step-Down AutoAllocation operates:

- **AutoAllocation Rollback Allowed:** Enables the contact, when notified, to roll back the AutoAllocation set, reversing all journal entries. Rollback is available only for General Ledger AutoAllocation sets. When this profile option is enabled, the rollback option is not available to AutoAllocation sets containing Projects Allocation Rules. For more information, see: *Oracle Projects*.
- **Journal Review Required:** Requires the contact to review a generated journal batch before posting.
- **Debug Directory:** Enables the database to create a Workflow debug file in a specified directory.

To set these profile options, See: Setting General Ledger Profile Options: page B – 2.

**Workflow activity settings:** You can change the default settings for the following:

- **Request Approval from Approver Timeout:** The standard setting is 3 days. After this time has expired, AutoAllocation notifies the preparer that no owner response has been received.
- **Reached Manager Notification Resend Limit:** The standard setting is 3 notifications. AutoAllocation resends notifications to the owner until the limit is reached.

**Caution:** If you decide to change these settings, be careful when selecting your new values; the settings work together with a compounding effect: The owner timeout is processed for each notification sent.

For example, if the owner timeout is 7 days and the notification resend limit is 3, a journal batch remains in the approval cycle for 21 days if the owner does not respond.

- **Default Error Notification:** AutoAllocation uses Oracle Workflow's standard error processing to handle runtime errors. You can choose to send a notification to your system administrator whenever such errors occur. Open the AutoAllocation workflow file in Oracle Workflow and set the Performer for the Default Error Notification, in the Default Error process, to your system administrator's user ID.

**Note:** If you enable the profile option, Journal Review Required and you also enable Journal Approval, the Workflow processes and notifications launched by Journal Approval take precedence over notifications initiated by Journal Review Required.

**Customizable processes:** Four processes can be modified to suit your organization's needs.

- **Generated MassAllocation Batch Validation Process:** Customizes validation of a generated MassAllocation journal batch.
- **Generated Recurring Journal Batch Validation Process:** Customizes validation of generated Recurring Journal batch.
- **MassAllocation Validation Process:** Customizes validation of a generated massallocation journal batch.
- **Select and Validate Journal Batch Process:** Customizes validation of a journal batch before posting.

**Caution:** Modify these activities and processes only when customizing the AutoAllocation Approval Process.

**Additional Information:**

Include all customizations in the GL\_AUTO\_ALLOC\_WF\_CUST\_PKG defined in the file admin/sql/glcwfals/pls.

This package contains the PL/SQL template of procedures and functions that you modify to customize the GL AutoAllocation Process for your specific needs.

When you customize, you may want to use the existing workflow item attributes that General Ledger provides. For a list of these attributes, load the GL AutoAllocation definition file from the database into Oracle Workflow Builder and refer to the attributes section.

Result types for the customizable processes are:

**COMPLETE:PASS** indicates the process completed.

**COMPLETE:FAIL** indicates the process failed and has been terminated.

**COMPLETE:ROLLBACK** indicates the process failed and the rollback option has been selected.

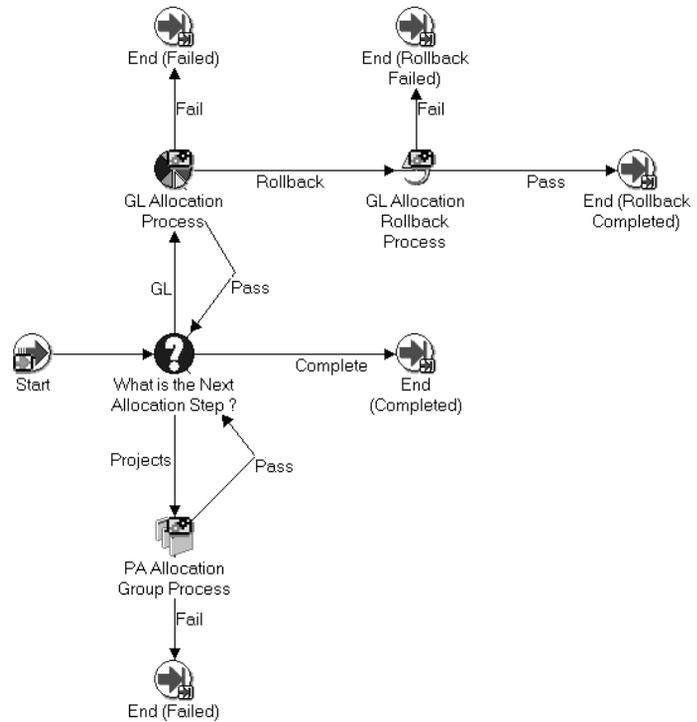
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## AutoAllocation Processes

Following are Workflow diagrams, graphically illustrating the higher level processes used by AutoAllocations. You can create all the components for an activity in the graphical Oracle Workflow Builder except for the PL/SQL stored procedures that the activities call. Processes you can customize are listed below the high level processes.

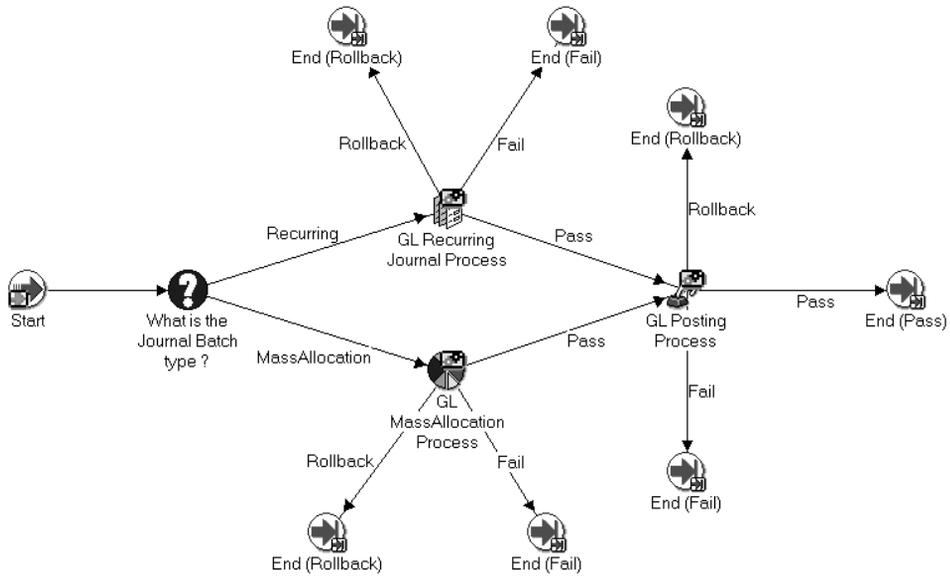
You can view a workflow process in a Process window using Oracle Workflow Builder. See: *Oracle Workflow*.

## Automatic Step-Down Allocation Process



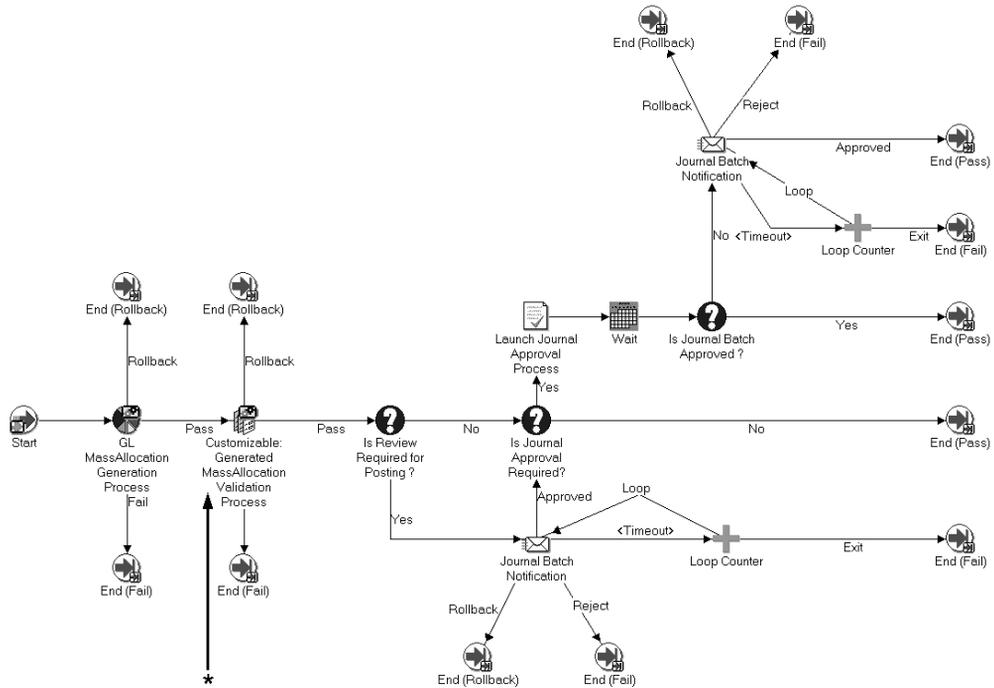
This process checks each step of your AutoAllocation set to determine whether the batch is forwarded to the PA Allocation Group Process or the GL Allocation Process. If an error occurs during the GL Allocation Process, rollback is allowed.

## GL Allocation Process



This process checks the Journal Batch Type and then forwards the step to the MassAllocation Process or the Recurring Journal Process. If a process error occurs, rollback is allowed.

# GL MassAllocation Process



This process invokes subprocesses to generate and validate AutoAllocation set batches incorporating approvals and notifications at various points in the process. If the generation of a batch requires approvals, Workflow launches the batch approval process. If the process completes, the batch is forwarded to the GL Posting process. If an error occurs during the GL MassAllocation Process, rollback is allowed.

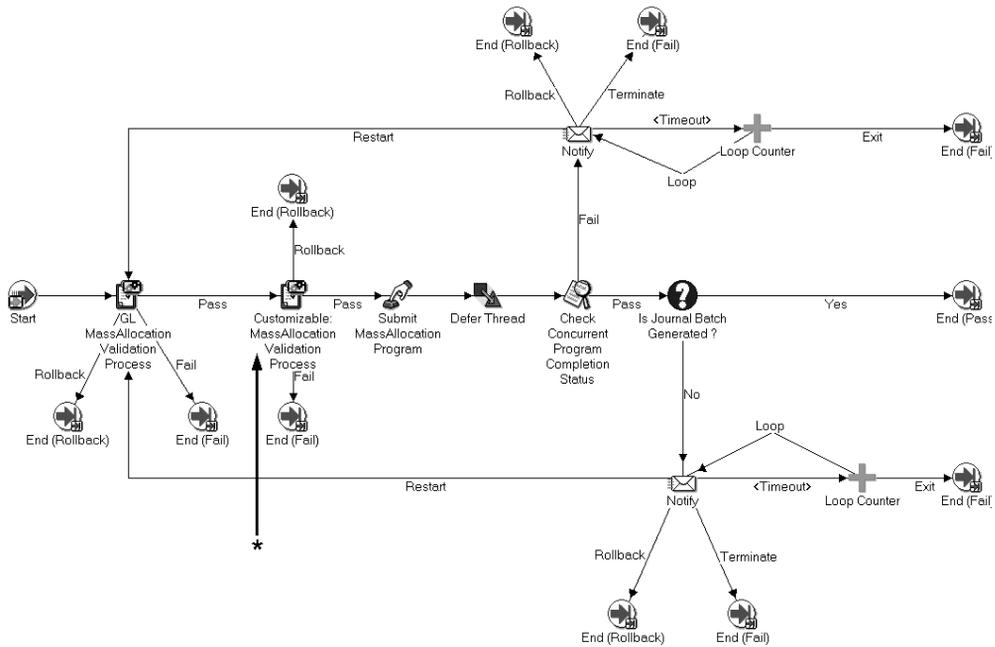
### ***\*Customizable: Generated MassAllocation Batch Validation Process***

You can design your own process to perform additional validation to generated MassAllocation batches.

**Function** *GL\_GEN\_BATCH\_VAL\_CUST\_PROCESS*

**Result Type** GL Process Result  
Pass, Fail, Rollback

# GL MassAllocation Generation Process



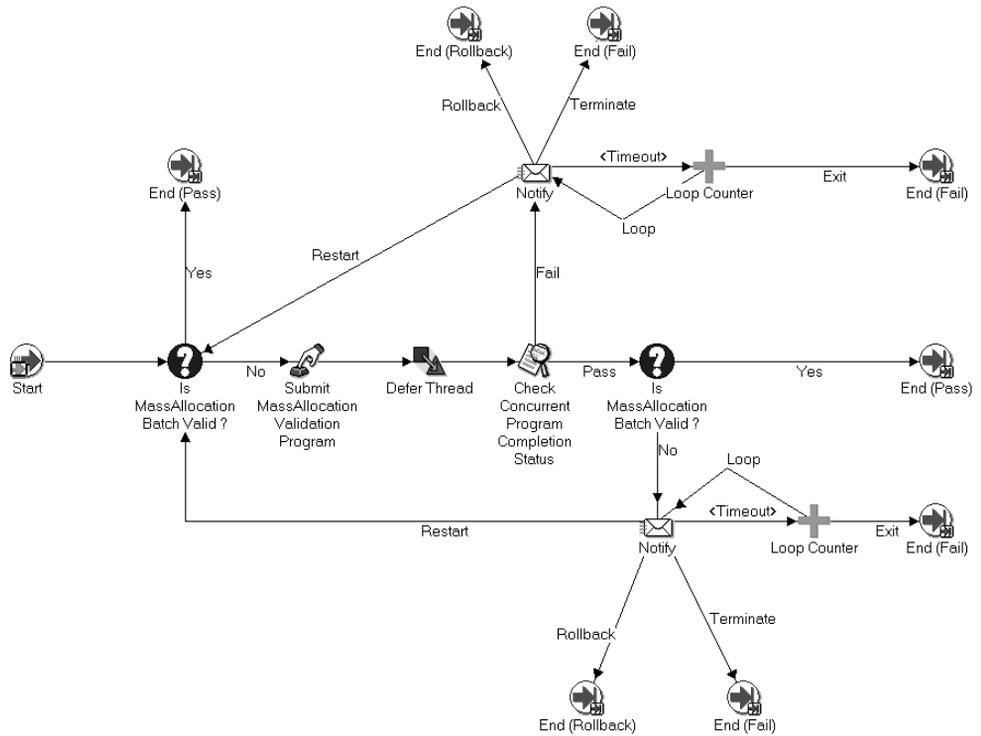
Launches the GL MassAllocation Validation process. Upon completion of the validation process, a journal batch is generated. Subject to approvals and notifications, this batch is returned to the GL MassAllocation Process for notifications and approvals before posting. If errors occur, rollback is allowed.

### ***\*Customizable: MassAllocation Validation Process***

You can design your own additional validation processes for MassAllocation batches before they are generated.

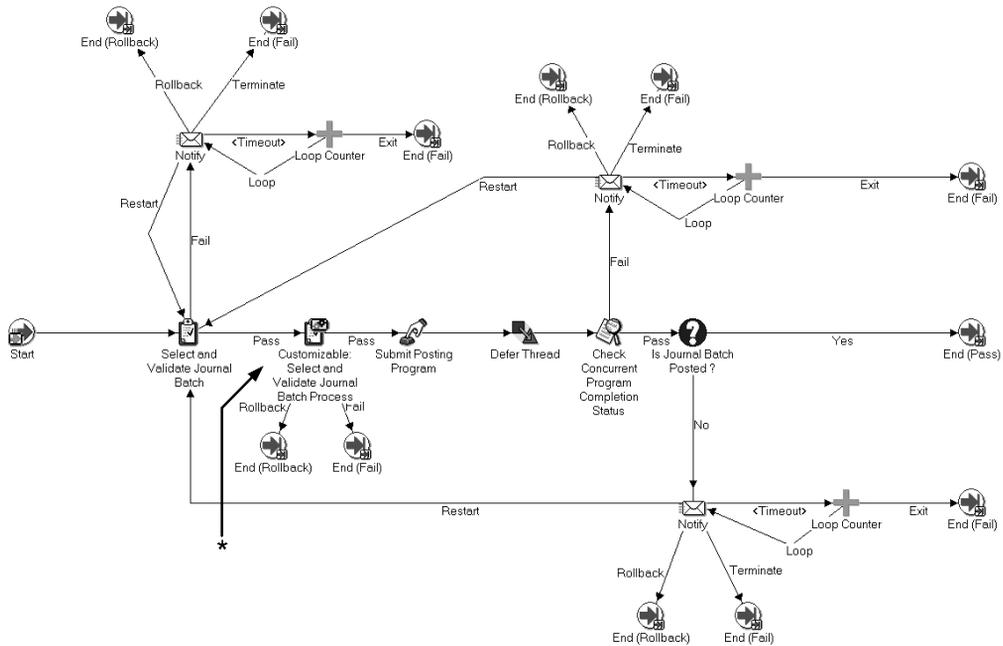
<b>Function</b>	<i>GL_MA_BATCH_VAL_CUST_PROCESS</i>
<b>Result Type</b>	GL Process Result Pass, Fail, Rollback
<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None

# GL Generated MassAllocation Validation Process



This process validates a MassAllocation batch. Approvals and notifications are integrated with this process. Successful completion forwards the batch to the MassAllocation Generation process to generate a journal batch. Rollback is available in the event of errors.

# GL Posting Process



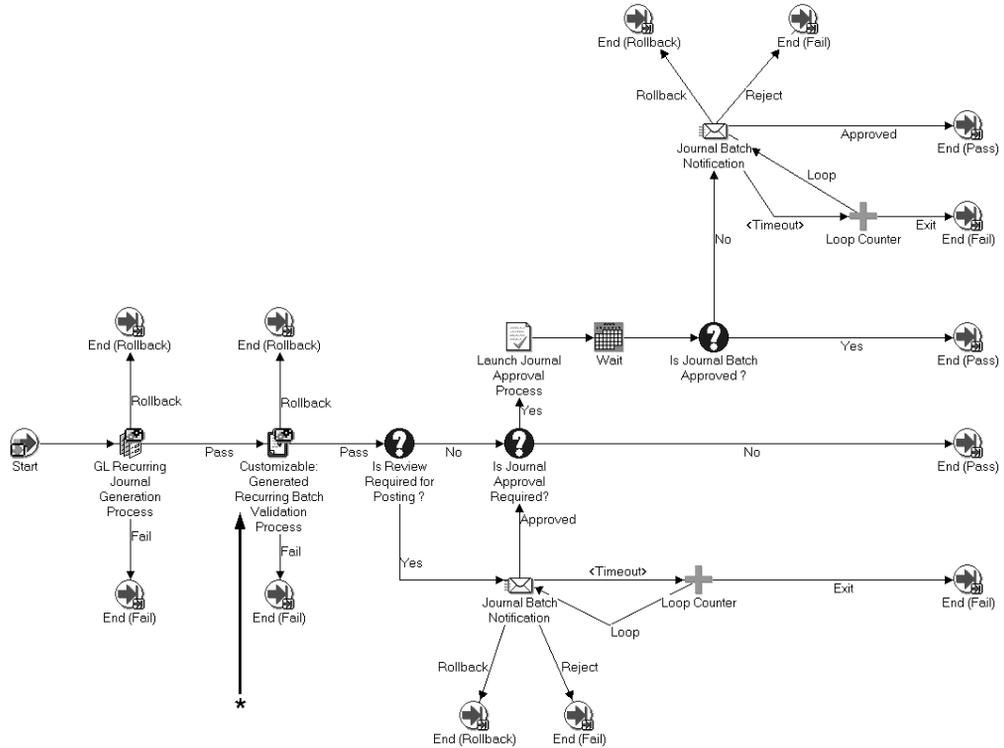
This process validates a generated MassAllocation batch. Approvals and notifications are integrated with this process. Successful completion forwards the batch to the MassAllocation Generation Process to generate a journal batch. If errors occur, rollback is allowed.

**\*Customizable: Select and Validate Journal Batch Process**

You can design your own additional processes to select and validate batch status before posting.

<b>Function</b>	<i>GL_SEL_AND_VAL_CUST_PROCESS</i>
<b>Result Type</b>	GL Process Result Pass, Fail, Rollback

# GL Recurring Journal Process



This process launches subprocesses to generate and validate Recurring Journal batches incorporating approvals and notifications at various points in the process. If the generation of a batch requires approvals, Workflow launches the batch approval process. If the process completes, the batch is forwarded to the GL Posting process. If errors occur, rollback is allowed.

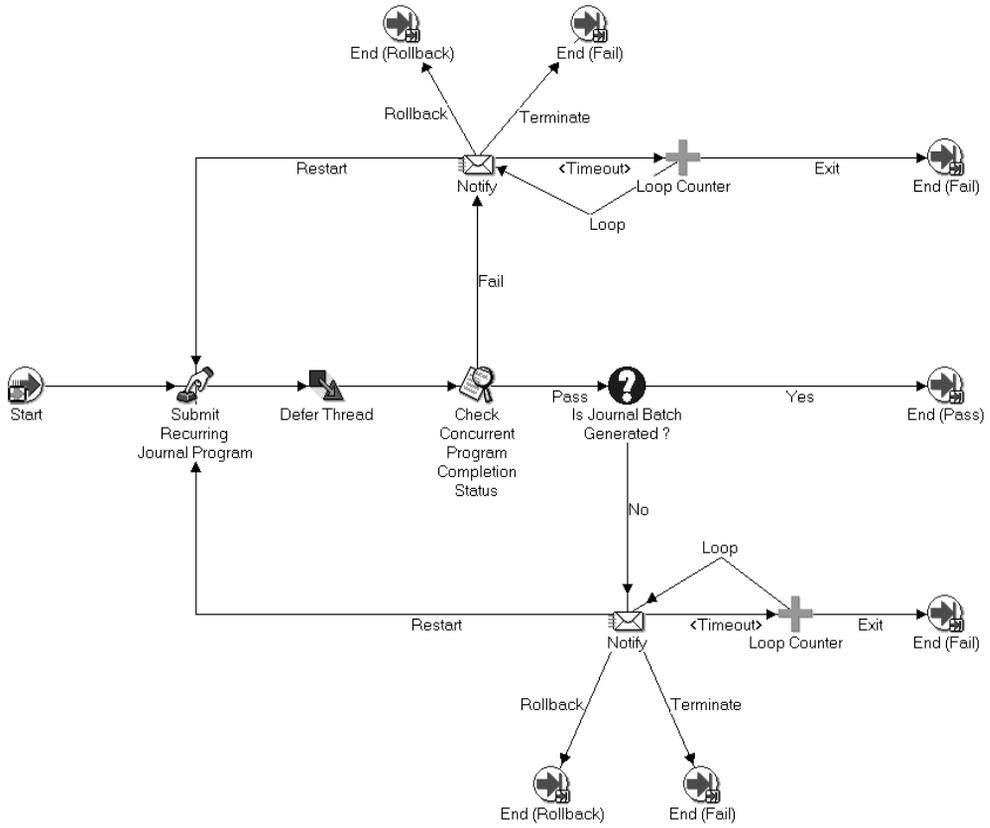
## ***\*Customizable: Generated Recurring Journal Batch Validation Process***

You can design a process to validate generated recurring journal batches before posting.

**Function** *GL\_GEN\_BATCH\_VAL\_CUST\_PROCESS*

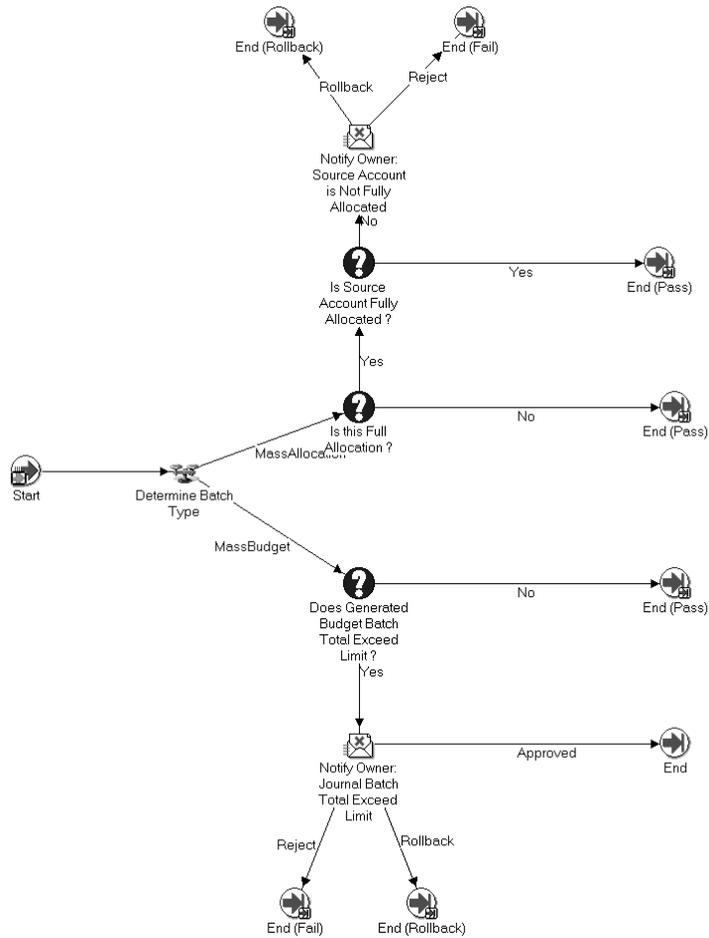
**Result Type** GL Process Result  
Pass, Fail, Rollback

# GL Recurring Journal Generation Process



This process creates a Recurring Journal batch, notifies the owner of completion status and forwards the batch to the Recurring Journal process for validation, approvals and posting. If errors occur, rollback is allowed.

## Example of Customizable Process



This is an example of the customizable workflow process, Generated MassAllocation Validation Process. You can use this process to verify additional customer business requirements after a batch has been generated.

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# Importing Journals

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## Integrating General Ledger Using Journal Import

Use Journal Import to integrate information from other applications such as payroll, accounts receivable, accounts payable and fixed assets with your General Ledger application. For each accounting period, you can import accounting data from these feeder systems, then review, update and post the journal entries. You can also use Journal Import to import historical data from your previous accounting system.

► **To import subledger and feeder system data to General Ledger:**

1. Set up General Ledger to accept Journal Import data by defining your set of books, currencies, accounts, journal sources, and categories. You should also run the Optimizer program, and define your concurrent program controls.
2. Export data from your feeder system and populate the GL\_INTERFACE table.

**Note:** If you use Multiple Reporting Currencies and Oracle subledger systems, you must post to General Ledger from each subledger multiple times. Post first using your primary subledger responsibility, which transfers amounts denominated in your functional currency. Post next using each of your subledger reporting responsibilities, which transfers amounts denominated in your reporting currencies.

3. Run Journal Import.

If your import program converts your journal entries from other sources into the required data format, and all of the data is valid in your General Ledger application, then Journal Import should run successfully the first time. However, if you load data into the GL\_INTERFACE table which is not valid in your General Ledger application, Journal Import informs you of the specific errors on the Journal Import Execution Report.

**Note:** If you use Multiple Reporting Currencies and Oracle subledger systems, and have chosen not to run Journal Import automatically when posting amounts to General Ledger from your subledgers, you must run Journal Import manually in your primary set of books and in each of your reporting sets of books.

4. Use the Journal Import Execution Report to review the status of all import journal entries. The Journal Import Execution Report prints a line for each journal entry source from which you are importing journal entries.
5. If you encounter relatively few Journal Import errors, you can correct the data in the GL\_INTERFACE table.
6. If you encounter several Journal Import errors, you should delete the Journal Import data from the GL\_INTERFACE table, and correct the information in your feeder system before rerunning Journal Import.
7. Review the journal entries created by Journal Import before you post them.
8. Post your Journal Import journal entries.

## See Also

Running the Optimizer Program: page D – 4

Setting the Concurrent Program Controls: page 9 – 175

Importing Journals: page 1 – 137

Posting Journal Batches: page 1 – 146

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## Preparing to Import Journals

Before using Journal Import, prepare your General Ledger application to ensure that your Journal Import run goes smoothly.

► **To prepare for importing journals:**

1. Define all account segment values used in your feeder systems.
2. Define your set of books.
3. Define or enable all currencies used in your feeder systems.
4. Define the journal entry sources used in your feeder systems. You can also specify whether you want General Ledger to store journal reference information from your feeder systems for a particular source.
5. Define journal entry categories used in your feeder systems.

6. If you want Journal Import to assign sequential numbers to your journal entries, enable sequential numbering, specifying Automatic as both your numbering and document generation method.
7. Run the Optimizer program to create indexes on your account segments.
8. Define the concurrent program controls to improve the performance of Journal Import by setting the amount of disk space and memory it uses. The Journal Import program requires approximately 1.4 megabytes of memory to run.  
  
You can also specify whether to save your Journal Import data each time you run Journal Import. Journal Import runs faster if you do not archive your data.
9. Disable dynamic insertion. Journal Import runs much faster when it does not have to create new account combinations dynamically.
10. Define any accounts used in your feeder systems that you have not yet defined in General Ledger.

## See Also

Overview of Setting Up: page 9 – 2

Defining Segment Values (*Oracle Applications Flexfields Guide*)

Defining Sets of Books: page 9 – 66

Defining Currencies: page 11 – 6

Defining Journal Sources: page 9 – 81

Defining Journal Categories: page 9 – 85

Defining Document Sequences: page 9 – 115

Assigning Document Sequences: page 9 – 117

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## Exporting Data From Your Feeder System

Journal Import receives accounting data from the `GL_INTERFACE` table. For non-Oracle applications, you must import data from your feeder systems to this table. Use an import utility, or have your on-site MIS personnel or Oracle consultant develop an import program for you.

Your import program should convert data from your feeder system into a standard data format that Journal Import can read from the GL\_INTERFACE table. Journal Import can then convert your import data into your General Ledger application journal entries. You can write an import program to import data from a non-Oracle system, or you can write an import program to import historical data from your previous accounting system.

## The GL\_INTERFACE Table

The GL\_INTERFACE table is where Journal Import receives accounting data that you import from other systems. When Journal Import receives this data, it validates and converts your import data into journal entries within your General Ledger application. The GL\_INTERFACE table is organized by columns in which your General Ledger application categorizes and stores specific accounting data. For example, journal entry source information is stored in the column called JE\_SOURCE\_NAME. The GL\_INTERFACE table contains the following columns:

Column Name	Null?	Type
STATUS	NOT NULL	VARCHAR2 (50)
SET_OF_BOOKS_ID	NOT NULL	NUMBER (15)
USER_JE_SOURCE_NAME	NOT NULL	VARCHAR2 (25)
USER_JE_CATEGORY_NAME	NOT NULL	VARCHAR2 (25)
ACCOUNTING_DATE	NOT NULL	DATE
CURRENCY_CODE	NOT NULL	VARCHAR2 (15)
DATE_CREATED	NOT NULL	DATE
CREATED_BY	NOT NULL	NUMBER (15)
ACTUAL_FLAG	NOT NULL	VARCHAR2 (1)
ENCUMBRANCE_TYPE_ID		NUMBER
BUDGET_VERSION_ID		NUMBER
CURRENCY_CONVERSION_DATE		DATE
USER_CURRENCY_CONVERSION_TYPE		VARCHAR2 (30)

Table 1 – 6 GL\_INTERFACE Table (Page 1 of 3)

Column Name	Null?	Type
CURRENCY_		NUMBER
CONVERSION_RATE		
SEGMENT1 through SEGMENT30		VARCHAR (25)
ENTERED_DR		NUMBER
ENTERED_CR		NUMBER
ACCOUNTED_DR		NUMBER
ACCOUNTED_CR		NUMBER
TRANSACTION_DATE		DATE
REFERENCE1		VARCHAR2 (100)
REFERENCE2		VARCHAR2 (240)
REFERENCE3		VARCHAR2 (100)
REFERENCE4		VARCHAR2 (100)
REFERENCE5		VARCHAR2 (240)
REFERENCE6 through REFERENCE9		VARCHAR2 (100)
REFERENCE10		VARCHAR2 (240)
REFERENCE11 through REFERENCE20		VARCHAR2 (100)
REFERENCE21 through REFERENCE30		VARCHAR2 (240)
GROUP_ID		NUMBER (15)
JE_BATCH_ID		NUMBER (15)
PERIOD_NAME		VARCHAR2 (15)
JE_HEADER_ID		NUMBER (15)
JE_LINE_NUM		NUMBER (15)
CHART_OF_ACCOUNTS_ID		NUMBER (15)
FUNCTIONAL_		VARCHAR2 (15)
CURRENCY_CODE		
CODE_COMBINATION_ID		NUMBER (15)
DATE_CREATED_IN_GL		DATE
WARNING_CODE		VARCHAR2 (4)
STATUS_DESCRIPTION		VARCHAR2 (240)

Table 1 – 6 GL\_INTERFACE Table (Page 2 of 3)

Column Name	Null?	Type
DESCR_FLEX_ERROR_MESSAGE		VARCHAR2 (240)
STAT_AMOUNT		NUMBER
REQUEST_ID		NUMBER (15)
SUBLEDGER_DOC_SEQUENCE_ID		NUMBER
SUBLEDGER_DOC_SEQUENCE_VALUE		NUMBER
USSGL_TRANSACTION_CODE		VARCHAR2 (30)
ATTRIBUTE1 through ATTRIBUTE20		VARCHAR2 (150)
CONTEXT		VARCHAR2 (150)
CONTEXT2		VARCHAR2 (150)
CONTEXT3		VARCHAR2 (150)
INVOICE_DATE		DATE
INVOICE_AMOUNT		NUMBER
INVOICE_IDENTIFIER		VARCHAR2 (20)
TAX_CODE		VARCHAR2 (15)

Table 1 – 6 GL\_INTERFACE Table (Page 3 of 3)

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## Assigning Values for Accounts

You can specify your accounts in the GL\_INTERFACE table in one of two ways: segment specification or code combination ID specification.

### Segment Specification

Assign an account value for each segment that you enabled in your General Ledger application. For example, if you enabled four account segments, you need to first determine into which columns of the GL\_INTERFACE table you should enter data. This can be done by looking at the Column field of each segment in the Key Flexfield Segments window. In this example we find that:

- Segment 1 corresponds to the column SEGMENT1
- Segment 2 corresponds to the column SEGMENT2

- Segment 3 corresponds to the column SEGMENT4
- Segment 4 corresponds to the column SEGMENT5

**Note:** The column named SEGMENT3 is not used.

Given the above information above, you should load the data as follows:

<b>Data for Flexfield</b>	<b>Load Into:</b>
Segment 1	GL_INTERFACE.SEGMENT1
Segment 2	GL_INTERFACE.SEGMENT2
Segment 3	GL_INTERFACE.SEGMENT4
Segment 4	GL_INTERFACE.SEGMENT5

Load valid enabled segment values for your enabled segments into the GL\_INTERFACE table. The segment values must already be defined in your General Ledger application.

For example, value 01 is not the same as value 1. You can specify Maximum Size and Right-justify Zero-fill Numbers when you define your value sets in the Value Sets form. Maximum Size indicates the maximum width of each segment value that Journal Import expects. Right-justify Zero-fill Numbers indicates whether your account should right justify and zero-fill numbers when you enter values for a particular value set. If you have the Right-justify Zero-fill Numbers option enabled, and your Maximum Size is three, then your segment value would be 001. However, if your Maximum Size is four, then your segment value would be 0001. Journal Import does not allow null values in enabled segments.

### **Code Combination ID Specification**

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Alternatively, you can enter a code combination ID to identify your account segments. You can find a list of valid account code combinations and their corresponding code combination IDs in the GL\_CODE\_COMBINATIONS table. If you want Journal Import to use the code combination ID to create your journal entries, enter the appropriate code combination ID in the CODE\_COMBINATION\_ID column of the GL\_INTERFACE table and do not enter values in the SEGMENT1 through SEGMENT30 columns.

If you enter values for your account segments in the SEGMENT1 through SEGMENT30 columns and enter a value in the

CODE\_COMBINATION\_ID column, Journal Import uses the Segment column values to create your journal entries.

If you enter segment values for an invalid account in the GL\_INTERFACE table, General Ledger prints the invalid account in your Journal Import Execution Report. If you enter a code combination ID and if suspense posting is disabled, General Ledger prints the invalid code combination ID in your Journal Import Execution Report. If you enter a code combination ID and if suspense posting is enabled, General Ledger prints only the segment value separators in your Journal Import Execution Report. Therefore, we recommend that you disable suspense posting if entering code combination IDs.

## See Also

Overview of Setting Up: page 9 – 2

Defining Accounts: page 9 – 47

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## Assigning Values for Additional Required and Conditionally Required Columns

You must enter values in all columns of the GL\_INTERFACE table that require values, which includes all of the not null columns, in order for Journal Import to successfully convert your import data into journal entries.

Enter values in the following required columns of the GL\_INTERFACE table:

**STATUS:** Enter the value NEW to indicate that you are bringing new data into your General Ledger application.

**SET\_OF\_BOOKS\_ID:** Enter the appropriate set of books ID for your transaction. You define your set of books in the Set of Books form of your General Ledger application. You can find a list of valid values in the SET\_OF\_BOOKS\_ID column of the Sets of Books table (GL\_SETS\_OF\_BOOKS.SET\_OF\_BOOKS\_ID).



**Suggestion:** You may use the following SQL\*Statement to access the appropriate set of books ID:

```
SELECT SET_OF_BOOKS_ID, NAME  
FROM GL_SETS_OF_BOOKS;
```

**USER\_JE\_SOURCE\_NAME:** Enter the journal entry source name for your transaction. You define journal sources in the Journal Sources form of your General Ledger application. You can find a list of valid values in the USER\_JE\_SOURCE\_NAME column of the Journal Entry Sources table (GL\_JE\_SOURCES.USER\_JE\_SOURCE\_NAME).

**USER\_JE\_CATEGORY\_NAME:** Enter the journal category name for your transaction. You define journal categories in the Journal Categories form of your General Ledger application. You can find a list of valid values in the USER\_JE\_CATEGORY\_NAME column of the Journal Entry Categories table (GL\_JE\_CATEGORIES.USER\_JE\_CATEGORY\_NAME).

**ACCOUNTING\_DATE:** Enter the accounting date on which your transaction occurred. Your General Ledger application automatically assigns your journal batch to the accounting period that includes your accounting date. If you have average balance processing enabled, General Ledger uses your defined Effective Date Rules to validate the accounting date against your transaction calendar to determine the transaction's effective date.

**CURRENCY\_CODE:** Enter the currency code for your transaction. You define new currency codes in the Currencies form of your General Ledger application. You can find a list of valid values in the CURRENCY\_CODE column of the Currencies table (FND\_CURRENCIES.CURRENCY\_CODE).

**DATE\_CREATED:** Enter the date your import journal entry line was created. The information you enter here is for your own records, and does not appear in your General Ledger application.

**CREATED\_BY:** Enter an ID that you can use to identify the data coming from your feeder system. The ID you enter provides you with an audit trail from Journal Import data to your feeder system. However, your Journal Import data will be removed from the GL\_INTERFACE table after it is successfully imported, and this ID will not appear in your General Ledger application.

**ACTUAL\_FLAG:** Enter the value A for actual amounts, B for Budget amounts, or E for encumbrance amounts.

**ENCUMBRANCE\_TYPE\_ID:** If you entered the value E in the ACTUAL\_FLAG column of the GL\_INTERFACE table, you must enter the appropriate encumbrance ID. You define new encumbrance types in the Encumbrance Types form of your General Ledger application. You can find a list of valid values in the ENCUMBRANCE\_TYPE\_ID column of the Encumbrance Types

table (GL\_ENCUMBRANCE\_TYPES. ENCUMBRANCE\_TYPE\_ID).



**Suggestion:** We recommend you use the following SQL\*Statement to identify the appropriate encumbrance type ID:

```
SELECT ENCUMBRANCE_TYPE_ID,  
ENCUMBRANCE_TYPE  
FROM GL_ENCUMBRANCE_TYPES  
WHERE ENABLED_FLAG = 'Y';
```

**BUDGET\_VERSION\_ID:** If you entered the value B in the ACTUAL\_FLAG column of the GL\_INTERFACE table, you must enter the appropriate budget ID. You define new budget versions in the Define Budget form of your General Ledger application. You can find a list of valid values in the BUDGET\_VERSION\_ID column of the Budget Versions table (GL\_BUDGET\_VERSIONS.BUDGET\_VERSION\_ID).



**Suggestion:** We recommend you use the following SQL\*Statement to identify the appropriate budget version ID:

```
SELECT BUDGET_VERSION_ID,  
BUDGET_NAME  
FROM GL_BUDGET_VERSIONS  
WHERE STATUS IN ('C', 'O');
```

**PERIOD\_NAME:** Enter a period name for your budget transactions (ACTUAL\_FLAG = B) only. This column is required when you are importing budget data using Journal Import. If you want to import budget data using Journal Import, you must supply a period name instead of an accounting date. And, your period name must be associated with an open budget fiscal year.

**ENTERED\_DR:** Enter the debit amount for each line of your transaction. Enter a value for the ENTERED\_DR or the ENTERED\_CR column in a given row, but not both values in one row.

**ENTERED\_CR:** Enter the credit amount for each line of your transaction. Enter a value for the ENTERED\_DR or the ENTERED\_CR column in a given row, but not both values in one row.

## See Also

Defining Sets of Books: page 9 – 66  
Defining Budgets: page 2 – 18  
Defining Currencies: page 11 – 6  
Defining Encumbrance Types: page 12 – 6  
Defining Journal Sources: page 9 – 81  
Defining Journal Categories: page 9 – 85  
Understanding the GL\_INTERFACE Table: page 1 – 119  
Overview (of Average Balance Processing): page 13 – 1

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## Assigning Values for Currency Conversion

You can enter values for your actual foreign currency data in one of two ways. You can specify the entered amount along with a conversion rate type and date and let your General Ledger application calculate the converted amount for you. Or, you can directly specify the entered and converted amounts and not specify the conversion rate, type and date.

Do not enter values in the following columns for encumbrance and budget foreign currency data. Enter values for your actual foreign currency data only in the following columns of the GL\_INTERFACE table:

### System–Calculated Conversion

**USER\_CURRENCY\_CONVERSION\_TYPE:** Enter a currency conversion *type* for your actual foreign currency transactions. Acceptable values are User, Spot, Corporate, or any other type you define in the Conversion Rate Types form. If you enter a rate type of User, then you must also enter a conversion rate in the CURRENCY\_CONVERSION\_RATE column. For all other conversion types you must enter a conversion date in the CURRENCY\_CONVERSION\_DATE column.

You can find a list of valid values in the USER\_CURRENCY\_CONVERSION\_TYPE column of the Conversion Types table (GL\_DAILY\_CONVERSION\_TYPES.USER\_CURRENCY\_CONVERSION\_TYPE).

**CURRENCY\_CONVERSION\_DATE:** Enter a currency conversion *date* for your actual foreign currency transactions. If you enter a conversion type other than User in the USER\_CURRENCY\_CONVERSION\_TYPE column, you must enter a value in this column. If your conversion type is User, the default value for this column is the accounting date.

**CURRENCY\_CONVERSION\_RATE:** Enter a currency conversion *rate* for your actual foreign currency transactions. If you enter a conversion type of User in the USER\_CURRENCY\_CONVERSION\_TYPE column, you must enter a value in this column. If you enter a conversion type other than USER, do not enter anything in this column.

### **User-Entered Conversion**

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**ACCOUNTED\_DR:** Enter a converted debit amount for your actual foreign currency transactions. Enter a value for the ACCOUNTED\_DR or the ACCOUNTED\_CR column in a given row, but not both values in one row. You must enter a value for ENTERED\_DR if you entered a value for ACCOUNTED\_DR.

**ACCOUNTED\_CR:** Enter a converted credit amount for your actual foreign currency transactions. Enter a value for the ACCOUNTED\_DR or the ACCOUNTED\_CR column in a given row, but not both values in one row. You must enter a value for ENTERED\_CR if you entered a value for ACCOUNTED\_CR.

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## **Assigning Values to Optional Columns**

You can enter values for many optional columns in the GL\_INTERFACE table. Enter values in these columns for maximum control over the way Journal Import groups the journal entry lines it creates into journal entries.

If you have enabled average balance processing, Journal Import will group transactions by Accounting Date. Transactions are grouped before they are validated and, if the Effective Date Rule is Roll Date, rolled to the nearest valid business day within the period.

If you do not enter a value in an optional column and a default value exists for that particular column, Journal Import automatically enters the default value.

Enter values in the following optional columns of the GL\_INTERFACE table:

**REFERENCE1 (Batch Name):** Enter a batch name for your import batch. Journal Import creates a default batch name using the following format: (Optional User-Entered REFERENCE1) (Source) (Request ID) (Actual Flag) (Group ID). If you enter a batch name, Journal Import prefixes the first 50 characters of your batch name to the above format.

**REFERENCE2 (Batch Description):** Enter a description for your batch. If you do not enter a batch description, Journal Import automatically gives your batch a description using the format: Journal Import (Source) (Request Id).

**REFERENCE4 (Journal entry name):** Enter a journal entry name for your journal entry. Journal Import creates a default journal entry name using the following format: (Category Name) (Currency) (Currency Conversion Type, if applicable) (Currency Conversion Rate, if applicable) (Currency Conversion Date, if applicable) (Encumbrance Type ID, if applicable) (Budget Version ID, if applicable). If you enter a journal entry name, Journal Import prepends the first 25 characters of your journal entry name to the above format.

**REFERENCE5 (Journal entry description):** Enter a description for your journal entry. If you do not enter a journal entry description, Journal Import automatically gives your journal entry a description using the format: Journal Import – Concurrent Request ID.

**REFERENCE6 (Journal entry reference):** Enter a reference name or number for your journal entry. If you do not enter a journal entry reference, Journal Import automatically creates a journal entry reference called Journal Import Created.

**REFERENCE7 (Journal entry reversal flag):** Enter Yes to mark your journal entry for reversal. If you do not enter Yes, Journal Import automatically defaults to No.

**REFERENCE9 (Journal entry reversal period or effective date):** Enter the name of the period to which you want to reverse your journal entry. If you have enabled average balance processing, enter the effective date for the reversal.

**Note:** The effective date only applies to Actual balances, not Budget or Encumbrance balances.

**Note:** If you enter Yes in the REFERENCE7 column, you must enter a value in this column.

**REFERENCE10 (Journal entry line description):** Enter a description for your journal entry line. If you do not enter a journal entry line description, Journal Import uses the subledger

document sequence value. If there is no document sequence value, Journal Import creates a journal entry description called Journal Import Created.

**REFERENCE21 through REFERENCE30:** Enter a reference name or number to further identify your import journal entry lines. Columns REFERENCE21 through REFERENCE30 map into columns REFERENCE\_1 through REFERENCE\_10, respectively, of the GL\_JE\_LINES table.

Once in the GL\_JE\_LINES table, your General Ledger application prints the value stored in REFERENCE\_1 in standard reports run with Line detail, and prints the value stored in REFERENCE\_4 in standard reports run with Source detail. The other reference columns are for descriptive or tracking purposes only. The values in these columns are not used in your General Ledger application.

**GROUP\_ID:** Enter a unique group number to distinguish import data within a source. You can run Journal Import in parallel for the same source if you specify a unique group number for each request.

**STAT\_AMOUNT:** Enter the statistical amount associated with your journal entry line data. You define statistical units of measure in the Statistical Units of Measure form of your General Ledger application. You must use this column when you want to see statistical and monetary amounts in the same journal entry line.

**USSGL\_TRANSACTION\_CODE:** Enter a valid USSGL transaction code for your journal entry line. Journal Import validates and imports the USSGL transaction codes when you have the profile option Enable Transaction Code set to Yes, and you have defined your USSGL transaction codes using the Public Sector Transaction Codes window.

**Note:** This column is ignored for commercial installations of General Ledger.

**ATTRIBUTE1 through ATTRIBUTE 10:** Enter values for your descriptive flexfield "Journals – Journal Entry Line". The values you enter depend on how you defined your descriptive flexfield in the Descriptive Flexfield Segments form. See: *Defining Descriptive Flexfields for Oracle General Ledger: page 9 – 25. See Oracle Applications User Guide.*

**ATTRIBUTE11 through ATTRIBUTE 20:** Enter values for your descriptive flexfield "Journals – Captured Information". The values you enter depend on how you defined your descriptive flexfield in the Descriptive Flexfield Segments form. The context for

Journals – Captured Information is the natural account value of the account used on each line. See: Defining Descriptive Flexfields for Oracle General Ledger: page 9 – 25. See *Oracle Applications User Guide*.

**CONTEXT:** Enter the context field value for the descriptive flexfield "Journals – Journal Entry Line" that identifies the structure of your descriptive flexfield. If you enter a value, you can also enter some combination of values in the columns ATTRIBUTE1 through ATTRIBUTE10.

**CONTEXT2:** Enter Yes to identify your Value Added Tax Descriptive Flexfield structure. You must use this column if you import data for the Value Added Tax Descriptive Flexfield. Enter No to indicate that your journal entry line is not a tax item. If you enter No, the four Value Added Tax Descriptive Flexfield related columns must be null.

**CONTEXT3:** Enter the context field value (natural account) for the descriptive flexfield "Journals – Captured Information" that identifies the structure of your descriptive flexfield. Enter a value only if you are importing the descriptive flexfield "Journals – Captured Information" without validation. If you enter a value, you can also enter some combination of values in the columns ATTRIBUTE11 through ATTRIBUTE20.

**INVOICE\_DATE:** Enter the date on which you paid or collected tax on your tax journal entry line. Enter the date in the format DD-MON-YY or the default date format for your language. Your invoice date should correspond to the date when tax amounts were paid or received for this invoice. You must use this column if you import data for the Value Added Tax Descriptive Flexfield.

**INVOICE\_AMOUNT:** Enter an invoice amount. Enter the net invoice amount that relates to your tax journal entry line amount. You must use this column if you import data for the Value Added Tax Descriptive Flexfield.

**TAX\_CODE:** Enter a valid tax code that identifies the type of tax paid for this invoice. You define a list of valid tax codes for this field when you define your descriptive flexfield values. You must use this column if you import data for the Value Added Tax Descriptive Flexfield.

**INVOICE\_IDENTIFIER:** Enter an invoice identifier. Enter reference information about the source document or invoice upon which you paid or collected tax. You must use this column if you import data for the Value Added Tax Descriptive Flexfield.

---

## Required NULL Columns in the GL\_INTERFACE Table

Some columns in the GL\_INTERFACE table must be NULL as Journal Import uses them for internal processing or does not use them in the current release. The following columns must be NULL in release 10 of your General Ledger application:

**REFERENCE3:** Do not enter a value in this column.

**REFERENCE9:** Do not enter values in this column.

**REFERENCE11 through REFERENCE20:** Do not enter a value in this column.

**TRANSACTION\_DATE:** Do not enter a value in this column.

**JE\_BATCH\_ID:** Do not enter a value in this column.

**JE\_HEADER\_ID:** Do not enter a value in this column.

**JE\_LINE\_NUM:** Do not enter a value in this column.

**CHART\_OF\_ACCOUNTS\_ID:** Do not enter a value in this column.

**FUNCTIONAL\_CURRENCY\_CODE:** Do not enter a value in this column.

**DATE\_CREATED\_IN\_GL:** Do not enter a value in this column.

**WARNING\_CODE:** Do not enter a value in this column.

**STATUS\_DESCRIPTION:** Do not enter a value in this column.

**DESC\_FLEX\_ERROR\_MESSAGE:** Do not enter a value in this column.

**REQUEST\_ID:** Do not enter a value in this column.

**SUBLEDGER\_DOC\_SEQUENCE\_ID:** Do not enter a value in this column.

**SUBLEDGER\_DOC\_SEQUENCE\_VALUE:** Used for communication between General Ledger and the subledgers. Do not populate with your own data.

### See Also

Overview of Setting Up: page 9 – 2

Overview of Multi-Currency Accounting: page 11 – 2

The General Ledger Accounting Cycle: page 1 – 2

Defining Conversion Rate Types: page 11 – 11

Defining Statistical Units of Measure: page 9 – 114

Defining Descriptive Flexfield Segments  
(*Oracle Applications Flexfields Guide*)

Defining Segment Values  
(*Oracle Applications Flexfields Guide*)

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## Importing Specialized Data

- ▶ **To import multi-currency data:**
  - Load multi-currency data into the GL\_INTERFACE table the same way you load regular data. If you want your General Ledger application to calculate your conversion, you must enter a value in the CURRENCY\_CODE, CURRENCY\_CONVERSION\_DATE and USER\_CURRENCY\_CONVERSION\_TYPE columns of the GL\_INTERFACE table. If the conversion type is User, you must also enter a value in the CURRENCY\_CONVERSION\_RATE column of the GL\_INTERFACE table. Or, you can directly specify the converted amounts by entering values in the ACCOUNTED\_DR and ACCOUNTED\_CR columns. If you choose to enter your converted amounts, do not specify the conversion rate, type and date.
  
- ▶ **To import intercompany data:**
  - Load intercompany data into the GL\_INTERFACE table the same way you load regular data. Journal Import creates intercompany journal entries from the data you import. And, if you want, your General Ledger application automatically balances your intercompany journal entries during posting to an intercompany account you specify when you define your set of books. See: *Importing Intercompany Transactions Using the Open Interface: page 9 – 154*
  
- ▶ **To import statistical data:**
  - Load statistical data into the GL\_INTERFACE table the same way you load regular data. The only difference is that you enter the

value STAT in the CURRENCY\_CODE column of the GL\_INTERFACE table. Do not enter values in the STAT\_AMOUNT column.

Alternatively, if you choose to use units of measure, you can enter a positive amount for a debit or a negative amount for a credit in the STAT\_AMOUNT column of the GL\_INTERFACE table for each monetary journal entry line amount. In this case, enter a monetary currency, not STAT, in the CURRENCY\_CODE column.

► **To import encumbrance data:**

- Load encumbrance data into the GL\_INTERFACE table the same way you load regular data. The only difference is that you must enter the value E in the ACTUAL\_FLAG column and the appropriate encumbrance type ID in the ENCUMBRANCE\_TYPE\_ID column of the GL\_INTERFACE table.

► **To import budget data:**

- Load budget data into the GL\_INTERFACE table the same way you load regular data. The only difference is that you must enter the value B in the ACTUAL\_FLAG column and the appropriate budget version ID in the BUDGET\_VERSION\_ID column of the GL\_INTERFACE table.

You must enter a valid period name for budget journal batches created by Journal Import. Use the PERIOD\_NAME column to enter a valid batch period whenever you specify the value B in the ACTUAL\_FLAG column of the GL\_INTERFACE table.

---

## About Journal Import Validation

Journal Import validates all of your data before it creates journal entries in your General Ledger application. If you allow suspense posting for your set of books, Journal Import will assign lines with invalid accounts to that account. Journal Import rejects all other invalid lines, and they remain in the GL\_INTERFACE table where you can correct them online in the Correct Journal Import Data form or in your feeder system. Journal Import also prints your error lines in the Journal Import Execution Report.

## **Batch Level Validation**

Journal Import validates the following attributes to ensure that a batch with the same name does not already exist for the same set of books and period in your General Ledger application:

- Set of books
- Period name
- Batch name

Journal Import also checks to ensure that more than one journal entry with the same name does not exist for a batch.

## **Journal Level Validation**

Journal Import validates the following attributes to ensure that your journals contain the appropriate accounting data:

- Set of books
- Period name
- Source name
- Journal entry name
- Currency code
- Category name
- Actual flag
- Encumbrance type ID
- User conversion type
- Accounting date
- Budget version ID
- Reversal period (GL\_INTERFACE.REFERENCE8)

## **Journal Entry Line Level Validation**

Journal Import validates the following attributes to ensure that your journal entry lines contain the appropriate accounting data:

### **Account Validation**

---

Journal Import validates your account code combinations in a number of ways. Journal Import will successfully import your accounting data if your code combinations meet the following validation requirements:

- You allow detail posting to segment combinations.

- You have enabled your code combinations for the accounting date you specify.
- Your code combinations do not include summary accounts.

### **Effective Date Validation**

---

Journal Import validates each transaction's Accounting Date to be sure it is a valid business day. If the date is a valid business day, General Ledger uses it as the transaction's effective date. If the Accounting Date is not a valid business day, Journal Import uses your defined Effective Date Rules to determine how to handle the transaction. If the Effective Date Rule is:

- **Fail:** Journal Import will reject transactions when the Accounting Date is not a valid business day (no posting takes place). The Accounting Date is considered the effective date.
- **Leave Alone:** Journal import will accept all transactions regardless of the Accounting Date. The Accounting Date is considered the effective date.
- **Roll Date:** Journal Import will accept the transaction, but roll the Accounting Date back to the nearest valid business day (within the same period) to determine the transaction's effective date. If there is no prior valid business day within the same period, the Accounting Date is rolled forward to determine the effective date.

**Additional Information:** If you specify a reversing effective date, Journal Import will validate the date using the same process and rules noted above for accounting dates.

**Note:** Effective Date Rules are defined in the Journal Sources window. See: Defining Journal Sources: page 9 – 81.

### **Descriptive Flexfield Validation**

---

Journal Import validates your descriptive flexfield segments in a number of ways depending on the particular descriptive flexfield. If your descriptive flexfield segments are null, then Journal Import does not validate the descriptive flexfield. Otherwise, Journal Import will successfully import your descriptive flexfield data if your descriptive flexfield segments meet the following validation requirements:

#### **Journals – Journal Entry Line Descriptive Flexfield**

- The descriptive flexfield global segments have valid values.
- The descriptive flexfield context is a valid value.
- The descriptive flexfield context dependent segments have valid values.

#### **Journals – Captured Information Descriptive Flexfield**

- The descriptive flexfield global segments have valid values.
- The descriptive flexfield context dependent segments have valid values.

#### **Value Added Tax Descriptive Flexfield**

- The descriptive flexfield context is set to Yes or No.
- The descriptive flexfield context dependent segments have valid values.

#### **USSGL Transaction Code**

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If you use Public Sector General Ledger, Journal Import validates the USSGL Transaction Code to ensure that it has been defined in the Public Sector Transaction Codes window.

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## Importing Journals

Journal Import creates journal entries from accounting data you import from Oracle and non-Oracle feeder systems. You can review, change and post imported journal entries the same as any other journal entry. Journal Import supports multiple charts of accounts, as well as foreign currency, intercompany, statistical, budget, and encumbrance journals.

Journal Import creates journal entries from data in the GL\_INTERFACE table. Oracle feeder systems automatically populate this table. If you are using a non-Oracle feeder system, you must populate this table yourself.

General Ledger validates all data in the interface table before creating journal entries.

**Note:** For increased security and faster processing, Journal Import only processes accounting data for the set of books that you are logged into when you submit your request.

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### Multiple Reporting Currencies

If you use Multiple Reporting Currencies and Oracle subledger systems, and have chosen not to run Journal Import automatically when posting amounts to General Ledger from your subledgers, you must run Journal Import manually in your primary set of books and in each of your reporting sets of books.

**Note:** When you post a batch that was imported from an Oracle subledger system to your primary set of books, General Ledger does not create a duplicate journal in the reporting sets of books as it does for manually entered journals.

Source	Group ID
Receivables	2709
Payables	11848
Consolidation	

**Run Options**

Post Errors to Suspense

Create Summary Journals

**Date Range**

Start

End

**Import Descriptive Flexfields**

No     With Validation     Without Validation

## Prerequisites

- Populate the interface table if you are importing from non-Oracle feeder systems.
- Define the Journal Import setup options to optimize performance for each set of books.

### ► To import journal entries to General Ledger:

1. Navigate to the Import Journals window.
2. Enter the Source from which you want Journal Import to create journal entries.
3. You can import data for the same or different sources in parallel by specifying a unique Group ID for each request. General Ledger imports data with the journal entry source and group ID combination you specify.

If you do not specify a group ID, General Ledger imports data from the specified journal entry source with no corresponding group ID.

**Caution:** Do not specify more than 20 Source/Group ID combinations per import. Journal Import cannot process more than 20 Source/Group ID combinations at once.

4. Define the Journal Import Run Options.

5. Choose whether to Import Descriptive Flexfields, and whether to import them with validation.

If you choose not to create summary journals, you can Import Descriptive Flexfields along with your journal information. You can import descriptive flexfields With Validation and generate journals only when validation succeeds. Or, you can import descriptive flexfields Without Validation and generate all journals.



**Warning:** Importing descriptive flexfields without validation may cause problems when modifying journal lines. If you import descriptive flexfields with errors, you may corrupt the journal lines to which they refer.

6. Enter a Date Range to have General Ledger import only journals with accounting dates in that range. If you do not specify a date range, General Ledger imports all journals data.
7. Choose Import to submit a concurrent process to import journals. General Ledger names the resulting batch as follows:  
<REFERENCE1> <Source> <Request ID>; <Actual Flag> <Group ID>;  
for example, 587-C Payables 18944: A 347.
8. Review the Journal Import Execution Report to determine the number of errors in the import data, and how to correct any Journal Import errors.
  - If you have only a few Journal Import errors, correct the errors from the Correct Journal Import Data widow, then rerun Journal Import on the corrected data.
  - If the number of Journal Import errors is high, delete all of the import data for your journal entry source and group ID. Correct the errors then repopulate the GL\_INTERFACE table before rerunning Journal Import.

## See Also

Defining Journal Sources: page 9 – 81

Journal Import Execution Report: page 14 – 88

Correcting Journal Import Data: page 1 – 141

Deleting Journal Import Data: page 1 – 144

Setting Concurrent Program Controls: page 9 – 175

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## Setting the Journal Import Run Options

### ► To post account errors to a suspense account:

- If you allow suspense posting in your set of books, you can Post Errors to Suspense. With this option, Journal Import creates journal entries with suspense journal lines for account errors in the source data. If you choose not to post errors to suspense, Journal Import rejects any source/group ID combination that contains account errors.

If you define suspense accounts for each journal source and category, Journal Import assigns the appropriate suspense account to unbalanced journal line amounts or journal lines containing account errors. Journal Import assigns suspense accounts based on the journal source and category for the suspense journal line.

If you allow suspense posting, Journal Import creates a suspense line for the following errors:

**EF01:** This account is disabled for this accounting date.

**EF02:** Detail posting is not allowed for this account.

**EF03:** Disabled account.

**EF04:** These segment values are not a valid account. Check your cross validation rules.

**EF05:** You provided a code combination ID, but there is no account with this ID.

### ► To create summary import journals:

- Choose to Create Summary Journals to summarize all transactions for the same account, period, and currency into one debit or credit journal line. This makes your reports more manageable in size, but you lose the one-to-one mapping of your detail transactions to the summary journal lines created by Journal Import.

If you create summary journals, you can still maintain a mapping of how Journal Import summarizes your detail transactions from your feeder systems into journal lines. The journal source definition contains a setting to keep import journal references.

**Note:** If you choose to create summary journals, you cannot import descriptive flexfields.

## Correcting Journal Import Data

If your Journal Import run resulted in relatively few errors, you can correct the data that was rejected by Journal Import. After making your corrections, you can rerun Journal Import to create journals from your corrected accounting data.

If you encountered a high number of Journal Import errors, you should instead delete all of the import data for your journal entry source and group ID, correct the errors, and repopulate the GL\_INTERFACE table before rerunning Journal Import.

The screenshot shows the 'Correct Journal Import Data (Vision Operations)' window. At the top, there are several input fields: Status (EU02,P), Accounting Date (29/FEB/2000), Source (Receivables), Group ID (7352), Category (Trade Receipts), Actual Flag (A), and Currency (USD). Below these are tabs for 'Batches/Journals', 'Accounts', 'Journal Lines', 'Descriptive Flexfields', and 'References'. The 'Batches/Journals' tab is active, showing fields for Name (AR 7352), Period, Description, and Average Journal. Below this is a 'Journal' section with fields for Name, Description, Reference, Budget Version ID, Encumbrance Type ID, Conversion Type, Conversion Date, Conversion Rate, Reverse, and Reversal Period/Date. An 'Import Journals' button is at the bottom.

### Prerequisite

- Review the Journal Import Execution Report and note the Request ID and Group ID of the Journal Import process that encountered invalid import data

#### ► To correct Journal Import data:

1. Navigate to the Correct Journal Import Data window.

Each of the fields in this window corresponds to a column in the GL\_INTERFACE table.

2. Query journal import data that you want to correct. You can only query journal import lines that have a Status of *Error* or *Corrected*.

Enter a Source, Category, Accounting Date, Group ID, or Currency to help you locate the journal import error lines.

3. Use the alternative region poplist to choose the type of information in the journal import line you want to correct.
  - Choose Batches/Journals to correct journal batch and journal entry data.
  - Choose Accounts to correct the segment values for your account segments.
  - Choose Journal Lines to correct journal entry line data, including the Value-Added Tax descriptive flexfield.
  - Choose Descriptive Flexfields to correct segment values for the descriptive flexfields Journals – Journal Entry Line and Journals – Captured Information.
  - Choose References to correct reference information for your Journal Import data.
4. Correct the invalid accounting data.
5. Save your changes. After you correct an error journal line and save your changes, the Status changes to Corrected.
6. Choose Import Journals to return to the Import Journals window.

## See Also

Deleting Journal Import Data: page 1 – 144

---

## Correcting Accounts in Journal Import Data

- ▶ **To correct accounts in Journal Import data:**
  1. Navigate to the Correct Journal Import Data window.
  2. Query the journal import data you want to correct.
  3. Select Accounts from the poplist.
  4. Correct the data for account Segment1 through Segment30. You must enter an account segment value for each enabled segment. You can also enter a valid Code Combination ID. However, segment values override a code combination ID, so you must first

erase all displayed segment values before changing the displayed code combination ID.

Account segment values are not necessarily stored in the first segment columns of the GL\_INTERFACE table. For more information on Journal Import account data, see: Integrating General Ledger Using Journal Import: page 1 – 116.

5. If you want, choose another information type from the alternative region poplist to correct other journal import data.
6. Save your changes. Once you correct an error journal line and save your changes, the Status changes to Corrected.
7. Choose Import Journals to return to the Import Journals window.

## Deleting Journal Import Data

If you have many Journal Import errors for a specific journal entry source and group ID, you can delete all erroneous data for the source and group ID from the journal import table, `GL_INTERFACE`. You can then repopulate the import table with corrected data and rerun Journal Import.

If you reserved funds for any transaction in a feeder system, you cannot delete the incorrect data. Instead, you must correct each Journal Import error using the Correct Journal Import Data window.

### Prerequisite

---

- Review your Journal Import Execution Report and note the Request ID and Group ID of the Journal Import process that encountered invalid import data

#### ► To delete journal import data from the import table:

1. Navigate to the Delete Journal Import Data window.
2. Identify the data you want to delete from the General Ledger import table by entering a journal entry Source for which you have imported data.
3. Enter the Request ID corresponding to the Journal Import run.
4. Enter a Group ID to delete all Journal Import data that corresponds to the specified source and group ID.

Leave the Group ID blank to delete all Journal Import data that corresponds to the specified source, but has no corresponding Group ID.

5. Choose Delete to submit a concurrent process to delete your incorrect Journal Import data.

**Note:** Do not delete subledger data from the `GL_INTERFACE` table. If you do, your subledger and General Ledger will not reconcile. Instead, correct the data in your subledger, repopulate the `GL_INTERFACE` table and rerun journal import.

### See Also

Defining Journal Sources: page 9 – 81

Importing Journals: page 1 – 137



# Posting Journals

## Posting Journal Batches

Post journal batches to update the account balances of your detail and summary accounts. You can post actual, budget, or encumbrance journal batches.

Select a batch row and choose the Review Batch button to view the journal batch. In the Batch window, choose the Journals button to view the journal lines in the Journals window.

You can select and post journal batches from the Post Journals window. In addition, you can post a journal batch by choosing the Post button from the More Actions window when you are entering or reviewing a journal entry.



**Suggestion:** If you have added detail accounts to your summary accounts since your last posting operation, run the Maintain Summary Templates program before you post your journal batches. This can improve performance of the posting program. See: Running the Maintain Summary Templates Program: page D – 3

Post Journals (Vision Operations)

Period	Batch	Balance Type	Total Entered		Control Total
			Debit	Credit	
<input type="checkbox"/> Dec-01	ASJ TEST 21-NOV-2000 04:3	Actual	100.00	100.00	
<input type="checkbox"/> Dec-01	Bacth 1	Actual			
<input type="checkbox"/> Dec-01	JrnTest1 22-NOV-2000 00:15	Actual	1,000.00	901.00	
<input type="checkbox"/> Dec-01	JrnTest3 22-NOV-2000 00:22	Actual	1,100.00	1,100.00	
<input type="checkbox"/> Dec-01	KVORA test02 21-NOV-2000	Actual	100.00	100.00	
<input type="checkbox"/> Dec-01	MRC-21/JAN/1999 Testing gc	Actual	32.00	32.00	
<input type="checkbox"/> Dec-01	MRC-21/SEP/1999 21-NOV-2000	Actual	1,200.00	1,200.00	
<input type="checkbox"/> Dec-01	MRC-21/SEP/1999 Adjustmer	Actual	777.00	777.00	
<input type="checkbox"/> Dec-01	Manual 22980 29-NOV-2000 C	Actual	10.00	10.00	

**Batch Information**

Post Status:       Period Status:

Batch Status:

When you post an encumbrance batch imported from Oracle Payables or Oracle Purchasing, General Ledger automatically balances the encumbrance entries to the Reserve for Encumbrance account.

When you post to an earlier open period, actual balances roll forward through the latest open period; budget balances roll forward through the end of the latest open budget year; and encumbrance balances roll forward through the end of the latest open encumbrance year.

If you post a journal entry into a prior year, General Ledger adjusts your retained earnings balance for the effect on your income and expense accounts.



**Suggestion:** Run a Trial Balance Report whenever you post to a previous fiscal year to ensure that your Retained Earnings account is properly reconciled.

You can automate your posting process by scheduling the Automatic Posting program to periodically select and post batches.

### Multiple Reporting Currencies

---

If you use General Ledger's Multiple Reporting Currencies feature, General Ledger generates unposted converted journal batches in your reporting sets of books automatically.

**Note:** You must define appropriate daily rates for your reporting currencies before you post journals in your primary set of books.

See: Generating Reporting Currency Journals: page 1 – 155

The journal batches that are created in your reporting sets of books must be posted separately.

### Prerequisites

---

- Enter or generate actual journal batches.
- Enter or generate budget journal batches.
- Import journal batches from subledgers.
- Enter or generate encumbrance journal batches.

► **To post journal batches:**

1. Navigate to the Post Journals window.

**Note:** You can also post a journal batch by choosing the Post button from the More Actions window when you are entering or reviewing a journal entry. This will post the entire batch containing the journal you are entering or reviewing.

2. Query the journal Batch you want to post. You can also query all unposted journal batches.

You see the Batch name and the posting Period, as well as the Balance Type, indicating whether your batch affects Budget, Actual, or Encumbrance balances.

Choose the Review Batch button to review the details of your journal batch.

3. Review the Period Status and Post Status to determine if a batch is available for posting. You can post actual batches to open periods, budget batches to periods in an open budget year, and encumbrance batches to any period up to the last period in the latest open encumbrance year.
4. Check the Control Total for the journal entry batch, if you entered one. If the control total does not equal Total Entered Debits and Total Entered Credits, you cannot post the batch, unless you allow suspense posting.
5. Select the journal batches you want to post by checking the box next to each batch.
6. Choose Post to submit a concurrent request to post the selected journal batches.

If you are using budgetary control and have not approved a journal batch before posting, the Posting program will attempt to reserve funds and if successful, post the batch. If the funds reservation is unsuccessful, the Posting program will mark the batch with an appropriate error.

7. After the concurrent process completes, review the Posting Execution Report to determine if there were any errors during posting.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Posting Execution Report: page 14 – 91

Opening and Closing Accounting Periods: page 9 – 180

Entering Journals: page 1 – 9  
Entering Budget Journals: page 2 – 56  
Generating Recurring Journal Batches: page 1 – 70  
Generating MassAllocation Journals: page 1 – 84  
Calculating Budget Amounts: page 2 – 36  
Generating MassBudget Journals: page 2 – 44  
Posting Journal Batches Automatically: page 1 – 152  
Multiple Reporting Currencies Overview: page 11 – 54

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## Cancelling a Batch Posting

- ▶ **To cancel a journal batch posting request:**
  - Verify that the concurrent request for the batch has a Status of Pending, then cancel the concurrent request. The batch status resets to Postable.

---

## Posting to a Suspense Account

When you define your set of books, you decide whether to allow posting of any journal entry when its total debits do not equal the total credits. If you enabled suspense posting when you defined the set of books, General Ledger automatically balances each out-of-balance journal entry against a suspense account you specify for your set of books.

You can define additional suspense accounts if you want to balance journal entries with specific sources and categories to corresponding suspense accounts automatically.

### See Also

Defining Sets of Books: page 9 – 66  
Defining Suspense Accounts: page 9 – 88

---

## Reviewing the Batch Posting Status

Review the batch posting status to determine whether your batch has posted successfully. If a batch is not posted, you can make changes to the batch and its entries. Once a batch is posted, you cannot change any information that affects your balances, such as accounts or debit and credit amounts. You can, however, change the reversal period for entries in the batch.

- ▶ **To review the batch posting status:**
  1. Navigate to the Enter Journals window.
  2. Query the batch whose status you want to review.
  3. Choose Review Batch.
  4. General Ledger automatically displays the Posting Status for your journal batch. Batches can remain Unposted for a number of reasons, including control total violations and posting to closed periods. General Ledger may also indicate that your batch is Processing, or has been Selected for posting but has not yet run.
  5. Your batch may not have posted due to an Error, such as an invalid journal entry line.

## Batch Posting Errors

The following is a list of possible batch posting error statuses:

**Error1:** The batch has a control total violation

**Error2:** Selected for posting to a period that is not open

**Error3:** Showing no journal entries for this batch

**Error4:** Showing journal control total violation

**Error5:** Showing multiple problems preventing posting of batch

**Error6:** Showing an unbalanced journal entry, and suspense posting is not allowed

**Error7:** Showing invalid journal entry lines or no journal entry lines for this batch

**Error8:** Showing unbalanced encumbrance entry without reserve account

**Error9:** Showing an encumbrance journal entry with no encumbrance type

**Error10:** Showing unbalanced intercompany journal entry

**Error11:** Showing unbalanced journal entry by account category

**Error12:** Funds reservation failed

**Error13:** Showing invalid period and conversion information for this batch

**Error14:** Showing journal entry with invalid or inactive suspense account

**Error15:** Showing encumbrance entry with invalid or inactive reserve account

**Error16:** Showing journal entry with invalid or inactive intercompany account

---

## Correcting Batch Posting Errors

Follow the steps below to correct batch posting errors.

► **To correct batch posting errors:**

1. Navigate to the Enter Journals window.
2. Query the batch whose status you want to review.
3. Identify the error using the error number and listing. See: Reviewing the Batch Posting Status: page 1 – 150.
4. Correct the specific error.

**Note:** When you correct the error, the error status and error number do not change until you post the batch. If you eliminate all your errors, the status changes to Posted.

5. Post the batch by choosing the More Actions button.
6. (Optional) Choose the Requery button to refresh your batch posting status.

**Note:** If your system administrator assigned the function security, Enter Journals: Post, to your responsibility, you cannot post your journals from the Enter Journals form or Enter Encumbrances form. In this case, you should correct the error and make a minor modification to the Batch Name or Description, re-save the batch, and post the journal batch using the Post Journals form. To change the name you may add an extra space in the name or description.

---

## Posting Journal Batches Automatically (AutoPost)

You can automatically post journal batches that meet specific criteria you've defined in an AutoPost criteria set. You can define multiple criteria sets that include a range of journal effective dates and multiple AutoPost priorities. AutoPost priorities include combinations of journal source, journal category, balance type, and period.

Once you define an AutoPost criteria set, run the AutoPost program to select and post any journal batches that meet the criteria defined by the criteria set. You can also schedule the AutoPost program to run at specific times and submission intervals. You can submit the AutoPost program or schedule AutoPost runs directly from the AutoPost Criteria Sets window. Alternatively, you can use the Submit Request window.

When you enter the AutoPost priorities for a criteria set, you can enter All for one or more of the selection fields. Use this feature to select all journal sources or categories, all balance types, or all accounting periods. For example, suppose you enter journals every period that adjust your budget balances for subsequent periods. You can define a criteria set that selects all unposted journal batches with a source of Manual and a balance type of Budget for all periods. You can then schedule the AutoPost program to run at the beginning of every period, automatically post your budget adjustments, and update your budget balances.

If you use budgetary control, you can define a criteria set that posts the encumbrance journal batches that are created after the funds have been successfully reserved.

**Additional Information:** If you recently upgraded from a version of General Ledger earlier than Release 11, any AutoPost criteria you had previously defined will be grouped together and saved in a new criteria set named Standard.

Criteria Set **AR Disc**  Enabled  
 Description **AutoPost Misc AR Discounts**

**Posting Submission Options**  
 Submit All Priorities in Order  
 Submit Only Priorities with Batches in Order      Number of Priorities

**Journal Effective Dates**  
 From  Days Before Current Date  
 To  Days After Current Date      [ ]

Priority	Source	Category	Balance Type	Period
1	Receivables	Discounts	Actual	Mar-99
			ALL	

Submit AutoPost      Schedule AutoPost

## Prerequisites

- Define your journal sources and categories.
- Define your calendar periods.

### ► To define an AutoPost criteria set:

1. Navigate to the AutoPost Criteria Set window.
2. Enter a Criteria Set name and Description.
3. Mark the Enabled check box if you want to enable the criteria set now. Otherwise, leave the check box unmarked.
4. Set your Posting Submission Options: page 1 – 155. If you choose the Submit Only Priorities with Batches in Order option, be sure to also enter the Number of Priorities.
5. Enter the range of Journal Effective Dates:
 

**From:** starting effective date of the range, entered as the number of days before the AutoPost submission date. This must be a number from 0 to 1000.

**To:** ending effective date of the range, entered as the number of days after the AutoPost submission date. This must be a number from 0 to 999.

AutoPost will only select journals whose effective date is within the range of days before and after the AutoPost submission date.

6. Enter your AutoPost priorities for this criteria set. Each priority includes a Priority number, journal Source, journal Category, Balance Type, and Period.

**Additional Information:** The priority number must be a value from 1 to 99, where 1 is the highest priority and 99 is the lowest. Batches with higher priorities are posted first. You can use the same priority number more than once.

You can enter All in any field (except Priority number) to select all journal sources or categories, balance types, or accounting periods.

7. Save your work.

► **To run the AutoPost program:**

1. Navigate to the AutoPost Criteria Set window.

**Additional Information:** Optionally, you can submit the AutoPost program from the Submit Request window. Enter the AutoPost criteria set name in the Parameters window.

2. Query the AutoPost criteria set for which you want to run the AutoPost program.
3. Choose the Submit AutoPost button.
4. Review the AutoPost Execution Report after the program completes successfully. Use this report to review the journal batches selected for posting.

► **To schedule an AutoPost run:**

1. Navigate to the AutoPost Criteria Set window.
2. Query the AutoPost criteria set for which you want to schedule the AutoPost program.
3. Choose the Schedule AutoPost button. The Submit Request window will appear.
4. Set the scheduling options on the Submit Request window.  
See: Submitting a Request (*Oracle Applications User's Guide*)
5. Save your work.

## Posting Submission Options

**Submit All Priorities in Order:** Select this option to submit the batches for all of your AutoPost priorities in the same AutoPost run. Note that priorities are processed in order, based on the Priority number.

**Submit Only Priorities with Batches in Order:** Select this option to submit batches only from the specified Number of Priorities in the same AutoPost run. If a priority results in no selected batches it is not included in the count of the number of priorities whose batches are processed. For example, if the number of priorities is 2 and your first priority has no selected batches, AutoPost will process priorities 2 and 3. If you submit AutoPost again, it will process priorities 4 and 5, and so on for each priority that has selected batches.



**Suggestion:** Use this option when you need to balance the load on your concurrent manager. This may be necessary since a single AutoPost request that contains multiple priorities can result in numerous instances of the Posting program running concurrently. The load on the concurrent manager is increased further if a large number of journal batches are selected by your AutoPost priorities.

### See Also

Defining Calendars: page 9 – 58

Defining Journal Sources: page 9 – 81

AutoPost Execution Report: page 14 – 82

Submitting a Request (*Oracle Applications User's Guide*)

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## Generating Reporting Currency Journals

If you use General Ledger's Multiple Reporting Currencies feature, General Ledger will generate unposted converted journal batches in your reporting sets of books automatically. You must define appropriate daily rates for your reporting currencies before you post journals in your primary set of books.

After posting in your primary set of books, you must post the converted journal batches in your reporting sets of books to see the correct account balances.

## See Also

Multiple Reporting Currencies Overview: page 11 – 54

Entering Daily Rates: page 11 – 13

Posting Journal Batches: page 1 – 146

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# Reversing Journals

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## Defining Reverse Journal Entries

Use reversing journal entries to reverse accruals, estimates, errors or temporary adjustments and reclassifications.

Assign a reversal period and, if average balances is enabled, a reversal effective date to a journal entry if you want to generate a reversing entry from the Enter Journals window, or later from the Reverse Journals form. You can enter a reversal period and effective date at any time, even after the journal is posted. However, you cannot reverse batches and journals that you have already reversed.

You can also reverse a journal or batch from the Enter Journals window, even if you have not assigned a reversal period and effective date.

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### Multiple Reporting Currencies

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If you use Multiple Reporting Currencies and reverse a journal entry in your primary set of books, General Ledger also reverses the corresponding entry in your reporting sets of books. The reporting currency journal is reversed using the same conversion rate that was used to create the original journal entry.

► **To assign a reversal period and effective date to a journal entry:**

1. Navigate to the Enter Journals window.
2. Query the batch and journal within the batch for which you want to assign a reversal period. Note that the reversal effective date is only necessary when you have average balances enabled for your set of books.
3. Choose Review Journal.
4. Choose More Details.
5. Enter the Period for the reversing entry. If average balances is enabled, you must also enter the effective Date.
6. Select a reversal Method:

**Switch Dr/Cr:** General Ledger creates your reversing journal by switching the debit and credit amounts of the original journal entry. This method is often used when reversing accruals.

**Change Sign:** General Ledger creates your reversing journal by changing the sign of your original journal amounts from positive to negative. This reversal method is often used when reversing journals to correct data entry mistakes.

Once you enter the effective date, reversing period, and reversal method, the journal entry is marked for reversal and will appear in the Reverse Journals window.

7. Generate the reversing entry from the Enter Journals window, or from the Reverse Journals window.

## See Also

Entering Journals: page 1 – 9

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## Generating Reversing Journal Batches

You can generate reversing entries from the Enter Journals window, or you can use the Reverse Journals window to reverse any unreversed journals. The unreversed journals must have an assigned reversing period and reversal method. Also, if average balances are enabled, the unreversed journals must have an assigned reversing effective date.

You can reverse a single journal or an entire batch from the Enter Journals window. You can even reverse a journal entry or batch if you have not assigned it a reversal period and, if average balances are enabled, a reversal effective date.

If you reverse a journal batch, General Ledger creates a reversing journal entry for each journal entry in your batch. Note that this also generates a separate reversal batch for each reversed journal. General Ledger automatically names the reversal batch Reverses [Original Journal Entry Name] [Date] [Time].

### Prerequisites

---

- Enter journals.
- If you want to reverse journals from the Reverse Journals window, assign a reversing period to the journals. If average balances are enabled, you must also assign a reversing effective date.

► **To reverse a journal entry from the Enter Journals window when the journal entry has a defined reversal period, effective date (average balances enabled), and reversal method:**

1. Navigate to the Enter Journals window.
2. Query the batch and journal within the batch that you want to reverse.
3. Choose Review Journal.
4. Choose More Details.
5. Choose Reverse Journal. General Ledger names the reversal batch Reverses [Original Journal Entry Name] [Date] [Time].
6. Post the reversing journal batch.

► **To reverse a journal entry that does not have a defined reversal period, effective date (average balances enabled), and reversal method:**

1. Navigate to the Enter Journals window.
2. Query the batch and journal within the batch that you want to reverse.
3. Choose Review Journal.
4. Choose More Actions.
5. Choose Reverse Journal.
6. Select the Reversal Period. If average balances are enabled, you must also select the Reversal Effective Date.
7. Choose OK, then select a reversal method for your journal:

**Switch Dr/Cr:** General Ledger creates your reversing journal by switching the debit and credit amounts of the original journal entry. This method is often used when reversing accruals.

**Change Sign:** General Ledger creates your reversing journal by changing the sign of your original journal amounts from positive to negative. This reversal method is often used when reversing journals to correct data entry mistakes.

General Ledger will display your concurrent request ID. The reversal batch will be named Reverses [Original Journal Entry Name] [Date] [Time].

8. Post the reversing journal batch.

► **To reverse an entire journal batch:**

1. Navigate to the Enter Journals window.
2. Query the batch you want to reverse.
3. Choose Review Batch.
4. Choose More Actions.
5. Choose Reverse Batch to generate unposted reversal batches for each entry.

If you did not assign a reversal period (and effective date, if average balances are enabled) for one or more journal entries, General Ledger prompts you for a default reversal period (and effective date).

6. Choose OK, then enter a reversal method:

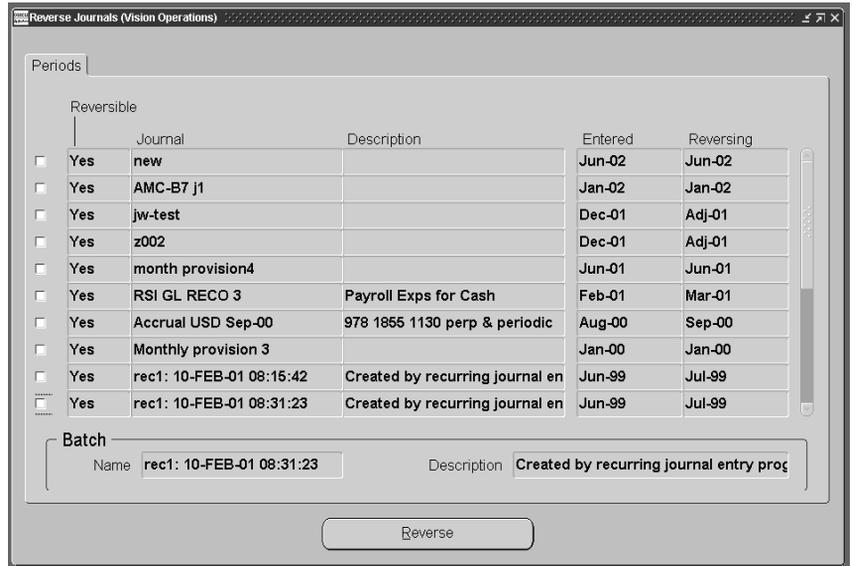
**Switch Dr/Cr:** General Ledger creates your reversing journal by switching the debit and credit amounts of the original journal entry. This method is often used when reversing accruals.

**Change Sign:** General Ledger creates your reversing journal by changing the sign of your original journal amounts from positive to negative. This reversal method is often used when reversing journals to correct data entry mistakes.

**Use Defaults:** General Ledger uses the reversal method assigned to the journal categories you used to create the journals in your batch.

Once you choose a reversal method, General Ledger will submit concurrent requests to reverse the journals in your batch.

7. Post the reversing journal batches.



► **To generate reversing journals from the Reverse Journals window:**

1. Navigate to the Reverse Journals window.
2. Query the journals you want to reverse. For each journal you see the Period Entered and Period Reversing which indicate the accounting period of the original journal entry and the accounting period you specified as the reversing period.

If you have enabled average balances, there will be a poplist on the Reverse Journals window. The poplist displays Effective Dates, and for each journal you see the effective date Entered and Reversing, which indicate the effective dates of the original journal entry and the specified reversing period. Optionally, select Periods from the poplist to see the Period Entered and Period Reversing.

3. Select each Journal Entry you want to reverse. Note that even though a journal may have a reversing period and effective date (average balances enabled), it may not be reversible for several reasons, such as the reversal period or effective date is closed or General Ledger is checking funds.
4. Choose Reverse to generate an unposted reversing batch for each selected journal. This launches the Reverse Journal program.

General Ledger names the reversal journal batch as follows: Reverses [Original Journal Entry Name] [Date] [Time]. For example, Reverse Accruals 01-JAN-95 12:00:00 55379.

5. Post the reversing journal batches.

## **See Also**

Posting Journal Batches: page 1 – 146

Overview of Average Balance Processing: page 13 – 1

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# Automatic Journal Reversal

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## Automatic Journal Reversal Overview

If you routinely generate and post large numbers of journal reversals as part of your month end closing and opening procedures, you can save time and reduce entry errors by using Automatic Journal Reversal to automatically generate and post your journal reversals.

First you define journal reversal criteria for journal categories. Journal reversal criteria lets you specify the reversal method, period and date. You can also choose to enable automatic generation and posting of journals.

When you create a journal entry you want to automatically reverse, specify a journal category that has assigned reversal criteria. Your journal will be reversed based on the method, period and date criteria you defined for that journal category.

Once you have posted journals using journal categories associated with journal reversal criteria, you can:

- automatically generate reversals when a new period is opened.
- manually launch a reversal program which finds and generates all journals marked for reversal for a specific period, including any journals that were manually selected for reversal.
- automatically post any reversal journals including reversals that were not automatically generated.

**Note:** Automatic Journal Reversal reverses posted journals of the balance type Actual. You cannot use this feature to automate budget or encumbrance journal reversals.

### Prerequisites

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General Ledger generates and posts reversals for journals that satisfy the following conditions:

- The journal balance type is Actual.
- The journal category is enabled to be Autoreversed.
- The journal is posted but not yet reversed.
- The journal reversal period is open or future enterable.

Once reversals are generated, General Ledger posts all reversed journals that satisfy the following conditions:

- The journal category is enabled to AutoPost reversals.
- The reversal period is open or future enterable.

**Note:** General Ledger automatically submits the AutoReverse program when a period is opened. You can also launch the program at any time through the Submit Request window. If you do not want reversals to be generated when a period is opened, set the Profile Option, **GL: Launch AutoReverse After Open Period**, to No.

**Note:** If Journal Approval is enabled, Automatic Journal Reversal may invoke the journal approval process. See: Journal Approval: page 1 – 31.

► **To automatically reverse journals**

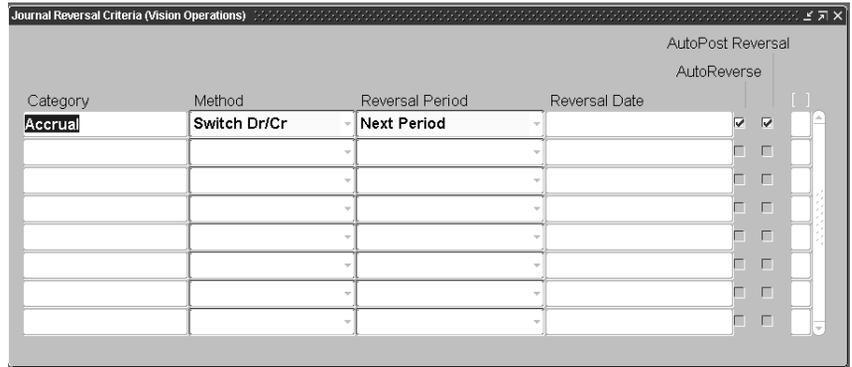
1. Define reversal criteria by journal category in the Journal Reversal Criteria window. See Assigning Journal Reversal Criteria.
2. Enter and post Actual journals with journal categories that have reversal criteria defined.
3. Choose one of the following to reverse your journals:
  - Run the Open Period program to launch the Automatic Reversal program.
  - Navigate to the Submit Request window and select the program, Automatic Reversal.

All reversal journals with AutoReverse and AutoPost enabled will be generated and posted according to the reversal criteria you defined.

---

## Assigning Journal Reversal Criteria

For each journal category you define in General Ledger, you can select journal reversal criteria to control how and when your journals are reversed. You can also choose to enable autoReverse and autoPost to automatically generate and post your reversals.



► **To assign journal reversal criteria to journal categories for a standard set of books:**

1. Navigate to the Journal Reversal Criteria window.
2. Query an existing journal category.
 

**Note:** You can query and modify existing categories but you cannot create new journal categories in this window. See: Defining Journal Categories: page 9 – 85.
3. Select a reversal method from the poplist:
  - **Switch DR/CR:** reverses journals by changing the debits and credits of your originating journals.
  - **Change sign:** reverses journals by changing the sign of your originating journals.
4. Select a Reversal Period rule. Use table 1–5 as a guide.
5. Mark the AutoReverse checkbox to enable AutoReversal for this category. The default is disabled.
6. Mark the AutoPost checkbox to enable AutoPost for this category. The default is disabled.
 

**Note:** AutoPost will operate only if AutoReverse is enabled.
7. Save your work.

When you select this period	the period of your reversal is
No Default	the reversal period you define when you manually enter your original journal entry
Same Period	the same period of the original journal entry
Next Period	the period following the period of the original journal entry
Next Non-Adjusting	the non-adjusting period following the period of the original journal entry

**Table 1 – 7 (Page 1 of 1) Journal Reversal – Standard Set of Books**

► **To assign journal reversal criteria to journal categories for a set of books, average daily balance enabled:**

1. Navigate to the Journal Reversal Criteria window.
2. Query an existing journal category.
 

**Note:** You can query and modify existing categories but you cannot create new journal categories in this window. See: Defining Journal Categories: page 9 – 85.
3. Select a reversal method from the poplist:
  - **Switch DR/CR:** reverses journals by changing the debits and credits of your originating journals.
  - **Change sign:** reverses journals by changing the sign of your originating journals.
4. Select a Reversal Period from the poplist. Choose from No Default, Same Period, Next Period, Next Non-Adjusting and Next Day. Use table 1–5 as a guide.
5. Select a Reversal Date from the poplist.
 

**Note:** The available choices in the Reversal Date field are dependant on the Reversal Period selected. See Table 1–6 for available options and exception cases for non-consolidation sets of books with average daily balance enabled.
6. Mark the AutoReverse checkbox to enable AutoReversal for this category. The default is disabled.
7. Mark the AutoPost checkbox to enable AutoPost for this category. The default is disabled.

**Note:** AutoPost will operate only if AutoReverse is enabled.

8. Save your work.

When you select this reversal period	and this reversal date	the period of your journal reversal is	the date of your journal reversal is	if the Effective Date Rule in the Journal Sources form is set to	and the reversal date is not a business day... the following action will take place
Same Period	Next Day	same as the journal's period	the day after the journal's effective day	Fail	no default will be provided for the reversal date
				Leave Alone	the reversal date will remain as is
				Roll	the reversal date will roll forward to the next business day within the reversal period
	Last Day	same as the journal's period	the last day of the reversal period	Fail	no default will be provided for the reversal date
				Leave Alone	the reversal date will remain as is
				Roll	the reversal date will roll backward from the last day of the reversal period to find a valid business day
Next Period/Next Non-Adjusting Period	First Day	the period (or non-adjusting period) after the journal's period	the first day of the reversal period	Fail	no default will be provided for the reversal date
				Leave Alone	the reversal date will remain as is
				Roll	the reversal date will roll forward to find the next business day within the reversal period

**Table 1 – 8 (Page 1 of 2) Journal Reversal – Average Daily Balance Non-Consolidated Set of Books**

When you select this reversal period	and this reversal date	the period of your journal reversal is	the date of your journal reversal is	if the Effective Date Rule in the Journal Sources form is set to	and the reversal date is not a business day... the following action will take place
	Last Day	The period (or non-adjusting period) after the journal's period	the last day of the reversal period	<i>Fail</i>	no default will be provided as the reversal date
				<i>Leave Alone</i>	the reversal date will remain as is
				<i>Roll</i>	the reversal date will roll backward from the last day of the reversal period to find a valid business day
Next Day	N/A	refer to last column	the day after the journal's effective date	<i>Fail</i>	no default will be provided for the reversal date
				<i>Leave Alone</i>	the reversal date will remain as is
				<i>Roll</i>	the reversal date will roll forward to find the next business day (may go into the next period)

**Table 1 – 8 (Page 2 of 2) Journal Reversal – Average Daily Balance Non-Consolidated Set of Books**

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## Automatic Journal Scheduling

Automatic Journal Scheduling lets you generate Recurring Journals, AutoAllocation sets, MassAllocations, MassBudgets and Budget Formulas according to a schedule you define. For example, you can schedule the same journal and allocation sets to be generated every month as part of your month-end closing procedures.

If you have business cycles that do not coincide with monthly calendars, you can define your own schedule in General Ledger. General Ledger schedules are based on your General Ledger calendar.

You can also choose any defined schedule in the Application Object Library (AOL). AOL schedules are based on a standard monthly calendar. You can define a new AOL schedule or re-use a schedule you previously defined and saved. You can define your AOL schedule to run a request as soon as possible, at a specific time, or repeatedly at specific intervals, on a specific day and time of the week or month.

Create or define recurring journals, autoallocation sets, massallocations, budget formulas, or massbudgets, enter submission parameters, and select a schedule to automate the generation of your journals.

You then review and post your generated journals.

### See Also

Posting Journals Automatically: page 1 – 152

AutoAllocations: page 1 – 94

Recurring Journals: page 1 – 59

MassAllocations: page 1 – 74

Budget Formulas: page 2 – 32

MassBudgets: page 2 – 38

Defining Financial Schedules: page 9 – 134

Defining a Submission Schedule, *Oracle Applications User's Guide*

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### Prerequisites

- Define Your Recurring Journals: page 1 – 59
- Define your MassAllocations: page 1 – 74.

- Define your Budget Formulas: page 2 – 32.
- Define your MassBudgets: page 2 – 38.
- Define your AutoAllocation set: page 1 – 94
- Defining Financial Schedules in General Ledger: page 9 – 134.

► **To use Automatic Journal Scheduling:**

1. Navigate to any one of the following definition windows:

AutoAllocation Workbench

Define Recurring Journals

Define MassAllocations

Define Budget formulas

Define MassBudgets

2. Create a new entry or query a set you previously defined.

3. Choose the submit or generate button.

The Oracle Applications standard submission Parameter window appears.

4. Complete the window according to your specific requirements.

**Name:** enter the name of your set.

**Period:** enter the period you wish to first submit your set.

**Budget:** Applies only to Budget formulas and MassBudgets

**Note:** If you are using a set of books with average balancing enabled, the following fields are displayed:

*Journal Effective Date:* This must be a business day if the profile option, Allow Non-Business Day is set to No.

*Calculation Effective Date:* The calculation effective date used by Recurring Journals and Allocation formulas. This must be a business day if you plan to increment your submissions.

*Usage:* Select Standard or Average Daily Balance.

**Note:** If you are scheduling an autoallocation set from a Projects responsibility, the following fields are displayed:

*GL Period:*

*PA Period:*

*Expenditure Item Date:*

See: Oracle Projects User's Guide for more information.

You can choose the Submit button to submit your request immediately.

5. Choose the Schedule button on the Parameter window.  
The Standard Report Submission window appears.
6. Choose the Schedule button to open the Schedule window.
7. Choose the Apply a Saved Schedule button and select one of the following:
  - A General Ledger or AOL defined schedule
  - A new AOL schedule

See: Defining a General Ledger Schedule: page 9 – 134

See: Defining a Submission Schedule, *Oracle Applications User's Guide*

8. (Optional) You can choose to automatically increment the General Ledger period and date parameters for resubmissions. To enable, check the Increment Date Parameters Each Run check box. See: Incrementing Submissions: page 1 – 172.
9. Choose OK to confirm your selections in the Schedule window then choose Submit to submit your scheduled request.

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## Incrementing Submissions

You can choose to increment your scheduled submissions. General Ledger increments the period and date parameters for subsequent submissions based on the definitions below.

### Prerequisites

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- Your set of books calendar must include all the schedule start dates for the schedule you are using.
- You must enter a non-adjusting period when you first submit your scheduled request.
- You must enter a business day for both journal and calculation effective dates when you submit a request in an Average Daily Balance, Non-Consolidation set of books.



**Suggestion:** If you are incrementing submissions, the Set of Books Calendar should match the GL Schedule Calendar.

## **Incrementing the Journal Period for Non Average Daily Balance Sets of Books**

General Ledger calculates the journal period for subsequent scheduled submissions based on the initial period offset for Non-ADB sets of books. General Ledger assigns the date closest to the start date as the journal effective date.

The initial period offset is the number of non-adjusting periods between the journal period and the initial run period.

Suppose you want to establish a monthly schedule to book month end rent allocation entries for calendar year 1999. You schedule General Ledger to run a rent allocation set on the 1st of every month from January 1999 to December 1999. You submit your rent allocation set on the start date of February 1, 1999 and enter January 1999 as the Journal Period. The period offset is calculated to be -1.

When the rent allocation set is automatically resubmitted on March 1, 1999, General Ledger sets the Journal Period to February 1999. Each subsequent submission has a journal date of the prior month.

## **Incrementing the Journal Period for Average Daily Balance Non-Consolidation Sets of Books**

General Ledger calculates the journal effective date based on the initial business date offset for ADB Non-Consolidation sets of books. The journal effective date determines the journal period. The initial business date offset is the number of business days between the schedule start date and the journal effective date at the time of your program submission.

For example, you schedule a recurring journal to run every business day, effective the prior business day. You submit your first request on Monday and specify the previous Friday as the effective date. The initial business date offset is -1.

When recurring journals is automatically submitted on Tuesday, journals are generated with a journal effective date of Monday.

The calculation effective date is determined in a similar manner. General Ledger determines an offset based on the number of business days between the journal effective date and the calculation effective date. The offset is then used to determine the calculation effective date in subsequent submissions.

## Incrementing the Journal Period for Average Daily Balance Consolidation Sets of Books

General Ledger assigns the first day of the period as the journal and calculation effective date for ADB Consolidation sets of books.

Suppose you want to schedule month end closing entries for the 1999 calendar year. For example, you choose to submit a recurring journal on the 1st of every month from January 1, 1999 to December 31, 1999. You submit your recurring journal on February 1, 1999 and enter January 15, 1998 as the journal effective date, and January 20, 1998 as the calculation effective date.

When General Ledger automatically submits your scheduled recurring journal on March 1, 1999, the journal period is set to February 1999 and the calculation and journal effective dates are set to February 1, 1999.

## Reviewing Your Submission Results

Navigate to the View Requests window to view the results of your scheduled submission.

Your initial scheduled submission has two results. The submission is complete with a status of normal. General Ledger schedules the next submission automatically. This has a phase of pending with a status of scheduled.

**Note:** If your initial scheduled submission fails, the phase of your set is incomplete and the status is error. General Ledger does not schedule and generate the next submission in the event of error.

## See Also

Posting Journals Automatically: page 1 – 152

AutoAllocations: page 1 – 94

Recurring Journals: page 1 – 59

MassAllocations: page 1 – 74

Budget Formulas: page 2 – 32

MassBudgets: page 2 – 38

Defining Financial Schedules: page 9 – 134

Defining a Submission Schedule, *Oracle Applications User's Guide*

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## Year-End Closing Journals

Many organizations follow specific procedures to generate special journal entries to close and open fiscal years. These closing entries apply to both the income statement and balance sheet. Auditable closing procedures vary considerably, depending on country reporting requirements, generally accepted accounting practices in a country, and organization business needs.

General Ledger is equipped to create actual closing journals for year-end and other closing periods. To process year-end closing journals, we recommend you:

- Set up the last day of your fiscal year as an adjusting period.
- Set up the first day of your new fiscal year as an adjusting period.
- Ensure the period you are closing is an Open period.
- Complete your routine accounting before the last day of the year.
- Post your adjustments and closing entries in the adjusting period.

In the last adjusting period of the fiscal year you want to close:

- Run the Create Income Statement Closing Journals process to transfer income statement year-end account balances of your revenue and expense accounts to the retained earnings account.
- Run the Create Balance Sheet Closing Journals process to close and zero out the year-to-date balances of all balance sheet accounts: assets, liabilities, and owner's equity.

In the first adjusting period of your new fiscal year:

- Run the Open Period program to open the first Income Statement period of the new year.
- Reverse and post the balance sheet closing journals to reopen those balances.

**Note:** You are closing actual journals. You cannot close budget or encumbrance balances.



**Warning:** If you are using Multiple Reporting Currencies, make sure you define a conversion rule to prevent replication of your year-end closing journals from your primary set of books to each of your reporting sets of books. See: Define General Ledger Conversion Rules, *Multiple Reporting Currencies User's Guide*.

## See Also

Year End Close Checklist: page 1 – 184 for a detailed list of Year End Closing Procedures in Oracle General Ledger.

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## Income Statement Closing Journals

When you run the process, Create Income Statement Closing Journals, journal entries are created to reverse debits and credits of ending year-to-date actual balances for the period you want to close. The balance, which is the net of the reversed revenue and expense accounts, is transferred to the closing account you specify.

Before running this program, review the following activities:

1. Post all revenue and expense adjustment entries to the appropriate periods.
2. Print General Ledger accounting and analysis reports.
3. Ensure the period your are closing is an Open period.
4. Run the close process, Create Income Statement Journals in the adjusting period that represents the last day of your fiscal year.
5. Post the income statement closing journals to update year-to-date actual balances.

**Note:** Should you need to make adjustments after the income statement closing journals are posted, reverse and post the original closing entries, make your adjustments, then run the closing process to capture the new adjustments.

6. Run the Open Period program to open the first period of the new fiscal year. This program closes out all revenue and expense accounts to the Retained Earnings account. However, because posting of the closing journals has already zeroed out the revenue and expense accounts to the Retained Earnings account, there are no balances to transfer and no further effect on Retained Earnings.
7. If revenue and expense adjustments need to be made after opening the new fiscal year, posting those back-dated adjustments will automatically update the beginning balances of the Retained Earnings account for all open periods in the new year. However, amounts in the closing journal will not reflect the adjustments. For accuracy, you must reverse the closing journals, post, enter your adjustments, run the Create Income Statement Closing Journals, and post.

## Income Statement Closing Journal Attributes

- General Ledger automatically creates a separate closing account for each balancing segment if you specify an account range that includes multiple balancing segments.
- The effective date of your closing journal entries is the last day of the period you specify in the parameters window, typically the adjusting period on the last day of your fiscal year.
- The closing journals you generate are marked for reversal in the same period the journals were generated. The reversal method defaults to Change Sign. To change the default reversal method, see Changing The Default Reversal Method, below.
- General Ledger closes functional and foreign currency balances with different journal entries:

*Functional Currency:* Journal entries reflect only entered amounts. Journal entries do not address foreign converted or account for amounts.

*Foreign Currency:* Journal entries reflect both foreign entered amounts as well as the converted amounts. Your journal will display a conversion Type of User and a Rate of 1.

## Changing The Default Reversal Method

► **To change the default reversal method:**

Choose the reversal method you want to use in the Journal Reversal Criteria window before you run the Create Income Statement Closing Journals process.

**OR**

After you run the Create Income Statement Closing Journals process, navigate to the Journal Entry window, query your generated journals and change the reversal method.

**Additional Information:**

**MRC Sets of Books:** You should run the Create Income Statement Closing Journals separately for the MRC primary set of books, and then for each of the reporting sets of books. Post your generated closing journals separately as well.

**Average Balance Sets of Books:** Create Income Statement Closing Journals only creates standard closing journal entries for any set of books with average balance processing enabled.

*Non-Consolidating Set of Books:* The effective date of the closing journal entries is the last day of the specified period unless you assign effective date rules for the journal source called Closing Journals in the Journal sources window. See: Journal Sources When the closing journals are posted, the standard and average balances are both updated.

If the closing account is specified as an income statement account, the revenue and expense account balances are transferred to this closing account. There is no effect on average balances.

If the closing account is specified as a balance sheet account, and the defined period is the last period of the fiscal year, the average balance of the closing account is updated. The average balance of the Net Income account and the net average of all income statement accounts is also updated.

*Consolidating Set of Books:* The Create Income Statement Closing Journals will only create closing journals for standard account balances, not average account balances.

► **To create income statement closing journals:**

1. Navigate to the Submit Request window.
2. Choose to Submit a single request.

The Submit Request Window appears.

3. In the Request Name field, select Close Process: Create Income Statement Closing Journals program.
4. Complete the following parameters:

**Period:** General Ledger defaults with the latest open period. Typically, you specify an adjustment period that represents the last day of your fiscal year.

**Account From:** Enter the starting account range.

**Account To Range:** Enter the ending account range.

The range can span multiple balancing segments and include your entire chart of accounts listing. General Ledger only extracts balances of revenue and expense accounts within the range you specify.

**Closing Account:** specify a closing account, typically the retained earnings account on the balance sheet. You may specify any asset, liability, owner's equity, revenue, or expense account that is valid and enabled. If you are closing multiple balancing segments,

General Ledger creates separate closing accounts for each balancing segment.

**Category:** Income Statement Close automatically appears in this field.

**Note:** If the closing account is an account within the range you specified, General Ledger ignores this account when extracting balances.

5. Choose OK to close the Parameters window.
6. Submit the program.

The process generates journal entries that you can view in the Enter Journals and Post Journals windows. The journal source, Closing Journals and the journal category, Income Statement, are assigned to this closing journal. You can specify different names in the Journal Sources and Journal Categories windows.

7. Post your generated closing journals to update balances before closing the period.

## **New Fiscal Year Income Statement Account Balances**

If you do not need to close your balance sheet, you can close the current period and open the new fiscal year.

### **► To populate new fiscal year income statement accounts balances:**

1. Navigate to the Open and Close Period window.  
General Ledger displays the Latest Open accounting period.
2. Change the Latest Open accounting period if necessary.
3. Choose the Open Next Period button.

The Open Period program automatically transfers the Y-T-D income statement balances to Retained Earnings.

## **See Also**

Opening and Closing Accounting Periods: page 9 – 180

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## Balance Sheet Closing Journals

When you run Create Balance Sheet Closing Journals, journal entries are created to reverse debits and credits of ending year-to-date actual balances for the period you want to close. The balance, which is the net of the reversed asset and liability accounts, is transferred to the closing account you specify.

**Note:** Your balance sheet should be balanced if you completed the Close Process: Create Income Statement Closing Journals to update the retained earnings account. If the range of balance sheet accounts is balanced, then there is no transfer of balances.

Before running this program, review the following activities:

1. Create an accounting calendar that includes two adjusting periods: one for the last day of the fiscal year you are closing, and one for the first day of the new fiscal year. This does not affect account balances in periods used for reporting.
2. Post any adjustment entries to the appropriate periods.
3. Print General Ledger accounting and analysis reports.
4. Ensure the period you are closing is an Open period.
5. Run the close process, Create Balance Sheet Closing Journals in the last adjusting period of the fiscal year you want to close.
6. Post the balance sheet closing journals to zero-out balance sheet account balances.

**Note:** Should you need to make adjustments after the balance sheet closing journals are posted, reverse and post the original closing entries, make your adjustments, then run the closing process to capture the new adjustments.

7. In the first adjusting period of the new fiscal year, reverse the balance sheet closing journals to repopulate the balance sheet accounts.
8. Post the generated closing journals.

## Balance Sheet Closing Journal Attributes

The journal entry that closes the balance sheet has the following attributes:

- Only actual balance types are closed out. Budget or encumbrance balances are ignored.

- The effective date of your closing entries is the last day of the period you select in the Parameters window, typically an adjusting period representing the last day of the fiscal year.
- General Ledger automatically creates a separate closing account for each balancing segment if you specify an account range that includes multiple balancing segments.
- Closing journals are marked for reversal in the period following the period the closing journals were generated. To change the reversal method default, see Changing The Default Reversal Method, below.
- General Ledger closes functional currency balances only. Foreign currency balances are ignored.

## Changing The Default Reversal Method

### ► To change the default reversal method:

Choose the reversal method you want to use in the Journal Reversal Criteria window before you run the Create Income Statement Closing Journals process.

#### OR

After you run the Create Income Statement Closing Journals process, navigate to the Journal Entry window, query your generated journals and change the reversal method.

#### **Additional Information:**

**MRC Sets of Books:** You should run the Create Balance Sheet Closing Journals program separately for the MRC primary set of books, and then for each of the reporting sets of books. Post your generated closing journals separately as well.

**Average Balance Sets of Books:** The Create Balance Sheet Closing Journals program creates journal entries for standard account balances for sets of books with average balancing enabled.

Companies using average balance processing should create an accounting calendar with two adjusting periods at the end of the fiscal year you want to close. The first adjusting period, representing the last day of the fiscal year, is used to generate the Closing Journals program. The second adjusting period, also representing the last day of the fiscal year, is used to reverse the closing journal. This ensures that average balance calculation is unaffected.

► **To create balance sheet closing journals:**

1. Navigate to the Submit Request window.
2. Choose to Submit a Single Request.  
The Submit Request window appears.
3. In the Request Name field, select Close Process: Create Balance Sheet Closing Journals program.
4. Complete the following parameters:

**Period:** General Ledger defaults with the latest open period. Typically, you specify an adjustment period that represents the last day of your fiscal year.

**Account From:** Enter the starting account range.

**Account To Range:** Enter the ending account range.

The range can span multiple balancing segments and include your entire chart of accounts listing. General Ledger only extracts balance sheet account balances within the range you specify.

**Closing Account:** you must specify a balance sheet closing account. If you are closing multiple balancing segments, General Ledger creates a separate closing account for each balancing segment.

**Category:** Balance Sheet Close appears automatically in this field.

**Note:** If the balance sheet closing account is within the range you specified, General Ledger ignores this account when extracting balances.

5. Choose OK to close the Parameters window.
6. Submit the program.

The process generates journal entries that you can view in the Enter Journals and Post Journals windows. The journal source, Closing Journals and the journal category, Balance Sheet Close are assigned to this closing journal. You can specify different names in the Journal Sources and Journal Categories windows.

7. Post the generated closing journals to update balances before closing the period.

## **New Fiscal Year Balance Sheet Account Balances**

If you do not need to close your balance sheet, you can close the current period and open the new fiscal year.

► **To populate new fiscal year balance sheet accounts:**

1. Navigate to the Open and Close period window.  
General Ledger displays the Latest Open accounting period.
2. Change the Latest Open accounting period if necessary to close the last period of the year.
3. Choose the Open Next Period button to open the new year.  
The Open Period program automatically transfers the Y-T-D income statement balances to Retained Earnings.
4. Navigate to Enter Journals.
5. Query the Balance Sheet closing journals you generated at the end of the year.
6. Reverse the closing journals in the first period of the new fiscal year.
7. Post the generated journals.

The Open Period program automatically opens beginning account balances for your balance sheet accounts.

**Note:** Use the More Details button in the Enter Journals window to change the reversal period for journals in Average Balance Sets of Books.

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## Year-End Close Checklist

Use the following checklist as a guideline to perform year-end processing in Oracle General Ledger.

**Note:** If using Encumbrances, additional steps are required. See: Year End Encumbrance Processing; page 12 – 13.

1. Set the status of the first accounting period in the new fiscal year to Future Entry.

**Note:** The first period of the new fiscal year should not be opened until all of the year-end processing for the last period of the current year has completed.

2. (*Optional*) If your business rules require you to create reversing entries at the beginning of every period, generate and post accruals from the prior period now.
3. Transfer data from all of your subledgers and feeder systems to the GL\_INTERFACE table.
4. Run the Journal Import process to populate the GL\_JE\_BATCHES, GL\_JE\_HEADERS, and the GL\_JE\_LINES tables. This can be done automatically from the subledger systems, or manually from Oracle General Ledger.

**Note:** If you allow suspense posting in your set of books, you can choose a Journal Import Run Option that will post any journal import errors to a suspense account. If you do not choose this run option, Journal Import will reject any source/group ID combination that contains account errors. See: Setting the Journal Import Run Options; page 1 – 140.

**Note:** Posting from the sub-ledger systems transfers data to the general ledger interface and journal entry tables but does not update general ledger balances. You must run the posting process from General Ledger to update the GL\_BALANCES table.

- Review the Journal Import Execution Report to check the status of all imported journal entries. See: Importing Journals; page 1 – 137.
- Delete any error journal entry batches. Determine the source(s) for these error batches, and retrieve the run ID from the Journal Import Execution Report.
- if you encounter a small number of errors, make the necessary corrections in the GL\_INTERFACE table using the Correct Journal Import Data window. Run Journal Import.

- If you encounter a large number of errors, delete the Journal Import data from the GL\_Interface table, correct the information in the feeder or subledger system and run Journal Import. See: Importing Journals: page 1 – 116.
5. Close the period for each subledger. This prevents future subledger transactions from being posted to General Ledger in the same period.
  6. Review the imported journal entries in Oracle General Ledger. You can review them online or in reports. Reviewing journal entries before posting minimizes the number of corrections and changes that need to be made after posting.

Below is a list of useful reports:

- Journal Batch Summary Report
  - General Journal Report
  - Journal Entry Report
  - Journal Line Report
  - Journal Source Report
  - Journals by Document Number Report (when document sequencing is used)
  - Unposted Journals Report.
7. Post the imported journal entries.
  8. Perform reconciliations of subsidiary ledgers by reviewing and correcting balances. The following reports are useful to help you reconcile:
    - Account Analysis with Payables Detail
    - Account Analysis with Subledger Detail
    - Account Analysis with Subledger Detail II
    - General Ledger Report
    - Posted Journals Report
    - Journals Report with Subledger Detail
    - Accrual Reconciliation Report
    - Other Reports
  9. Generate all recurring journals and step-down allocations.

10. *(Optional)* If you did not generate and post your prior period reversals at the beginning of this period, be sure to generate reversals now.

**Note:** Although it is customary to post reversing entries at the beginning of a new period, many companies will leave this step as a period-end procedure.

11. Revalue balances to update foreign currency journals to your functional currency equivalents.
12. Post all journal entries, including: manual, recurring, step-down allocations, and reversals.

**Note:** Be sure to generate and post the step-down allocations in the correct order.

13. Review your posting results. The following reports are helpful:

- Posting Execution Report
- Error Journals Report

14. Update any unpostable journal entries and then post them again. Common reasons for unpostable batches include:

- Control total violations
- Posting to unopened periods
- Unbalanced journal entries

All errors in the journal entry batches must be corrected and resubmitted for posting. See: Batch Posting Errors: page 1 – 150.

15. Run General Ledger reports, such as the Trial Balance reports, Account Analysis reports, and Journal reports. It is recommended you create standard report sets that are run at the end of every period. This will help you maintain a consistent audit trail.
16. Translate balances to any defined currency if you need to report in foreign currencies.
17. Consolidate your subsidiary sets of books if you have multiple companies.

To consolidate entities sharing the same Set of Books, See: Multi Company Accounting with a Single Set of Books: page 5 – 2.

To consolidate entities using Multiple Sets of Books, See: The Global Consolidation System: page 7 – 2.

18. If using a calendar with an adjusting period that represent the last day of the fiscal year, close the current period and open the

adjusting period. See: Opening and Closing Accounting Periods: page 9 – 180.

19. Create and post adjusting entries and accruals in the adjusting period.
20. Run Trial Balance reports and other General Ledger Reports in the adjusting period after adjustments are made.
21. *(Optional)* If you are required to have an actual closing journal entry that shows the closing of your income statement accounts to retained earnings, submit the Create Income Statements Closing Journals program. This program creates an auditable closing journal entry. See: Income Statement Closing Journals: page 1 – 176.
22. *(Optional)* If you submitted the Create Income Statement Closing Journals program, post the closing journals to update account balances. Your income statement will reflect zero balances.
23. *(Optional)* If your local accounting rules require you to close your balance sheet, submit the Create Balance Sheet Closing Journals program. See: Balance Sheet Closing Journals: page 1 – 180.
24. Post the Balance Sheet Closing Journal by submitting the Create Balance Sheet Closing Journals program. Your balance sheet will now reflect zero balances.
25. Close the last period of the fiscal year using the Open and Close Periods window.
26. Open the first period of the new fiscal year to launch a concurrent process to update account balances. Opening the first period of a new year automatically closes our your income statement and posts the difference to your retained earnings account specified in the Set of Books form.

**Note:** If you have already run the Create Income Statement Closing Journals program, where the closing account specified was the retained earnings account, opening the new fiscal year has no further impact on retained earnings because the income statement accounts now have zero balances.

27. *(Optional)* Perform Year–End Encumbrance Procedures. See: Year–End Encumbrance Processing: page 12 – 13.
28. Run FSG reports for the last period of the year.
29. *(Optional)* If you closed your balance sheet at year–end, reverse the Balance Sheet Closing Journals to repopulate balances of your balance sheet accounts for the new year.

- ▶ **To consolidate entities sharing the same set of books:**
  1. Enter eliminating journal entries.
  2. Post eliminating journal entries.
  3. Define a reporting hierarchy that consolidates all your companies.
  4. Define financial statements with the reporting hierarchy.
  5. Use the automatic intercompany eliminations to generate elimination sets. If your elimination entries require complex formula calculations, use recurring journal entry formulas to generate eliminating journal entries.
  6. Use the Financial Statement Generator (FSG) to produce financial reports that show consolidated totals. Enter the eliminating entries to a separate company and build reports with a separate column for consolidating entries. See: Multi Company Accounting with a Single Set of Books: page 5 – 2.
  
- ▶ **To consolidate entities using multiple sets of books:**
  1. Use the Global Consolidation System (GCS) to transfer data from subsidiaries into the consolidated parent.
  2. From the parent set of books, post the consolidation journals for each subsidiary to update balances.
  3. Use automatic intercompany eliminations to generate elimination sets. If your eliminating entries require complex formula calculations, use recurring journal entry formulas to generate eliminating journal entries.
  4. Use the Financial Statement Generator (FSG) to create a consolidated report in the parent set of books. See: The Global Consolidation System: page 7 – 2.

CHAPTER

# 2

# Budgeting

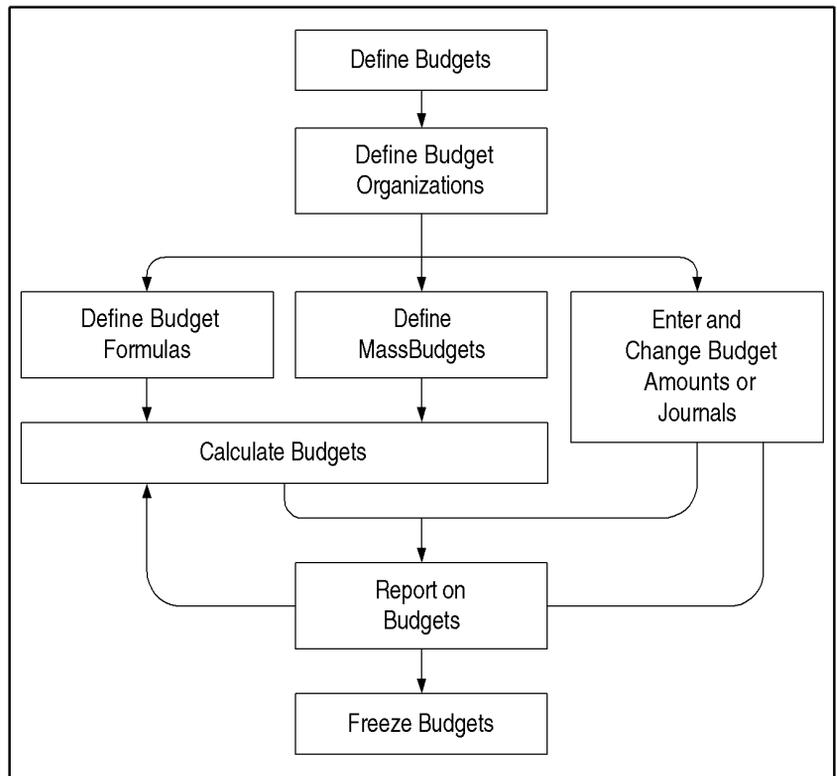
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## Overview of Budgeting

Use budgeting to enter estimated account balances for a specified range of periods. You can use these estimated amounts to compare actual balances with projected results, or to control actual and anticipated expenditures.

General Ledger gives you a variety of tools to create, maintain, and track your budgets, including the ability to upload budget amounts from your spreadsheet software.

**Note:** If you use Multiple Reporting Currencies, budget amounts and budget journals are not converted to your reporting currencies. If you need your budget amounts in a reporting sets of books, you must log in to General Ledger using the reporting set of books' responsibility, define your budget in the reporting set of books, then enter your budget amounts in the reporting currency. Alternatively, you can import budget amounts in your functional currency, then translate the amounts to your reporting currency.



► **To use General Ledger budgeting:**

1. Define a budget to represent specific estimated cost and revenue amounts for a range of accounting periods. You can create as many budget versions as you need for a set of books. See: Defining Budgets: page 2 – 18.

You can create budget hierarchies by assigning a master budget to lower-level budgets. This enables you to track budgeted amounts against a control budget. See: Creating Master/Detail Budgets: page 2 – 9.

2. Define budget organizations to represent the departments, cost centers, divisions, or other groups for which you enter and maintain budget data. You can also define one general budget organization that includes all accounts. If you are using budgetary control, you set the budgetary control requirements for an account within its budget organization. Assign a password to each budget

organization to restrict access to budget account balances. See: Defining Budget Organizations: page 2 – 22.

3. Enter the budget amounts. There are several methods you can use to enter your budget amounts:
  - Copy budget amounts from an existing budget. See: Copying Budget Amounts from an Existing Budget: page 2 – 20.
  - Enter amounts directly into the budget, replacing any existing budget amounts. You can also use budget rules to calculate and distribute amounts automatically across several periods. See: Entering Budget Amounts: page 2 – 48.
  - Create and post budget journal entries to maintain an audit trail of your budget entries. You can use budget rules to calculate budget journal amounts automatically. After generating budget journal entries, you can review, change, and delete them using the Enter Journals window. See: Entering Budget Journals: page 2 – 56.
  - Define budget formulas to calculate budgets based on other budget amounts or on actual account balances. You can use statistical amounts in your formulas. See: Creating Budget Formula Batches: page 2 – 32.
  - Define MassBudget formulas to allocate revenues and expenses across a group of cost centers, departments, or divisions. See: Defining MassBudgets: page 2 – 38.
  - Transfer budget amounts from one account to another. See: Transferring Budget Amounts: page 2 – 61.
  - Create a Microsoft Excel budget spreadsheet using the Applications Desktop Integrator's Budget Wizard, and upload the budget information into General Ledger.  
See: *Oracle Applications Desktop Integrator Users' Guide*
  - Upload budget amounts from the budget interface table. See: Uploading Budgets: page 2 – 74.
4. Calculate budget amounts to update budget balances from your budget and MassBudget formulas. You should calculate budgets after you revise existing formulas, or whenever the balance of any account you use in a budget formula changes. See: Calculating Budget Amounts: page 2 – 36 and Generating MassBudget Journals: page 2 – 44.
5. Perform online inquiries to review budget information. Use the Account Inquiry window to display complete budget balances, as

well as actual or encumbrance balances. Use the Budget Inquiry window to compare summary balances between your master and detail budgets, and check for budget violations. See: Performing a Budget Inquiry: page 3 – 26.

6. Use the Financial Statement Generator to design a wide variety of reports that include budget information. These reports can include budget, actual, variance and variance percentage amounts. See: Overview of Financial Statement Generator: page 4 – 3.
7. Define and run a consolidation to consolidate budget balances between sets of books. Your subsidiaries and parent sets of books must share the same calendar. See: Defining Consolidations: page 7 – 20.
8. Freeze your budgets to prevent accidental or unauthorized changes. You can freeze an all or part of a budget. See: Freezing Budgets: page 2 – 76.
9. Translate budget balances to create budget versus actual reports in your reporting currency using the Financial Statement Generator. You can also generate reports comparing different versions of your budgets in your reporting currency. See: Translating Balances: page 11 – 41.

## **See Also**

Opening a Budget Year: page 2 – 20

Budgetary Control and Online Funds Checking: page 2 – 80

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## Budgeting Methods

General Ledger supports a variety of budgeting methods that facilitate budget entry and reporting. You can plan your budget setup according to the method that best meets your budgeting needs.

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### Creating Budget Formulas to Allocate Budget Amounts

You can allocate budget amounts automatically using budget formulas and statistical amounts. This is useful if you use recurring journal formulas to allocate actual amounts from your operating results. In this case, you define similar recurring formulas for allocating budget and actual amounts, helping you track budget versus actual variances.

- ▶ **To allocate budget amounts using a budget formula:**
  1. Enter amounts for the budget accounts from which you want to allocate.
  2. Define budget formulas the same way you define recurring journal formulas.
  3. Calculate budget amounts using the budget formula batches you defined to allocate amounts.

### See Also

Creating Budget Formula Batches: page 2 – 32

Entering Budget Amounts: page 2 – 48

Calculating Budget Amounts: page 2 – 36

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### Creating a Flexible Budget

You can create a flexible budget that you can easily update to reflect current operating results or statistics. This is useful if you want to see revised budget amounts based on actual amounts, rather than on other projected amounts.

For example, assume you want to “flex” your budget based on the number of production units in a particular accounting period. You can define the budget to reflect actual production units instead of planned

production units to eliminate volume variances. You would define the following formula:

$$\text{BUDGET} = \text{COST} * (\text{ACTUAL UNITS} / \text{PLANNED UNITS})$$

You can maintain the number of actual production units in a statistical account that you adjust each accounting period. Once you have recorded the actual production units, you can calculate your flexible budget for the month and generate the appropriate reports.

► **To create a flexible budget:**

1. Enter and post journals to update the actual balances in the source account.
2. Define a budget formula, specifying the account on which the flexible budget is based.
3. Calculate budget amounts using the budget formula batches you defined for the flexible budget.

## See Also

Creating a Budget Formula Entry: page 2 – 33

Calculating Budget Amounts: page 2 – 36

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## Using Top–Down, Bottom–Up, and Middle–Out Budgeting

Top–down, bottom–up, and middle–out budgeting are methods for allocating and reporting budget amounts, depending on the level of detail by which you enter budget amounts.

You can use one of these methods for your entire business, or you can use a combination of these methods by choosing the method that is most appropriate for each part of your organization.

### **Top–Down Budgeting**

---

With top–down budgeting, you enter budget amounts to key accounts at the top level, then distribute those amounts among lower–level accounts. For example, you can enter a budget for the entire company based on goals established by top management, then assign budget amounts to each division or cost center.

There are two ways to perform top–down budgeting:

- Use budget formulas and MassBudgets to calculate budget amounts for lower-level accounts.
- Create a master budget and link to it all related division-level budgets. You limit the amount that you can budget to your lower-level budgets based on the amounts you budget to your master budget.

### **Bottom-Up Budgeting**

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For bottom-up budgeting, you enter detailed budget information at the lowest level, then use the Financial Statement Generator to review summarized budget information at higher levels.

For example, you could define budget organizations for the lowest level within your company, such as by cost center. Then, after each manager enters their cost center budget, you can summarize these budgets at the division and company level using the Financial Statement Generator.

### **Middle-Out Budgeting**

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Middle-out budgeting is a combination of the top-down and bottom-up methods.

You enter budget amounts for each division based on goals established by middle management. You then use budget formulas and MassBudgets to calculate budgets for cost centers within each division. You can also summarize your budgets for all divisions using the Financial Statement Generator.

## **See Also**

Creating Master/Detail Budgets: page 2 – 9

Defining Budget Organizations: page 2 – 22

Overview of Financial Statement Generator: page 4 – 3

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## **Using MassBudgeting**

MassBudgeting gives you the flexibility to allocate budget amounts to ranges of accounts throughout your organization using simple formulas.

You define a MassBudget formula using parent segment values to allocate budget amounts to accounts with child segment values. This enables you to allocate budget amounts to multiple accounts without having to specify each account separately in the formula.

All MassBudget formulas use the following equation:

$$\text{ALLOCATION AMOUNT} = \\ \text{COST POOL} * (\text{USAGE FACTOR} / \text{TOTAL USAGE})$$

When you generate MassBudget formulas, General Ledger creates budget journal entries. You can use the Enter Journals window to review and change any unposted MassBudget journal batches. Post the batches to update your budget balances.

### **MassBudgeting Example**

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With a simple MassBudgeting formula, you can calculate new budget amounts based on the previous year actuals, or on other budgets.

To illustrate MassBudgeting, assume you have a total 1995 budget that you want to distribute based on each department's contribution to the total 1994 revenue. The budget formula would be as follows:

$$\text{1995 DEPT. BUDGET} = \\ \text{TOTAL 1995 BUDGET} * (\text{DEPT. REVENUE} / \text{TOTAL 1994 REVENUE})$$

When you generate this MassBudgeting formula, General Ledger calculates the percentage of revenue for which the department was responsible, then allocates that percentage of the total 1995 budget to the department.

## **See Also**

Defining MassBudgets: page 2 – 38

Generating MassBudget Journals: page 2 – 44

Posting Journal Batches: page 1 – 146

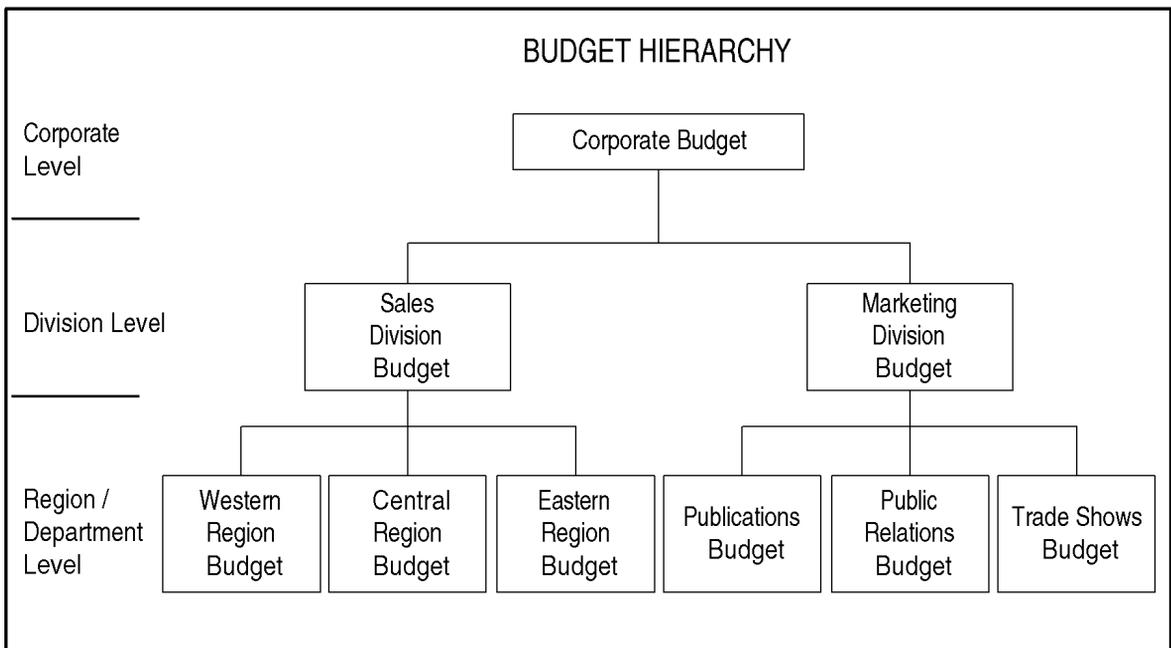
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## **Creating Master/Detail Budgets**

Use master and detail budgets to create budgeting hierarchies for your business. Budgeting hierarchies enable you to control budgeting authority, and easily identify budgets that exceed control limits.

**Note:** Master budgets are informational only when used with budgetary control. Master budgets do not affect funds checking, budgetary control options, or the relationships between detail and summary accounts used for budgetary control.

The diagram below illustrates three levels of budgets which create a two-level budget hierarchy. The first hierarchy level is between the corporate and division level budgets. In this hierarchy, the corporate-level budget is the master budget and the division-level budgets are the detail budgets. The second hierarchy level is between the division-level and the region or department-level budgets. In this hierarchy, the division-level budgets are now the master budgets and the region or department-level budgets are the detail budgets.



► **To create master and detail budgets:**

1. Define your master budgets using the Define Budget window. Enter a name and period range, then open the budget year.

2. Define your detail budgets using the Define Budget window. Assign the appropriate master budget to each detail budget by entering its name in the Master Budget field. You can assign the same master budget to one or more detail budgets.
3. Define a budget organization for each master budget. The master budget organization should include only the accounts that represent your higher-level budgeting.
4. If you have master budgets at different hierarchy levels, define a separate budget organization for each level of master budgets. This also allows you to use password protection for each master budget.
5. Define a budget organization for each detail budget. The detail budget organization should include only accounts that represent lower-level budgeting. Do not associate the same budget organization with your master and detail budgets.

**Note:** Be sure to create a separate budget organization for each of your budgets. If you share a budget organization between budgets, you run the risk of increasing both your master and detail budget balances when you budget to a detail budget. In this case, detail budgets will never exceed their controlling master budgets.

6. Define summary accounts to correspond to your budget hierarchy. General Ledger uses summary accounts to maintain master/detail budget relationships between hierarchy levels. Define summary templates so that accounts in your lower-level detail budgets roll up into the same summary accounts as the detail accounts in your controlling master budget.
7. Enter budget amounts in your master and detail budgets using any one of the General Ledger budget entry methods.
8. Produce reports, or run a Budget Inquiry, to review master and detail budget information.

## See Also

Overview of Budgeting: page 2 – 2

Defining Budgets: page 2 – 18

Defining Budget Organizations: page 2 – 22

Entering Budget Amounts: page 2 – 48

Entering Budget Journals: page 2 – 56

Creating Budget Formula Batches: page 2 – 32

Defining MassBudgets: page 2 – 38

Defining Summary Accounts: page 9 – 107

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## Master/Detail Budget Example

As Vice President of Finance, you are responsible for creating Travel and Entertainment Expense budgets for the entire company.

The President has authorized a Travel and Entertainment expense budget of \$600,000 to the Sales Division and \$300,000 to the Marketing Division. The Vice President of Sales has approved a budget of \$200,000 for each region: Western, Central and Eastern.

Assume that your account structure contains three segments: Company, Cost Center and Account. Account 5000 is your Travel and Entertainment Expense account, and your company value is 01. The cost center values are defined as follows:

Value	Name	Children	Rollup Group
600	Corporate		
500	Sales Division		
510	Marketing Division		
599	Total Divisions	500–598, 600	Divisions
100	Western Region		
110	Central Region		
120	Eastern Region		
199	Total Sales Regions	100–198, 500	Regions
200	Publications		
210	Public Relations		
220	Trade Shows		
299	Total Marketing	200–298, 510	Marketing

## **Define the First-Level Budget – Corporate Budget**

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- Define a Corporate Budget.
- Create a Corporate budget organization and assign to it the following detail account:  
01-600-5000
- Budget \$900,000 to your Corporate budget using the Corporate budget organization.
- Define the summary template: D – Divisions – D. General Ledger summarizes the balance of your Corporate budget (master budget) and calculates the following summary account balance:

01-599-5000      \$900,000

This summary account balance serves as the controlling amount for the lower-level division budgets.

## **Define the Second-Level Budgets – Division Budgets**

---

- Define budgets for Sales and Marketing. Assign the Corporate budget as the master budget for both the division-level budgets.
- Create a Sales budget organization and assign to it the following detail account:  
01-500-5000
- Create a Marketing budget organization and assign to it the following detail account:  
01-510-5000
- Budget \$600,000 to the Sales budget using the Sales budget organization. Budget \$300,000 to the Marketing budget using the Marketing budget organization.
- General Ledger summarizes the balance of your Sales and Marketing budgets (detail budgets) using the summary template, D – Divisions – D, and calculates the following summary account balance:

01-599-5000      \$900,000

Note that the division (detail) and corporate (master) cost centers are included in the same parent cost center and rollup group (Divisions). This ensures that General Ledger calculates the appropriate master and detail budget summary balances.

- General Ledger compares the summary balances between your master and detail budgets and checks for budget variances and violations.
- You can inquire on your master and detail budgets online using the Budget Inquiry window, or you can request standard reports such as the Master/Detail Budget Report.
- In this example, there is no budget variance or violation since the detail budget summary balance equals the master budget summary balance.

### **Define the Third-Level Budgets – Regional Budgets**

- Define budgets for the Western, Central and Eastern Regions. Assign the Sales budget as the master budget for each of your regional budgets.
- Define the summary template: D – Regions – D. General Ledger summarizes the balance of your Sales budget (master budget) and calculates the following summary account balance:

01-199-5000     \$600,000

This summary account balance serves as the controlling amount for the regional budgets.

- Create a Western Region budget organization and assign to it the following detail account:

01-100-5000

- Create a Central Region budget organization and assign to it the following detail account:

01-110-5000

- Create an Eastern Region budget organization and assign to it the following detail account:

01-120-5000

- Budget \$200,000 to the Western Region budget using the Western Region budget organization. Budget \$200,000 to the Central Region budget using the Central Region budget organization.

Due to having a larger sales force than other regions, the Eastern Region sales manager argues for a \$300,000 Travel and Entertainment Expense budget. Lastly, budget \$300,000 to the Eastern Region budget using the Eastern Region budget organization.

- General Ledger summarizes the balance of your Western, Central and Eastern Region budgets (detail budgets) using the summary template, D – Regions – D, and calculates the following summary account balance:

01-199-5000	\$700,000
-------------	-----------

Note that the region (detail) and sales division (master) cost centers are included in the same parent cost center and rollup group, Regions. This ensures that General Ledger calculates the appropriate master and detail budget summary balances.

- General Ledger compares the summary balances between your master and detail budgets and checks for budget variances and violations.
- You can inquire on your master and detail budgets online using the Budget Inquiry window or you can request standard reports such as Master/Detail Budget Report.
- In this example, a budget variance or violation exists since the detail budget summary balance exceeds the master budget summary balance by \$100,000 (\$700,000 – \$600,000).

### **Master/Detail Budget Reports**

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Use the Submit Requests window to request the following standard reports and listings to review your master/detail budget relationships and budget organization details.

- **Budget Hierarchy Listing**  
Lists master/detail budget relationships.
- **Master/Detail Budget Report**  
Compares budgeted amounts between master and detail budgets and highlights exceptions when detail budgets exceed their master budgets.
- **Summary/Detail Budget Report**  
Lists the detail accounts that roll up into a summary account for a particular budget and currency.
- **Unbudgeted Master/Detail Accounts Report**  
Lists the transactions in the detail budget for which there are no corresponding budgeted amounts in the master budget.
- **Budget Organization Range Listing**  
Lists details including budgetary control options of budget organizations by account range.

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## Uploading Budgets from a Spreadsheet

If you prefer to do your budgeting and analysis with spreadsheet software, you can use Budget Upload to transfer your budget data into General Ledger.

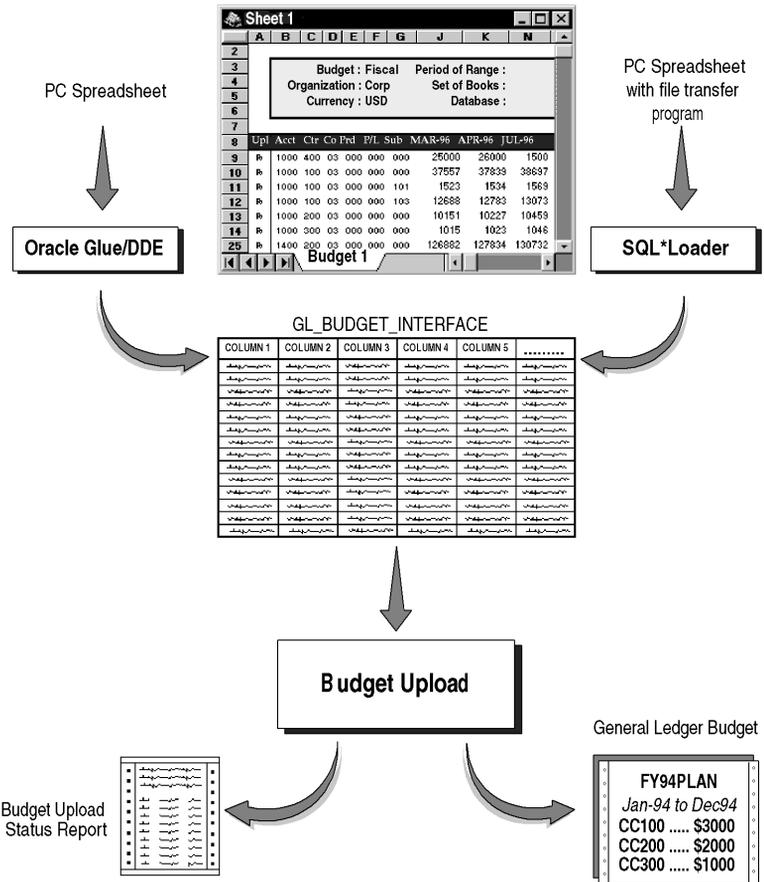
If you have Microsoft Excel, you can use Applications Desktop Integrator to create budget spreadsheets in Excel, view and modify your budget information, then upload revised budget information to General Ledger automatically from those spreadsheets.

If you use a spreadsheet software other than Excel, create your budgeting spreadsheets using a different spreadsheet for each budget organization. The spreadsheet must contain all information required by General Ledger; budget name, budget organization name, account segment values, accounting periods and budget amounts.

To transfer your budget information from a spreadsheet other than Excel, save the budget spreadsheet in ASCII format. Use a file transfer program to move the file from your PC to the host (where Oracle is running), then use SQL\*Loader to move information from the file to GL\_BUDGET\_INTERFACE table.

Optionally, you can use a spreadsheet application to create your budget, then use Oracle Glue or Dynamic Data Exchange (DDE) to populate GL\_BUDGET\_INTERFACE.

At your request, General Ledger uploads your spreadsheet data and automatically updates your account balances to include this budget information. General Ledger validates uploaded data and reports errors in the Budget Spreadsheet Upload Status Report.



**See Also**

Applications Desktop Integrator Budget Wizard  
*(Oracle Applications Desktop Integrator Users' Guide)*

Uploading Budgets: page 2 – 74

Integrating General Ledger Using Budget Upload: page 2 – 66

# Budgets

## Defining Budgets

Create a budget to represent a collection of estimated amounts for a range of accounting periods. You can use AutoCopy to create a new budget from an existing budget.

You can create budget hierarchies by assigning lower-level budgets to a master budget. This enables you to track budgeted amounts against your control budget.



The screenshot shows the 'Define Budget (Vision Operations)' window. It features the following fields and controls:

- Name:** A text input field.
- Description:** A text input field.
- Status:** A text input field.
- Require Budget Journals:** A checkbox.
- Dates:** A section containing 'Created' and 'Frozen' text input fields.
- Budget Periods:** A section containing 'First', 'Latest Open Year', 'Last', and 'Master Budget' text input fields.
- Buttons:** 'Open Next Year' and 'AutoCopy...' buttons at the bottom.

### Prerequisite

Define your set of books.

#### ► To create a budget:

1. Navigate to the Define Budget window.
2. Enter a Name and Description for your budget.
3. Enter the Status of your budget.

**Open:** The budget is available for update and budget entry.

**Current:** The budget is open, and it is the default budget when you use most budgeting and inquiry forms. You can have only one Current budget at a time for each set of books.

**Frozen:** The budget is unavailable for update or budget entry.

General Ledger displays the Created Date and Frozen Date, if applicable, for the budget.

4. Choose whether to Require Budget Journals for your budget. If you enabled the Require Budget Journals flag for your set of books, this option will already be selected and cannot be changed.

When you require budget journals, you can only use budget entry methods that create journals, namely budget journals, budget transfers, MassBudgets, consolidation of budget balances, and the Applications Desktop Integrator's Journal Wizard.



**Attention:** Use budget journals to maintain an audit trail for your budget balances. Other budget entry methods update budget balances directly.

**Note:** If you use budgetary control, you must use budget journals to enter amounts in your funding budget (i.e., the budget you use to enforce budgetary control).

5. Enter the First and Last period for your budget.
6. Assign a Master Budget if you want to track your budget amounts against a control budget. You can choose any budget in your set of books that has the same period range.
7. To open the first fiscal year of your budget, choose Open Next Year. General Ledger launches a concurrent request to open the next year.

## See Also

Creating Master/Detail Budgets: page 2 – 9

Freezing Budgets: page 2 – 76

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## Assigning Budget Periods

► **To assign budget periods:**

1. In the Define Budget window, enter the First period of your budget. Once you save the budget, you cannot change the first period.
2. If you want to copy budget amounts from an existing budget, the first and last periods must be the same as the first and last periods of the budget you are copying from, although the year can be different.

3. Enter the Last period for your budget. Your budget can include up to sixty periods per year, and can span an unlimited number of fiscal years.
4. Save your work. General Ledger displays the Latest Open Year in your budget. This is blank until you open the first year of your budget.

► **To change the last budget period:**

- You can change the last period to a later period only if the period you are changing from corresponds to the last period of your fiscal year.

---

## Opening a Budget Year

You can enter and update budget amounts only for open budget years. Once you open a new fiscal year for your budget, it remains open. For best performance, do not open a budget year until you are ready to use it.

**Note:** If you want to use AutoCopy to create a new budget, do not open any budget years before copying your budget information. You cannot use AutoCopy if your destination budget has any open years.

► **To open the next budget year:**

1. Navigate to the Define Budget window.
2. Enter or query a budget.
3. Choose Open Next Year.

---

## Copying Budget Amounts from an Existing Budget

► **To copy budget amounts from an existing budget:**

1. Navigate to the Define Budget window.
2. Enter or query the name of the budget you want to copy budget amounts to.

3. Check the budget periods. The first period must be the same as the first period of the budget you are copying from, although the year can be different. For example, if the budget you are copying from begins in MAY-93, you can enter MAY-95 as your first period, but not JUN-95. In addition, both budgets must span the same number of periods.
4. Check to make sure the budget does not have any open budget years (Latest Open Year must be blank). You cannot use AutoCopy if the budget has any open years.
5. Choose AutoCopy.
6. Enter the name of the Source Budget whose amounts you want to copy to your new budget.
7. Choose OK. Your budget will have the status Running Copy while AutoCopy is running. You will not be able to modify your budget until AutoCopy completes and your budget status changes to Open.

# Budget Organizations

## Defining Budget Organizations

Use this window to define budget organizations or update existing budget organizations. You can review, assign, delete or copy ranges of Accounting Flexfields to your budget organizations. You must define at least one budget organization before you can enter budget amounts. If you have one or more budget organizations defined already, you can define an "All" budget organization that contains all of the Accounting Flexfields from all of the budget organizations you define. This all-inclusive budget organization is useful if you want one budget organization for budgeting to all accounts, or if you do not need specialized budget organizations now, but may want to add them later.

The screenshot shows a window titled "Define Budget Organization (Vision Operations)". It contains the following fields and controls:

- Organization: [Text Input]
- Description: [Text Input]
- Ordering Segment: **Account** [Text Input]
- Display Sequence: [Text Input] [ ]
- Password Security**
  - Enabled: **No** [Dropdown]
  - Set Password [Button]
- Effective Dates**
  - From: [Text Input]
  - To: [Text Input]
- Buttons: Ranges, Assignments, AutoCopy..., Maintain, Delete

### Prerequisites

Define your set of books.

► **To create a budget organization:**

1. Navigate to the Define Budget Organization window.
2. Enter a Name and Description for your budget organization.

- To define a new budget organization that includes only specific ranges of accounts, enter a unique name.
  - If you have one or more budget organizations defined already, you can create a budget organization named "ALL" that automatically includes all accounts that are assigned to any budget organization. To do this, enter "ALL" as the budget organization Name.
3. Enter the sort and display options.

The Ordering Segment is the account segment General Ledger uses to sort accounts when you review the budget organization assignments, and when you use the Enter Budget Amounts and Enter Budget Journals windows.

Specify the Display Sequence for your account segments. You can use this sequence to change the order of your account segments on the Enter Budget Amounts and Enter Budget Journals windows. For each segment, enter a unique sequence number from 1 to n, where n is the number of segments in your account.
  4. Enter Effective From and To Dates if you want to set a specific range of time when you can use this budget organization.
  5. Assign accounts to the budget organization.
    - To assign ranges of accounts to the budget organization, choose Ranges.
    - To copy account ranges from an existing budget organization, choose AutoCopy.

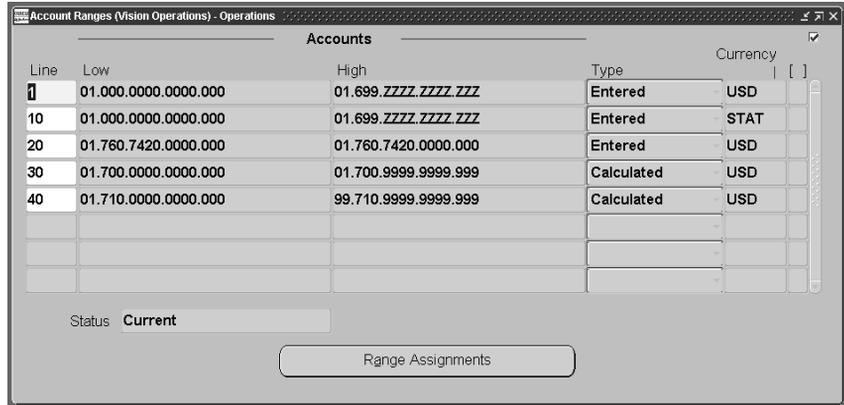
If you are creating an "ALL" budget organization, you do not need to assign accounts.
  6. Save your work. General Ledger launches a concurrent process to assign the accounts.
  7. After the concurrent process finishes, run the Budget Organization Listing to check your work.

## See Also

Protecting a Budget with a Password: page 2 – 26

Budget Organization Listing: page 14 – 17

## Assigning Account Ranges to a Budget Organization



The screenshot shows a software window titled "Account Ranges (Vision Operations) - Operations". It contains a table with the following columns: Line, Low, High, Type, and Currency. The table lists five account ranges with their respective line numbers, low and high values, entry types, and currencies.

Line	Low	High	Type	Currency
1	01.000.0000.0000.000	01.699.ZZZZ.ZZZZ.ZZZ	Entered	USD
10	01.000.0000.0000.000	01.699.ZZZZ.ZZZZ.ZZZ	Entered	STAT
20	01.760.7420.0000.000	01.760.7420.0000.000	Entered	USD
30	01.700.0000.0000.000	01.700.9999.9999.999	Calculated	USD
40	01.710.0000.0000.000	99.710.9999.9999.999	Calculated	USD

Below the table, there is a "Status" field set to "Current" and a "Range Assignments" button.

► **To assign a range of accounts to a budget organization:**

1. Navigate to the Define Budget Organization window.
2. Query the budget organization.
3. Choose Ranges.
4. Enter a Line number and an account Low and High for each range you want to assign to your budget organization. The ranges cannot overlap other account ranges with the same currency for any budget organization in that set of books.
5. Select the budget entry Type for the account range:

**Entered:** You enter budget amounts, enter budget journals, upload budgets, create MassBudget journals, or transfer budget amounts. Use this entry type if you want to use budgetary control.

**Calculated:** You use budget formulas or MassBudget journals to enter budget amounts. You cannot use this entry type if you are using budgetary control.

6. Enter the Currency for each account range. For accounts with a budget entry type of Calculated, you must enter either the functional currency for your set of books, or STAT.

To enter only statistical budget amounts for the account range, enter *STAT*.

7. You can review, add, or temporarily delete individual accounts assigned to your budget organization by choosing Range Assignments.

8. Save your work. General Ledger launches a concurrent program to assign all the existing accounts within the designated ranges to the budget organization. You can review the Status of each range.

**Adding:** The concurrent request to add accounts from a range is pending.

**In Process:** The concurrent request to add accounts from a range is running.

**Reporting:** The concurrent request to add accounts from a range is generating an execution report of all the accounts it created.

**Current:** The concurrent request to add accounts from a range has completed.

► **To assign ranges using budgetary control:**

1. Assign the account range as described above.
2. If your funds check level is set to None, you can assign any Currency and a budget entry Type of Entered to the account range.  
If your funds check level is set to Absolute or Advisory, you must assign your functional Currency and a budget entry Type of Entered to the account range.
3. Set the budgetary control options for the range: page 2 – 27.

► **To delete an account range:**

- Select the range you want to delete and delete the record. You can also remove individual accounts within the range by choosing Assignments.

► **To delete an account assignment temporarily:**

1. Navigate to the Define Budget Organization.
2. Choose Journals.
3. Query the budget organization.
4. If you know the account you want to delete, choose the Assignments button to see all the accounts assigned to your budget organization.
5. If you want to specify an account range to limit the display to accounts within that range, choose the Ranges button, select the range, then choose Range Assignments.

6. Select the account you want to remove and delete the record. The account assignment is only deleted from the budget organization until you run the Maintain Budget Organization program.

► **To delete and account assignment permanently:**

1. Delete the range that includes that account.
2. Create a new range, or combination of ranges, that excludes the account.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Budgetary Control Options for Accounts: page 2 – 86

Entering Budget Amounts: page 2 – 48

Entering Budget Journals: page 2 – 56

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## Protecting a Budget Organization with a Password

When a budget organization has password protection, you must enter the password before reviewing, entering, or changing budget information for any account within that budget organization.

By assigning passwords to different budget organizations within your enterprise, you can distribute budgeting responsibilities among your various organization managers.

► **To enable password protection for a budget organization:**

1. Open the Define Budget Organization window.
2. Query the budget organization name.
3. Choose the Set Password button. This button only appears if your budget organization does not use passwords currently.
4. Enter the New Password, which must be at least five characters. General Ledger does not display your password as you enter it.
5. Choose OK, then reenter the New Password to confirm it.
6. Choose OK again to close the Password window.
7. Save your work.

► **To change an existing password:**

1. Open the Define Budget Organization window.
2. Query the budget organization name.
3. Choose the Change Password button. This button only appears if your budget organization has a password assigned.
4. Choose Change Password from the poplist.
5. Enter the Old Password.
6. Enter the New Password.
7. Choose OK.
8. Save your work.

► **To disable password protection:**

1. Open the Define Budget Organization window.
2. Query the budget organization name.
3. Choose the Change Password button. This button only appears if your budget organization has a password assigned.
4. Choose Disable Password from the poplist.
5. Enter the Old Password.
6. Choose OK.
7. Save your work.

---

## **Setting Budgetary Control Options for an Account Range**

If you are using budgetary control for your set of books, you can set budgetary control options for an assigned account range. You can only assign budgetary control options to account ranges with your functional currency and a budget entry type of Entered.

► **To set budgetary control options for an account range:**

1. Select Automatic Encumbrance accounting to automatically create encumbrance batches for transactions originating from your feeder systems such as Oracle Purchasing and Oracle Payables. If you do not select Automatic Encumbrance, you must enter a funds check level of None.

2. Select the Funds Check Level: page 2 – 82.
3. If you select an Advisory or Absolute funds check level, enter the Amount Type and Boundary to determine the time interval over which to perform funds checking. See: Amount Type and Boundary: page 2 – 83.
4. If you select an Advisory or Absolute funds check level, enter the name of the Funding Budget against which you want General Ledger to check or reserve funds. You must enter a budget which requires budget journals.

## See Also

Budgetary Control Options for Accounts: page 2 – 86

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## Copying Account Ranges from an Existing Budget Organization

If you have not assigned account ranges to a budget organization, you can copy the range assignments from another budget organization using AutoCopy. If you are using dynamic insertion for your set of books, General Ledger creates new accounts for your budget organization when necessary, provided the accounts do not violate any enabled cross-validation rules.

After using AutoCopy, you can add other account ranges to the budget organization, or delete copied ranges from your budget organization.

► **To copy account ranges from an existing budget organization:**

1. Enter the name of the budget organization you want to Copy From.
2. Enter Segment Overrides to tell General Ledger which account segment values you want to change for the new budget organization. You must designate at least one segment override because you cannot assign identical accounts to multiple budget organizations.

Enter the Override Segment Value next to the segment(s) you wish to override. For example, if you want to copy the accounts in department 100 (the source budget organization) to department 200, enter the value 200 as the department segment override. General Ledger will then copy all of the accounts for department 100, but will change all department values to 200.

If you specify a segment override for a dependent segment, you must enter an override segment for the segments (if any) on which it depends.

3. Choose OK.

## See Also

Assigning Account Ranges to a Budget Organization (to add more account ranges to your budget organization): page 2 – 24

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## Adding or Changing Individual Accounts

You can display each account within a specific range you assigned to your budget organization. General Ledger sorts the accounts in ascending order by ordering segment value. You can add new accounts to your budget organization that fall within the designated range, or you can temporarily delete accounts from the budget organization.

► **To add another account in an existing range:**

1. Navigate to the Budget Organization window.
2. Query the budget organization.
3. Choose the Ranges button.
4. Choose the range in which the account falls.
5. Choose the Range Assignments button.
6. Find the next available Line, and enter the new Account. The account must fall within the range displayed at the top of the window. If you are using dynamic insertion for your set of books, you can enter an undefined account.

► **To delete an account assignment temporarily:**

1. Navigate to the Define Budget Organization window.
2. Query the budget organization.
3. If you know the account you want to delete, choose the Assignments button to see all the accounts assigned to your budget organization.

If you want to specify an account range to limit the display to accounts within that range, choose the Ranges button, select the range, then choose Range Assignments.

4. Select the account you want to remove and delete the record. The account assignment is only deleted from the budget organization until you run the Maintain Budget Organization program.

► **To delete an account assignment permanently:**

1. Delete the range that includes that account.
2. Create a new range, or combination of ranges, that excludes the account.

► **To add and delete accounts automatically:**

- To add any newly created accounts automatically, or to remove reference to any inactive accounts, choose Maintain from the Define Budget Organization window. General Ledger runs a concurrent process to add any new accounts to your budget organization that fall within its account ranges. It also deletes disabled accounts that fall within those ranges.

You can also run the Maintain Budget Organization program from the Submit Requests window. This enables you to schedule the program to run automatically.

If you are using budgetary control, and assign your ranges a funds check level of Advisory or Absolute, you do not need to add new accounts to your budget organizations automatically. However, you must still use this option to delete disabled accounts from your budget organizations.



**Suggestion:** Even if you enable budgetary control and assign your ranges a funds check level of Advisory or Absolute, we recommend that you run the Maintain program periodically to update your budget organization ranges.

---

## Changing a Budget Organization

You can modify a budget organization after you have defined it. Your changes can include:

- Changing the password protection: page 2 – 26
- Adding an account range: page 2 – 24

- Deleting an account range: page 2 – 24
- Adding or changing individual account assignments: page 2 – 29

---

## Deleting a Budget Organization

- ▶ **To delete a budget organization:**
  1. Open the Define Budget Organization window.
  2. Query the Name of the budget organization you want to delete.
  3. Choose Delete to launch a concurrent process to eliminate all references to the budget organization.
  4. After deleting the budget organization, you can reassign the accounts from the deleted budget organization to another budget organization.

# Budget Formulas

## Creating Budget Formula Batches

You define budget formulas to calculate budget amounts. Your budget formulas can be simple or complex. You can use any combination of fixed amounts and account balances, including actual or budget amounts, statistics, and period-to-date or year-to-date balances from the current period, prior period or same period last year.

When you define budget formulas, you create a budget formula batch. The batch contains one or more budget entries, and each entry contains one or more formulas. Use budget batches and entries to group your budget formulas. For example, you might combine all formulas for a single department or division into one batch, or group all formulas for certain types of calculations into separate entries.

When you calculate budgets using a budget formula, General Ledger replaces any existing budget amounts directly; it does not create a budget journal.

The screenshot shows a window titled "Define Budget Formula (Vision Operations)". It contains the following fields and buttons:

- Recurring Batch**
  - Batch:
  - Description:
  - Last Executed
    - Period:
    - Date:
  - AutoCopy... button
  - Small icon button
- Journal Entry**
  - Journal:
  - Category:
  - Currency:
  - Effective Dates
    - From:
    - To:
- Lines button
- Calculate button

### Prerequisites

- Define your budget organizations and assign the budget entry type "Calculated" to the accounts to which you want to budget.
- Define your budgets.

► **To create a budget formula batch:**

1. Navigate to the Define Budget Formula window.
2. Enter a Name and Description for the budget formula batch.
3. If you want to copy budget formula entries from an existing batch to your new batch, choose AutoCopy.
4. Create budget formula entries for the batch.

## See Also

Copying Existing Budget Formulas: page 2 – 35

Defining Budgets: page 2 – 18

Defining Budget Organizations: page 2 – 22

Calculating Budget Amounts: page 2 – 36

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## Creating a Budget Formula Entry

► **To create a budget formula entry:**

1. Navigate to the Define Budget Formula window.
2. Enter the budget formula batch information.
3. Enter a Name for the formula entry.
4. Enter the formula entry Category.
5. Enter the formula entry Currency.
6. Enter a range of Effective Dates to limit use of the budget formula to a specific time interval.



**Attention:** To prevent generation of a budget formula batch based on the effective dates, the generation date must fall outside the effective dates of all the entries in the batch.

7. Choose Lines to enter the formulas.



**Suggestion:** You can use Automatic Journal Scheduling to generate your budget formulas according to a specific schedule you define. See: Automatic Journal Scheduling; page 1 – 170.

## Entering Budget Formula Entry Lines

The screenshot shows the 'Journal Entry Line (Vision Operations) - testt, tret' window. It features a 'Line' field with the value '1' and an 'Account' field with the value '03-710-7100-1400-110'. Below these are fields for 'Line Description' and 'Account Description', with the latter containing the text 'Project MF-CEO Office-Indirect Burden Expenses-General and Administ-Sentinal Standard'. A 'Formula' section contains a table with columns for 'StepOperator', 'Amount', 'Account', 'Balance Type', and 'Amount Type'. The first row of the table is populated with '3 Enter', '1500', and empty fields for 'Account', 'Balance Type', and 'Amount Type'. Below the table is an 'Account Description' field.

StepOperator	Amount	Account	Balance Type	Amount Type
3 Enter	1500			

- ▶ **To enter a budget formula entry line:**
  1. Navigate to the Define Budget Formula window.
  2. Enter or query the name of the budget formula batch and the budget formula entry in the batch.
  3. Choose Lines.
  4. Enter a Line number to set the order of your budget formula entry lines.
  5. Enter the Account whose budget amount you want to calculate with a formula.
  6. Enter a formula for the line. See *Entering Recurring Journal and Budget Formulas*: page 1 – 63.
  7. Save your work.

### See Also

Calculating Budget Amounts: page 2 – 36

---

## Copying Existing Budget Formulas

You can create a new budget formula batch quickly by copying and modifying an existing budget formula batch.

► **To copy budget formulas from an existing batch:**

1. Navigate to the Define Budget Formula window.
2. Enter a Name and Description for the new budget formula batch.
3. Choose AutoCopy.
4. Enter the Source Batch whose formulas you want to copy.
5. Modify the budget formula entries you copied, if you wish.
6. Save your work.

---

## Changing a Budget Formula Entry

► **To change a budget formula entry:**

1. Navigate to the Define Budget Formula window.
2. Query the name of the budget formula batch you want to change.
3. If you have already calculated budgets using the batch, General Ledger automatically displays the Period and Date on which you Last Executed the batch.
4. Query the name of the budget formula entry you want to change.
5. Choose Lines to review or change the formula entry lines.
6. Save your work.

## Calculating Budget Amounts

You must calculate budget amounts whenever you define or revise your budget formulas, or if you change the accounts you use in your formulas.

Calculating budget amounts from budget formulas does not create journal entries; rather, it updates budget balances directly. General Ledger replaces, rather than increments, the account balances with the calculated amounts.

### Prerequisites

---

- Open a budget year.
- Define a budget formula batch.

#### ► To calculate budget amounts from budget formulas:

1. Navigate to the Calculate Budget Amounts window.
2. Enter the name of the Budget for which you want to calculate budget amounts. You cannot choose a frozen budget or a budget with no open years. General Ledger displays the Latest Open Year for your budget.
3. General Ledger displays the name of each Recurring Batch you have defined, including frozen batches. Select the unfrozen formula batches you want to use to calculate budgets amounts.
4. Enter the accounting Period From and To which you want to calculate budget amounts. General Ledger displays the Last Run Date for each chosen formula batch.
5. Choose Calculate. General Ledger submits a concurrent process to calculate budget amounts and update account balances. General Ledger displays the Request ID of the concurrent process.

### See Also

Defining Budget Organizations: page 2 – 22

Creating Budget Formula Batches: page 2 – 32

Freezing Budgets: page 2 – 76

## Scheduling Your Budget Formula Batch

You can generate your Budget Formula batch according to schedules in Oracle Applications, schedules you define in Oracle Applications, or schedules you define in General Ledger.

### ► To schedule your Budget Formula Batch:

1. Navigate to the Budget Formula Parameters window.
2. Complete the following fields:
  - **Name:** Enter or choose a name from the list of values for the Budget Formula batch you want to schedule.
  - **Period:** Enter an accounting period or choose from the list of values.
  - **Budget:** Enter a budget or choose from the list of values.
3. Choose the Schedule button.  
The Oracle Applications Submit Request window opens.
4. Choose the Schedule button.  
The Schedule window opens.
5. You can create your own schedule by completing the regions in this window. For more information, see: *Oracle Applications User's Guide*.  
**Or**, choose the Apply a Saved Schedule button to select from a set of pre-defined Oracle Applications or General Ledger schedules.
6. Return to the Submit Request window and submit your request.  
**Note:** You must post the Budget Formula batch after it is generated.

### See Also

Defining Financial Schedules: page 9 – 134

Automatic Journal Scheduling: page 1 – 170

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# MassBudgets

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## Defining MassBudgets

### Prerequisite

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- Define your budget organizations.
- Define your budgets.
- Enter or calculate budgets to ensure that the existing budget amounts for your allocation accounts are current.

► **To create a MassBudget batch:**

1. Navigate to the Define MassBudgets window.
2. Enter a Name and Description for the MassBudget batch.
3. Choose Formulas to enter MassBudget formulas.
4. After entering the formulas, save your work.
5. Choose Validate All to validate the batch, as well as all previously unvalidated batches. If you do not validate the batch, General Ledger asks if you want to validate the current batch when you leave the window.

► **To copy an existing MassBudget:**

1. Navigate to the Define MassBudgets window.
2. Enter a Name for the new MassBudget.
3. Choose the AutoCopy button, then choose the MassBudget that you want to copy.
4. Enter a Description for the new MassBudget.
5. Choose Formulas to modify the MassBudget formulas that you copied.
6. After modifying the formulas, save your work.
7. Choose Validate All to validate the batch.

## See Also

Using MassBudgeting: page 2 – 8

Validating MassAllocation and MassBudget Batches: page 1 – 81

Generating MassBudget Journals: page 2 – 44

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## Defining a MassBudget Formula

► **To enter a MassBudget formula:**

1. Navigate to the Define MassBudgets window.
2. Enter or query the name of the MassBudget batch to which you want to add the formula.
3. Choose Formulas.
4. Enter the Name and Description of the MassBudget formula.
5. Enter the formula lines.
6. Save your work.
7. Validate the MassBudget batch.



**Suggestion:** You can use Automatic Journal Scheduling to generate your massbudget formulas according to a specific schedule you define. See: Automatic Journal Scheduling: page 1 – 170.

## Entering MassBudget Formula Lines

Formula (Vision Operations) - Fixed Allocation example for Budgets

Name: Fixed Allocation example for Budgets  
 Description: This example shows a fixed allocation of \$250 pe  
 Category: Allocation  
 Status: Validated

Allocate Balances From  
 Full Balance  
 Single Entered Currency  
 Currency:

Full Cost Pool Allocation

	Amount	Account	Currency	Amount Type	Relative Period
A	250				
*					
B		T-T-9110-0000-000	STAT	YTD	Current Period
/		L-L-C-C-C			
C	1				
T:		T-T-8100-0000-000	STAT	PTD	Current Period
		L-L-C-C-C			
O:		01-740-8200-0000-000	STAT	PTD	Current Period
		C-C-C-C-C			

All MassBudget formulas use the following equation to determine allocation amounts:

$$\text{COST POOL} * (\text{USAGE FACTOR} / \text{TOTAL USAGE})$$

General Ledger uses the following format to represent the equation.

$$A * B / C$$

Each factor in this equation relates to a separate formula line. Follow the Allocation Formula Rules to enter combinations of fixed amounts and accounts in formula lines A, B, and C.

► **To enter an account in a MassBudget formula line:**

1. Enter the account for the A, B, or C line of your formula. Enter accounts with parent segment values to create a formula that references accounts with the corresponding child segment values.  
 When you enter an account, General Ledger ensures that segment values are valid and enabled.
2. Assign a segment Type for each account segment. The combination of parent/child segment values and types tells General Ledger which related accounts are used by that portion of the formula.
3. Enter the account Balance Type to use for the formula line. If you enter the Budget balance type, you must also enter a Budget name.

If you enter the Encumbrance balance type, you must also enter an Encumbrance Type.

4. Enter the Relative Period for the account balance you want to use. You can choose from the following relative periods:
  - Current Period
  - Previous Period
  - Year Ago, Same Period
5. Enter the Amount Type you want to use. You can choose from the following amount types:
  - Period-to-Date
  - Project-to-Date
  - Quarter-to-Date
  - Year-to-Date
6. Once you have entered your A, B, and C formula lines, enter the Target account.
7. You can enter an Offset account if you want to generate balanced MassBudget journals. The offset formula line is optional for MassBudgets, since budgets do not have to balance.

## See Also

Entering a Target Account: page 2 – 42

Entering an Offsetting Account: page 1 – 80

Validating MassAllocation and MassBudget Batches: page 1 – 81

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## Assigning Segment Types

When you enter an account in a formula line, you must assign one of the following segment types to each segment:

**Looping (L):** Assign this type to a parent segment value to include each child value assigned to the parent value in the formula. The allocation program runs each formula once for each corresponding child segment value. You can loop only on parent values.

**Summing (S):** Assign this type to a parent segment value to sum the account balances of all the child segment values assigned to a

parent. For example, if you enter a parent that has five child values, the allocation program adds the account balances of the five child accounts and uses the sum in each MassBudget formula. You can sum only on parent values.

**Constant (C):** Assign this type to a child segment value to use the detail account balance associated with the child. You can also use this type with a parent segment value if there is a summary account associated with the parent.

---

## Entering a Target Account

Enter an account in the Target line to specify the destination accounts for your allocations.

When you enter a target account, be sure that it conforms to the allocation formula rules for target accounts. Be sure to also follow the account segment cross-validation rules. The validation program does not check for account cross-validation rule violations. If you enter a target account that violates a cross-validation rule General Ledger creates invalid journal lines when you generate the formula. You must correct the resulting journals in the Enter Journals window before you post.

### See Also

Allocation Formula Rules: page 1 – 82

Entering MassBudget Formula Lines: page 2 – 40

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## Entering an Offset Account

Enter an account in the Offset line to specify the account to use for the offsetting debit or credit from your allocation.

When you enter an offset account, be sure that it conforms to the allocation formula rules for offsetting accounts. Be sure to also follow the account segment cross-validation rules. The validation program does not check for account cross-validation rule violations. If you enter an offset account that violates a cross-validation rule General Ledger creates invalid journal lines when you generate the formula. You must correct the resulting journals in the Enter Journals window before you post.

## See Also

Allocation Formula Rules: page 1 – 82

## Generating MassBudget Journals

Generate MassBudget Journals to create unposted budget journal batches based on your validated MassBudget formulas. The generated journal batch contains an entry for every allocation formula in the batch.

You can generate MassBudget journals that reverse existing budget balances and post new budget allocation amounts, or generate journals that increment the existing budget balances to match the current budget allocation amount.

You can generate MassBudget journal batches for any period range if the range falls within an open budget year. General Ledger creates an unposted budget journal batch for each period in the range.

### Prerequisite

---

- Define your budget organizations and assign the budget entry type "Calculated" to the accounts to which you want to budget.
- Define your budgets.
- Open a budget year.
- Define MassBudget formulas.

#### ► To generate a MassBudget journal batch:

1. Navigate to the Generate MassBudget Journals window.
2. Enter the MassBudget batch you want to generate. You can select any batch that is validated.
3. Enter the From Period and the To Period for which you want to generate MassBudget journals. General Ledger automatically displays the Period Last Run if you have generated the batch previously.
4. Specify the Allocation Method for the MassBudget batches you are generating. You can generate journals that reverse existing budget balances and post new budget allocation amounts, or generate journals that increment the existing budget balances with the current budget allocation amount.
5. Choose Generate. General Ledger submits a concurrent process that creates an unposted journal batch for each period in the range you specify.

6. Review the generated MassBudget journal batches using the Enter Journals window. General Ledger names your MassBudget journal batches as follows:  
*MB: <Request ID> <MassBudget Batch Name> <Period>*  
For example, MB: 47566 Rent Budget Allocation JAN-95.
7. Post the MassBudget journal batches.

## See Also

Defining MassBudgets: page 2 – 38

Posting Journal Batches: page 1 – 146

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## Choosing an Allocation Method

You can generate journals from allocation formulas using a full or incremental allocation method. The method you choose determines whether the generated journals will replace or increment existing account balances.

### Using the Full Allocation Method

---

Choose the Full allocation method to generate journals that reverse previous allocations and post new allocation amounts. When you post the generated allocation journals, the net effect is the same as replacing the existing target balance with the new allocated amounts from your formula.

Use this method only if you are allocating amounts for the first time, or only once.

### Using the Incremental Allocation Method

---

Choose the Incremental allocation method whether you want to update allocated balances without reversing the previously allocated amounts. Using this method, you can generate allocation journals as many times as you wish, provided there is no activity against the target accounts between runs.



**Attention:** Do not use the incremental method the first time you generate a MassAllocation or MassBudgeting formula.

Before generating incremental allocation journals, post all batches you previously generated from the same formula batch. The first amount type General Ledger encounters in the A\*B/C formula is the amount type used for the target account when calculating the incremental allocation amount (A\*B/C).

## See Also

MassAllocation Example (for an illustration of generating allocated amounts in incremental mode): page 1 – 90

## Scheduling Your MassBudget Journal Batch

You can generate your MassBudget Journal Batch according to schedules in Oracle Applications, schedules you define in Oracle Applications, or schedules you define in General Ledger.

### ► To schedule your MassBudget Journal Batch:

1. Navigate to the MassBudget Parameters window.
2. Complete the following fields:
  - **Name:** Enter or choose a name for the Allocation or MassAllocation batch you want to schedule from the list of values.
  - **Period:** Enter an accounting period or choose from the list of values.
  - **Allocation Method:** Enter an allocation method or choose from the list of values.
3. Choose the Schedule button.  
The Oracle Applications Submit Request window opens.
4. Choose the Schedule button.  
The Schedule window opens.
5. You can create your own schedule by completing the regions in this window. For more information, see: *Oracle Applications User's Guide*.  
**Or**, choose the Apply a Saved Schedule button to select from a set of pre-defined Oracle Applications or General Ledger schedules.
6. Return to the Submit Request window and submit your request.

**Note:** You must post the MassBudget Journal batch after it is generated.

## **See Also**

Defining Financial Schedules: page 9 – 134

Automatic Journal Scheduling: page 1 – 170

## Entering Budget Amounts

Enter budget amounts for your accounts to replace any existing budget balances. You can enter budget amounts for each account in the budget organization one-by-one, or you can use worksheet mode to enter budgets for several accounts at once. Budget rules enable you to distribute budget amounts for all periods.

General Ledger does not create journal entries when you use the Enter Budget Amounts window. Use the Enter Budget Journals window if you want to create journal entries to maintain an audit trail for your budget amounts.

### Prerequisites

---

- Define a budget.
- Open one or more years for your budget.
- Define a budget organization.
- Assign the "Entered" budget entry type to the accounts for which you want to enter budget amounts.
- Assign the currencies you want to use for budgeting to the appropriate accounts.

#### ► To enter budget amounts while viewing a single account:

1. Navigate to the Enter Budget Amounts window.
2. Specify the Budget Organization for the accounts to which you want to budget. If the budget organization is password-protected, you must enter the password before you can enter budget amounts.
3. Enter the Budget for the amounts you are entering.

**Note:** You cannot enter amounts for a budget that is frozen. If the budget that requires journals, you must use the Enter Budget Journals window.

4. Enter the range of Accounting Periods to which you want to budget.
5. Enter the Currency of the budget amounts you are entering. The accounts must be assigned to the budget organization for this currency.

- Choose Single Row Mode from the poplist to review and enter budget information for one account at a time. You will also see a total for all budget periods when you use Single Row mode.

Enter Budget Amounts (Vision Operations)

Budget Organization: **Operations** Budget: **CORPORATE 1999**

Accounting Periods From: **Jan-99** To: **Adj-99** Currency: **USD**

Worksheet Mode:  Single Row Mode:

Account: **110-1110-01-2103-240**

Jan-99	Feb-99	Mar-99	Apr-99	May-99
8,000.00	8,050.00	9,000.00	9,050.00	10,000.00
Jun-99	Jul-99	Aug-99	Sep-99	Oct-99
12,000.00	13,000.00	14,000.00	15,500.00	17,000.00
Nov-99	Dec-99	Adj-99	Total	
18,000.00	18,000.00	2,000.00	153,600.00	

Account Description: **Facilities Resources-Cash Account-Operations-California-Modem**

Buttons: Budget Rules, Post, Show Total

- Query the Account to which you want to budget by specifying one or more segment values (or wildcards).
 

**Note:** If you rearranged the display sequence of your account segments when you defined your budget organization, you still enter your account query criteria in numerical segment order.
- Enter budget amounts for periods in the designated range, or use budget rules to calculate and distribute budget amounts for all periods.
- Choose Post to submit a concurrent request that updates your account budget balances.

## See Also

Entering Statistical Budget Amounts: page 2 – 55

Defining Budget Organizations: page 2 – 22

Defining Budgets: page 2 – 18

Using Budget Rules to Distribute Budget Amounts: page 2 – 51

Entering Budget Amounts Using Applications Desktop Integrator  
(*Oracle Applications Desktop Integrator Users' Guide*)

## Entering Budget Amounts for Multiple Accounts

- ▶ **To enter budget amounts while viewing multiple accounts:**
  1. Navigate to the Enter Budget Amounts window.
  2. Specify the Budget Organization for the accounts to which you want to budget. If the budget organization is password-protected, you must enter the password before you can enter budget amounts.
  3. Enter the Budget for the amounts you are entering.
    - Note:** You cannot enter amounts for a budget that is frozen. If the budget that requires journals, you must use the Enter Budget Journals window.
  4. Enter the range of Accounting Periods to which you want to budget.
  5. Enter the Currency of the budget amounts you are entering. The accounts must be assigned to the budget organization for this currency.
  6. Choose Worksheet Mode from the poplist to review and enter budget amounts for several accounts at once.

Enter Budget Amounts (Vision Operations)

Budget Organization:  Budget:

Accounting Periods From:  To:  Currency:

Worksheet Mode:

Account	Jan-99	Feb-99	Mar-99	Apr-99	May-99
140-1110-01-0000-120	0.00	0.00	20,000.00	10,000.00	8,000.00
110-1110-01-1100-230	5,000.00	4,000.00	3,000.00	2,000.00	1,000.00
110-1110-01-2103-240	8,000.00	8,050.00	9,000.00	9,050.00	10,000.00
410-1110-01-0000-000	12,000.00	15,000.00	16,000.00	20,000.00	25,000.00
404-1110-01-0000-000	45,000.00	50,000.00	350,000.00	20,000.00	25,000.00
570-1110-01-0000-000	30,000.00	80,000.00	90,000.00	100,000.00	110,000.00
430-1110-01-0000-000	1,200.00	1,500.00	17,000.00	3,050.00	

Account Description:

Buttons: Budget Rules, Post, Show Total

7. Query the accounts within the chosen budget organization for which you want to enter budgets. You can specify one or more segment values (or wildcards) to restrict the query. General Ledger

retrieves each account with a budget entry type of "Entered" that meets your criteria.

If you do not restrict the query, General Ledger retrieves all accounts in the budget organization with a budget entry type of "Entered".

**Note:** If you rearranged the display sequence of your account segments when you defined your budget organization, you still enter your account query criteria in the original segment order.

Account segment values appear in the display sequence you specified in your budget organization. General Ledger also displays any amounts you have previously entered for the accounts.



**Attention:** If you are using budgetary control, General Ledger displays your posted balances plus your reserved funds.

8. Enter budget amounts for accounts and periods in the designated range. You can also use budget rules to calculate and distribute budget amounts for all periods.
9. Choose Show Total to see the total of all current budget amounts for the displayed accounts.
10. Choose Post to submit a concurrent request that updates your account budget balances.

---

## Using Budget Rules to Distribute Budget Amounts

Budget rules are predefined methods for calculating and distributing budget amounts to all periods for an account. You can use budget rules to help you enter budgets quickly and easily.

**Note:** You cannot use budget rules for disabled, outdated or frozen accounts, or accounts for which budgeting is not allowed.

► **To calculate and distribute budget amounts using budget rules:**

1. Navigate to the Enter Budget Amounts or Enter Budget Journals window.
2. Specify the budget organization, budget, accounting periods, currency, and budget entry mode.
3. Query the account for which you are entering budgets.

4. Choose Budget Rules. See Budget Rules below.
5. Choose the Rule you want to use to calculate and distribute budget amounts for the account.
6. Enter the Amount you want to use with your budget rule.
7. If you choose the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 rule, choose the Options button to set the rounding options.  
Check the Apply Rules to Adjusting Periods if you want your budget rules applied to adjusting periods as well as to regular periods.
8. If you choose a budget rule that multiplies the amount by the balance of an account, enter the Account you want to use in the budget rule calculation.  
**Note:** If you want to reference budget balances that include budget amounts you entered in the current session, save your work. Choose Apply or OK to apply the budget rule. You do not need to post the amounts.
9. For a budget rule that multiplies the amount by the budget balance of an account, enter the Budget.
10. To enter budget rules for the next account in the budget organization account range, press the down arrow in the Budget Rules window. To enter rules for the preceding account, press the up arrow.

## Budget Rules

You can use these budget rules:

**Divide Evenly:** Evenly distribute the amount you enter across all accounting periods. You can set rounding options to handle any undistributed amount resulting from rounding calculations.

**Repeat Per Period:** Repeat the amount you enter in each accounting period.

**Prior Year Budget Monetary\*:** Multiply the amount you enter by the prior year budget monetary balance of the account you enter.

**Current Year Budget Monetary\*:** Multiply the amount you enter by the current year budget monetary balance of the account you enter. To include budget amounts you entered in the current session, save your entries before choosing this budget rule. You do not have to post the entries.

**Prior Year Budget Statistical\*:** Multiply the amount you enter by the prior year budget statistical balance of the account you enter.

**Current Year Budget Statistical\*:** Multiply the amount you enter by the current year budget statistical balance of the account you enter. To include budget amounts you entered in the current session, save your entries before choosing this budget rule. You do not have to post the entries.

**Prior Year Actual Monetary\*:** Multiply the amount you enter by the prior year actual monetary balance of the account you enter.

**Current Year Actual Monetary\*:** Multiply the amount you enter by the current year actual monetary balance of the account you enter.

**Prior Year Actual Statistical\*:** Multiply the amount you enter by the prior year actual statistical balance of the account you enter.

**Current Year Actual Statistical\*:** Multiply the amount you enter by the current year actual statistical balance of the account you enter.

### **If your calendar contains 12 or 13 periods per year:**

---

You can only use the following budget rules if your calendar contains 12 or 13 periods per year. If you use one of these rules, you can set rounding options to handle any undistributed amount resulting from rounding calculations.

**4/4/5:** Enter 4/52 of your amount in the first period, 4/52 in the second period and 5/52 in the third period. This sequence is repeated for the entire period range. If you are using a 13 period year, no amount is entered in the thirteenth period.

**4/5/4:** Enter 4/52 of your amount in the first period, 5/52 in the second period and 4/52 in the third period. This sequence is repeated for the entire period range. If you are using a 13 period year, no amount is entered in the thirteenth period.

**5/4/4:** Enter 5/52 of your amount in the first period, 4/52 in the second period and 4/52 in the third period. This sequence is repeated for the entire period range. If you are using a 13 period year, no amount is entered in the thirteenth period.

---

## **Setting the Budget Rule Rounding Options**

If you choose the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 budget rule, General Ledger divides the base amount among your budgeting periods and rounds the distribution amounts to the minimum accountable unit of the budget currency. In some cases, the rounding calculation may result in total distribution amounts that do not equal

the base amount. Set the rounding options to handle differences resulting from amounts that cannot be divided exactly. You can either choose to ignore any rounding errors, or you can post the difference to a specific budget period.

If you choose to distribute the rounding difference, General Ledger will attempt to post the difference to the period you specify, unless the rounding difference is less than the minimum accountable unit of currency. When you specify a rounding distribution period, it remains in effect until you change the rounding options, or until you change the start period for distributing the base amount.

The default rounding option is to ignore any rounding errors.

► **To post the difference from a rounding calculation to a specific period:**

1. Navigate to the Enter Budget Amounts or Enter Budget Journals window.
2. Specify the budget organization, budget, accounting periods, currency, and budget entry mode.
3. Query the account for which you are entering budgets.
4. Choose Budget Rules.
5. Choose the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 Rule.
6. Choose the Options button to set the rounding options.
7. Select Distribute Difference To.
8. Enter the Period to post the rounding difference.
9. Choose OK to return to the Budget Rules window.

► **To change the rounding option to ignore rounding differences:**

1. Navigate to the Enter Budget Amounts or Enter Budget Journals window.
2. Specify the budget organization, budget, accounting periods, currency, and budget entry mode.
3. Query the account for which you are entering budgets.
4. Choose Budget Rules.
5. Choose the Divide Evenly, 4/4/5, 4/5/4, or 5/4/4 Rule.
6. Choose the Options button to set the rounding options.

7. Select Ignore Rounding Error.
8. Choose OK to return to the Budget Rules window.

---

## Entering Statistical Budget Amounts

### Prerequisite

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- Assign accounts to your budget organization with a currency of STAT, and a budget type of Entered.

► **To enter statistical budget amounts:**

1. Open the Enter Budget Amounts window.
2. Choose the budget organization and budget for your statistical accounts, as well as the budgeting periods.
3. Enter a Currency of STAT.
4. Choose to view and enter budget amounts for one account at a time using Single Row Mode, or enter amounts while viewing multiple accounts in Worksheet Mode.
5. Enter your statistical budget amounts, or use budget rules to distribute amounts to all periods.
6. Choose Post to submit a concurrent request to update your statistical budget balances.

### See Also

Assigning Account Ranges to a Budget Organization: page 2 – 24

# Entering Budget Journals

Enter budget journals to maintain an audit trail for your budget balances. You can use budget rules to calculate budget journal amounts automatically.

When you post budget journals, the journal amounts update existing budget balances. You can review and change your budget journals before posting them.



**Attention:** When you use budget rules in Journal Mode, General Ledger calculates the appropriate debit or credit needed to achieve the balance you enter for the account type.

Account	Apr-99	May-99	Jun-99	Jul-99	Aug
110-1332-01-0000-000	3,500.00	4,000.00	0.00	0.00	0.00
120-1420-01-0000-000	10,000.00	1,025.00	0.00	0.00	0.00
120-1520-01-0000-000	4,000.00	5,000.00	0.00	0.00	0.00
110-1520-01-0000-000	1,750.00	19,000.00	0.00	0.00	0.00
130-1520-01-0000-000	8,500.00	9,000.00	0.00	0.00	0.00
110-1530-01-0000-000	5,000.00	5,000.00	0.00	0.00	0.00
120-1530-01-0000-000	30,000.00	35,000.00	0.00	0.00	0.00

Account Description  
Machine Resources-Machinery & Equipment-Operations-No Sub Account-No Product

Buttons: Budget Rules, Create Journals..., Show Total

## Prerequisites

- Define a budget
- Open one or more years for your budget
- Define a budget organization
- Assign the "Entered" budget entry type to the accounts for which you want to enter budget journals

### ► To enter budget journals for a single account:

1. Navigate to the Enter Budget Journals window.

2. Specify the Budget Organization for the account to which you want to budget. If the budget organization is password-protected, you must enter the password before you can enter budget journals.
3. Enter the Budget you want to update. You cannot use a budget that is frozen.
4. Enter the range of Accounting Periods to which you want to budget.
5. Enter the Currency of the budget amounts you are entering. The accounts must be assigned to the budget organization for this currency.
6. Choose Journal Mode from the region poplist to enter budget amounts in a journal format.

You can also use Single Row Mode or Worksheet Mode to enter budget journal amounts. However, you can only generate budget journals from these entry modes when you use the Enter Budget Journals window.

**Additional Information:** When you use Journal Mode, Balance Type is a display-only field. It displays Budget when you are entering budget journals. In the Enter Journals window, this field displays Actual when you are entering actual journals.

7. Enter or query the Account to which you want to budget. You can also switch to Worksheet Mode to easily query accounts, then return to Journal Mode to enter budget journals.
8. Enter a Debit or Credit amount for each period. Do not enter journal amounts if you want to use budget rules to calculate and distribute budget amounts.
9. Choose Create Journals to create a budget journal batch. If you are using budgetary control, you specify a funds action when you create the batch.

## See Also

Defining Budget Organizations: page 2 – 22

Protecting a Budget with a Password: page 2 – 26

Using Budget Rules to Distribute Budget Amounts: page 2 – 51

Entering Budget Amounts: page 2 – 56

Creating Unposted Budget Journal Batches: page 2 – 59

## Entering Statistical Budget Journals

You can enter statistical budget journals for accounts that have a currency of STAT in their budget organization assignment. You can enter budget journals that only contain statistical amounts, or, depending on the Journals:Mix Statistical and Monetary profile option, you can combine monetary and statistical budget amounts in your budget journals. The latter option is not available if budgetary control is enabled for your set of books.

### Prerequisites

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- For statistical-only budget journals, assign accounts to your budget organization with a currency of STAT.
- For combined monetary and statistical journals, enable the profile option Journals:Mix Statistical and Monetary.
- For combined monetary and statistical journals, associate a unit of measure with each account segment value for which you want to enter statistical amounts.
- For combined monetary and statistical journals, assign accounts to your budget organization using the appropriate currency.

#### ► **To enter a statistical budget journal:**

1. Navigate to the Enter Budget Journals window.
2. Choose the budget organization and budget for your statistical accounts, as well as the budgeting periods.
3. Enter a Currency of STAT.
4. Query the account.
5. Choose Journal Mode from the poplist.
6. Enter your statistical amounts as a Debit or Credit for each period. Do not enter journal amounts if you want to use budget rules to calculate and distribute budget amounts.
7. Choose Create Journals to create a budget journal batch. If you are using budgetary control, you specify a funds action when you create the batch.

#### ► **To enter a combined monetary and statistical budget journal:**

1. Navigate to the Enter Budget Journals window.

2. Choose the budget organization and budget for your statistical accounts, as well as the budgeting periods.
3. Enter the monetary Currency.
4. Query the account.
5. Choose Journal Mode from the poplist.
6. Enter your monetary amounts as a Debit or Credit for each period. Do not enter journal amounts if you want to use budget rules to calculate and distribute budget amounts.
7. Enter the statistical Quantity associated with the monetary debit or credit amount for each period.
8. Choose Create Journals to create a budget journal batch.

## See Also

Setting General Ledger Profile Options: page B – 2

Defining Statistical Units of Measure: page 9 – 114

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## Creating Unposted Budget Journal Batches

After entering budget journals, you must run Journal Import to create unposted journal batches. If you are using budgetary control, you must check and reserve funds for the budget journal batches.

► **To create unposted budget journal batches:**

1. Navigate to the Enter Budget Journals window.
2. Enter your budget journal information, including the budget debit and credit amounts.
3. Choose Create Journals.
4. Enter a unique Journal Batch Name.
5. Enter a Category for your budget journal batch.
6. Choose Run Journal Import to create unposted budget journal batches. General Ledger submits a concurrent request, and displays the Journal Import Group Number for your reference.
7. Choose Done after you have started Journal Import.

► **To create unposted budget journal batches using budgetary control:**

1. Navigate to the Enter Budget Journals window.
2. Enter your budget journal information, including the budget debit and credit amounts.
3. Choose Create Journals.
4. Enter a unique Journal Batch Name.
5. Enter a Category for your budget journal batch. General Ledger automatically displays a Funds Status of Required.
6. Choose Check Funds to verify available funds for the budget journal batch.
7. Choose Reserve Funds to reserve funds for the budget journal batches. The Funds Status changes to In Process after you choose either Check Funds or Reserve Funds. After the funds check or reservation process completes, your funds status will change to Passed or Failed.

**Note:** Once your funds reservation has passed, you cannot change your budget journal amounts unless you first unreserve the funds.

8. Choose View Results to open the Budgetary Control Transactions window and review the results of your funds action request.
9. Choose Done to launch a concurrent process that creates unposted budget journal batches.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Reviewing Budgetary Control Transactions: page 1 – 28

## Transferring Budget Amounts

You can transfer budget amounts from one account to another within any budget. The accounts may belong to the same or different budget organizations. You can transfer fixed amounts or a percentage of an account's budget balance.

General Ledger automatically runs Journal Import when you leave the Budget Transfer form to create an unposted budget journal batch. Post the budget journal batch to update your budget balances.

Budget Transfer (Vision Operations)

Budget:  Batch Name:   
Currency:  Funds Status:

From		To	
Budget Organization	Account	Budget Organization	Account
Operations	1-580-7740-0000-000	Operations	01-110-6100-0000-000

Account Details

From:  Type:   
To:  Type:

### Prerequisite

Enter budget amounts or budget journals

#### ► To transfer budget amounts when not using budgetary control:

1. Navigate to the Budget Transfer window.
2. Enter the Budget for the amounts you want to transfer. You must choose an open or current budget.
3. You can enter an optional Batch Name to identify the resulting budget transfer journal.
4. Enter the Currency for the amounts you want to transfer. To transfer statistical amounts, enter STAT.

5. Enter the Budget Organization From which you want to transfer amounts. If the budget organization is password protected, you must enter the password before you can transfer budget amounts.
6. Enter the Account From which you want to transfer amounts. The account must be assigned to the budget organization for this currency.
7. Enter the Budget Organization To which you want to transfer amounts. It can be the same or different from your From Budget Organization. If the budget organization is password protected, you must enter the password before you can transfer budget amounts.
8. Enter the Account To which you want to transfer amounts. You can only choose accounts that are denominated in the currency specified, and assigned to the budget organization you specified.
9. Choose Transfer Amounts and specify the fixed amounts or percentages of account balances you want to transfer.
10. Save your work.
11. Leave the window. General Ledger automatically runs Journal Import to create an unposted budget journal batch.
12. Post the budget transfer batch.

## See Also

Defining Budgets: page 2 – 18

Defining Budget Organizations: page 2 – 22

Protecting a Budget with a Password: page 2 – 26

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## Transferring Budget Amounts Using Budgetary Control

- ▶ **To transfer budget amounts using budgetary control:**
  1. Navigate to the Budget Transfer window.
  2. Enter the Budget for the amounts you want to transfer. You must choose an open or current budget.
  3. Enter a Batch Name to identify the resulting budget transfer journal.

4. Enter the Currency for the amounts you want to transfer. To transfer statistical amounts, enter STAT.
5. Enter the Budget Organization From which you want to transfer amounts. If the budget organization is password protected, you must enter the password before you can transfer budget amounts.
6. Enter the Account From which you want to transfer amounts. You can only choose accounts that are denominated in the currency specified, and assigned to the budget organization you specified.
7. Enter the Budget Organization To which you want to transfer amounts. It can be the same or different from your From Budget Organization. If the budget organization is password protected, you must enter the password before you can transfer budget amounts.
8. Enter the Account To which you want to transfer amounts. You can only choose accounts that are denominated in the currency specified.
9. Choose Transfer Amounts and specify the fixed amounts or percentages of account balances you want to transfer.
10. Choose the Check Funds button to verify available funds for your budget journal batch.
11. Choose the Reserve Funds button to reserve funds for your budget journal batch.
12. Review the Funds Status for your batch:
  - Required:** Budgetary control is enabled for this set of books. You must reserve funds for your batch.
  - In Process:** General Ledger is currently checking or reserving funds for your batch.
  - Passed:** Your batch has successfully passed funds reservation. General Ledger has reserved funds for your batch. You cannot use this form to modify a batch that has passed funds reservation.
  - Failed:** Your batch failed funds reservation. General Ledger could not reserve funds for your batch.
13. Choose View Results to review the budgetary control transactions resulting from your funds action request.
14. Leave the window. General Ledger automatically runs the Create Journals program to create an approved budget journal after a successful funds reservation.
15. Post the budget transfer batch.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Creating a Budgetary Control Group: page 2 – 121

Reviewing Budgetary Control Transactions: page 1 – 28

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## Entering Budget Transfer Amounts

You can transfer fixed amounts or percentages of account balances for each accounting period.

### ► To transfer amounts for individual periods:

1. Navigate to the Budget Transfer window.
2. Enter the Budget, Currency, Budget Organizations, and Accounts for the budget transfer.
3. Choose Transfer Amounts.
4. Enter the Period for which you want to transfer budget amounts. The period you choose must be in an open budget year. General Ledger automatically displays the Old Balances for the accounts from and to which you want to transfer amounts. These balances are the period-to-date budget balances for the budget, accounts and period you specify.

**Note:** If you are using budgetary control, General Ledger displays your posted balances plus your reserved funds.

5. Choose Show YTD Balances if you want to see year-to-date budget balances instead of period-to-date balances. Note that balances for each record are calculated independently.
6. Enter a Percent or a fixed Amount to transfer between accounts. General Ledger automatically calculates and displays the New Balances for the accounts from and to which you are transferring.
7. Enter another transfer line to transfer an amount or percentage.
8. Save your work.

### ► To transfer amounts for a range of periods:

1. Navigate to the Budget Transfer window.

2. Enter the Budget, Currency, Budget Organizations, and Accounts for the budget transfer.
3. Choose Transfer Amounts.
4. Choose Transfer by Period Range.
5. Enter the range of periods for which you want to transfer budget amounts.
6. Enter a Transfer Percent or a fixed Transfer Amount for the range of periods.
7. Choose Apply to transfer the amounts, but remain in the window to transfer amounts for another range of periods.
8. Choose OK to transfer the amounts and return to the Transfer Amounts window.
9. Save your work.

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# Uploading Budgets

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## Integrating General Ledger Using Budget Upload

Budget Upload lets you prepare and analyze your budget outside of General Ledger, such as on a personal computer using a spreadsheet program, and then transfer your budget information into General Ledger. This enables you to perform your budgeting in the environment you choose, and still maintain the integrity of your database.

**Note:** If you have Microsoft Excel installed, you can use GL Desktop Integrator to create budget worksheets in Excel, view and modify your budget information, then upload revised budget information to General Ledger automatically.

See: Applications Desktop Integrator Budget Wizard  
(*Oracle Applications Desktop Integrator Users' Guide*)

## Understanding the Budget Interface Table

The first step in transferring your budget data from an outside source to your General Ledger application is to load your data into your General Ledger application Budget Interface table. Once you load your budget information into the Budget Interface table, you can run Budget Upload to post your budget data into your General Ledger application.

Budget Upload uses the Budget Interface table `GL_BUDGET_INTERFACE` to upload budget information. The Budget Interface table is organized into columns in which your General Ledger application categorizes and stores specific budget information. For example, the name of your budget is stored in the column called `Budget_Name`. You must specify valid values for each of the required columns in this table to successfully complete a Budget Upload. You may specify values for the optional columns within this table. These values are validated before your General Ledger application updates budget balances. The Budget Interface table contains the following columns:

Column Name	Null?	Type
BUDGET_NAME	NOT NULL	VARCHAR2 (15)
BUDGET_ENTITY_NAME	NOT NULL	VARCHAR2 (25)
CURRENCY_CODE	NOT NULL	VARCHAR2 (15)
FISCAL_YEAR	NOT NULL	NUMBER (15)
UPDATE_LOGIC_TYPE	NOT NULL	VARCHAR2 (1)
BUDGET_ENTITY_ID		NUMBER (15)
SET_OF_BOOKS_ID		NUMBER (15)
CODE_COMBINATION_ID		NUMBER (15)
BUDGET_VERSION_ID		NUMBER (15)
PERIOD_TYPE		VARCHAR2 (15)
DR_FLAG		VARCHAR2 (1)
STATUS		VARCHAR2 (1)
ACCOUNT_TYPE		VARCHAR2 (1)
LAST_UPDATE_DATE		DATE
LAST_UPDATED_BY		NUMBER (15)
REQUEST_ID		NUMBER (15)
PERIOD1_AMOUNT through PERIOD60_AMOUNT		NUMBER
SEGMENT1 through SEGMENT30		VARCHAR2 (25)

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## Creating Your Budget Spreadsheet

If you plan to import budget information from a spreadsheet, you should use a separate spreadsheet for each budget organization. Your budget spreadsheet should contain all of the budget information you need for your company or agency. However, before you can upload your budgets from a spreadsheet you must organize your budget information according to the structure of the Budget Interface table.

Therefore, each column of your spreadsheet should correspond to a column in the Budget Interface table.

For example, as shown in Figure 2 – 1, your spreadsheet should contain a column called Budget\_Name that corresponds to the Budget Interface table column of the same name.

Figure 2 – 1

Sample Budget Spreadsheet

Account Name	Account	October	November	December	January	February
Salaries	5500	50,000	50,000	50,000	50,000	50,000
Commissions	5550	5,000	5,000	5,000	5,000	5,000
Benefits	5600	0	0	0	0	500
Travel and Lodging	5610	5,000	5,000	2,000	2,000	5,000
Occupancy Rates	5700	110,000	110,000	110,000	110,000	110,000
Utility Expense	6710	10,000	10,000	10,000	10,000	10,000
Miscellaneous Expense	5800	10,000	1,000	0	0	0
Advertising Expense	5750	20,000	20,000	20,000	20,000	20,000
<b>Total</b>		<b>210,000</b>	<b>201,000</b>	<b>197,000</b>	<b>197,000</b>	<b>200,500</b>

segment3	period1 amount	period2 amount	period3 amount	period4 amount	period5 amount
5500	50,000	50,000	50,000	50,000	50,000
5550	5,000	5,000	5,000	5,000	5,000
5600	0	0	0	0	500
5610	5,000	5,000	2,000	2,000	5,000
5700	110,000	110,000	110,000	110,000	110,000
6710	10,000	10,000	10,000	10,000	10,000
5800	10,000	1,000	0	0	0
5750	20,000	20,000	20,000	20,000	20,000

You can also organize your budget information in any way you want in the working section, and then automatically copy the information in your working section to an interface section that corresponds to the Budget Interface table.



**Suggestion:** Choose a spreadsheet that provides the most flexibility for your organization, and that can store data in ASCII format.

**Note:** If you have Microsoft Excel installed, you can use GL Desktop Integrator to create budget spreadsheets.

See: Entering Budget Amounts Using Applications Desktop Integrator  
(Oracle Applications Desktop Integrator Users' Guide)

► **To enter required budget information in your spreadsheet:**

- Define columns that correspond to the required columns in the Budget Interface table. The following is a list of required columns and the values you must enter:

**Currency\_Code:** Enter the currency for your account.

**Budget\_Name:** Enter the name of the budget to which you want to budget amounts. You can only upload budgets for current or open budgets.

**Budget\_Entity\_Name:** Enter the budget organization to which you want to budget amounts.

**Fiscal\_Year:** Enter the fiscal year to which you want to budget. You can only upload budget amounts for open budget fiscal years within a budget. You can open a new budget fiscal year in the Define Budget window.

**Update\_Logic\_Type:** Enter the value R or A. Enter the value R if you want the amounts you enter to replace existing amounts. Enter the value A if you want the amounts you enter to add to existing amounts.

**Period1\_Amount through Period60\_Amount:** Enter an amount for each budget period in your open fiscal year. You can enter amounts for up to 60 periods for each open fiscal year.

**Segment1 through Segment30:** Enter existing or new valid account segment values in your spreadsheet for each account segment you enabled in your General Ledger application.

► **To enter budget amounts for each period in your spreadsheet:**

- Assign a column of your spreadsheet for each budget period in your General Ledger application. You can enter amounts for up to 60 periods per fiscal year. Budget Upload assumes that you enter period amounts for each account in the sequence that the period falls in the fiscal year. For example, if your fiscal year ranges from January to December and you want to upload budget amounts for the months April, May and June, then you need to enter amounts for columns Period4\_Amount through Period6\_Amount.

When you enter a period amount for an account, Budget Upload updates the account balance according to the update logic you specify. If you enter R (Replace), Budget Upload replaces the existing account balance with the period amount you specify. If you enter A (Add), Budget Upload adds the period amount to the existing account balance. If you do not enter a period amount for an account, your General Ledger application does not update the account balance, regardless of update logic.

► **To specify accounts in your spreadsheet:**

1. Before you enter account segment values into the segment columns of your spreadsheet and Budget Interface table, determine to which column you assigned each account segment using the Key Flexfield Segments window.

Budget Upload assumes you enter values for account segments into your spreadsheet in the same order as you store them in General Ledger. To determine the order in which your General Ledger application stores your account segments, you need to reference the `GL_CODE_COMBINATIONS` table.

2. Make sure you specify segment values correctly. For example, value '01' is not the same as value '1'. Display size tells you how wide Budget Upload expects each segment value to be. For example, if display size is three, then your segment value would be '100,' but if your display size is four, then your segment value would be '0100'. You can determine the correct display size and attributes (alphabetic, numeric, right-justify zero-fill, and so on) for each segment in your account using the Value Sets window.
3. Enter the accounts for which you want to upload budget information from your spreadsheet. You can upload budget amounts to your budget organization for an existing account that falls within the account ranges assigned to your budget organization. You can also upload a new account that falls within the account ranges assigned to your budget organization.

► **To create a budget spreadsheet for multiple sets of books:**

- You can upload budgets for multiple sets of books at the same time, even if each of these sets of books can have a different account structure. You indicate which set of books your budget amounts are for by entering the identification number for the set of books in the `Set_of_Books_ID` column of the Budget Interface table. To determine the identification number of your sets of books, you need to reference the `GL_SETS_OF_BOOKS` table.

For each set of books and associated account structure, the Code Combinations table stores every account you use. The Code Combinations table maintains these accounts by storing segment value information in columns Segment1 through Segment30 in the table. For instance, if you have two sets of books where the first set of books uses a six–segment account structure and the second set of books uses a five–segment account structure, your General Ledger application maintains account information for the first structure using six segment columns in the Code Combinations table and maintains account information for the second structure using five segment columns.

## See Also

Defining Budgets: page 2 – 18

Defining Accounts: page 9 – 47

Uploading Budgets: page 2 – 74

Defining Key Flexfields (*Oracle Applications Flexfields Guide*)

Defining Value Sets (*Oracle Applications Flexfields Guide*)

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## Loading Data into the Budget Interface Table

Before you run Budget Upload, you must first transfer your spreadsheet to your server. The procedure to follow depends on the software you use.

Optionally, you can use a spreadsheet application to create your budget, then use Oracle Glue or Dynamic Data Exchange (DDE) to populate GL\_BUDGET\_INTERFACE.

### ► To transfer budget information from your spreadsheet:

1. Save the budget spreadsheet in ASCII format.

For example, if you work with Microsoft Excel (version 5.0), choose File>>Save As from the main menu to create an ASCII file (Formatted Text, Space Delimited) from your spreadsheet. Your file will have .PRN as its extension.

2. Use a file transfer program to move the file from your PC to the server (where Oracle is installed).

3. Use SQL\*Loader to move information from file to the Budget Interface table (GL\_BUDGET\_INTERFACE). SQL\*Loader is provided as part of the Oracle RDBMS. You need to create a control file (e.g. budget.ctl) and use it with SQL\*Loader to load the data from your .PRN file to the Budget Interface Table. Use the following command to run SQL\*Loader:

```
sqlload <username/password> <control_file>.ctl <log_file>.log
```

where <username/password> are the username and password of the database where you are loading the data, <control\_file>.ctl is the control file you created (e.g. budget.ctl) and <log\_file>.ctl is a log file that contains any messages of the SQL\*Loader process.

4. Once you have successfully loaded the Budget Interface table, use Budget Upload to update budget balances.

---

## About Budget Upload Validation

Budget Upload validates all of your budget information for compatibility with General Ledger. Budget Upload validates your data by ensuring that the columns of the Budget Interface table reference the appropriate values and columns in your spreadsheet. Budget Upload also checks to make sure that the following conditions are true:

- Your account is assigned to a budget organization
- The budget entry type for your account is Entered
- Your budget is not Frozen
- Your budget organization is not Frozen
- Your budget fiscal year is open for your budget

General Ledger automatically deletes budget records in the Budget Interface table for all accounts it can successfully update. General Ledger does not delete budget records in the Budget Interface table or update budget balances for accounts containing errors. If Budget Upload encounters any problems, such as invalid data during the upload process, it lists the accounts containing errors as well as the associated budget and budget organization in the Budget Spreadsheet Upload Execution report.

## See Also

Budget Spreadsheet Upload Execution Report: page 14 – 83

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## Correcting Budget Upload Errors

Correct errors based on the error code you receive on the Budget Spreadsheet Upload Execution report. You may need to make changes in General Ledger or in your spreadsheet. For example, if you receive an error code indicating that an account is unposted because the budget for this account has a status of Frozen, you can change the status of the budget in your General Ledger application. If you receive an error code indicating that an account is unposted because you specified an incorrect update logic type, you can enter the correct update logic type in the Update\_Logic\_Type column of your spreadsheet.

The following errors may occur if you violate budget upload validation rules:

- This account has not been assigned to any budget organization.
- The budget is frozen.
- The budget organization is frozen for this budget.
- The budget organization's effective dates are invalid.
- The account is not assigned to the given organization.
- The account is not assigned to the given organization as 'Entered'.
- The account has an invalid currency code.
- The account's update logic was not specified as Add ('A') or Replace ('R').
- The account appeared more than once in a specified budget and organization.
- The organization specified does not exist.
- The fiscal year specified for the budget is not open or does not exist.

### See Also

Budget Spreadsheet Upload Execution Report: page 14 – 83

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## Uploading Budgets

You can upload amounts from budgets you developed from an outside source and transferred to the `GL_BUDGET_INTERFACE` table.

You can upload budget amounts to your budget organization for any existing account that falls within the account ranges assigned to your budget organization. If you allow dynamic insertion, you can also upload budget amounts to your budget organization for a previously undefined account.

At your request, General Ledger uploads your budget interface data and automatically updates your financial records to include this budget information. Once you upload your budget data, you can review the Budget Spreadsheet Upload Execution Report for the status of your uploaded budget information.

---

### Prerequisites

- Define a budget
- Open one or more years of your budget
- Define a budget organization
- Create your budget information using your spreadsheet software.
- Transfer your budget information into the General Ledger budget interface table, `GL_BUDGET_INTERFACE`

► **To upload a budget:**

1. Navigate to the Upload Budget window.
2. Enter the Budget and Budget Organization that will receive the uploaded budget amounts. You can upload budgets for all of your budget organizations by entering the name of your general, all-inclusive budget organization.
3. If the budget organization you specify is password-protected, you must enter the password before you can upload budget amounts.
4. Choose Upload. General Ledger submits a concurrent process to upload budget information from the `GL_BUDGET_INTERFACE` table.
5. Review the Budget Spreadsheet Upload Execution Report for the status of your uploaded budget information.

## See Also

Protecting a Budget with a Password: page 2 – 26

Budget Spreadsheet Upload Execution Report: page 14 – 83

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## Uploading Budget Amounts to Undefined Accounts

If you have dynamic insertion enabled for your set of books, you can upload budget amounts to previously undefined accounts.

- ▶ **If the account is in the budget organization range:**
  - When you upload amounts for a new account that falls within the ranges assigned to your budget organization General Ledger dynamically creates the new account if budgeting is allowed for each segment value, and assigns the account to your budget organization. General Ledger then uploads the budget data and updates the budget account balance.
  
- ▶ **If the account is not in the budget organization range:**
  - If the new account does not fall within the ranges assigned to your budget organization, General Ledger dynamically creates the new account if budgeting is allowed for each segment value but does not assign the account to your budget organization.

---

## Freezing Budgets

Freeze a budget, budget organization, budget formula batch or range of budget accounts to prevent accidental or unauthorized changes. You can also unfreeze a budget, budget organization, budget formula batch or range of budget accounts that is currently frozen.

You can also freeze or unfreeze an entire budget by changing the budget status in the Define Budget window.

### Prerequisites

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- Define a budget
- Define budget formulas
- Define a budget organization

► **To freeze a budget:**

1. Navigate to the Freeze Budgets window.
2. Query the Budget you want to freeze.
3. Change the Status of your budget to Frozen.
4. Save your work.

► **To unfreeze a budget:**

1. Navigate to the Freeze Budgets window.
2. Query the frozen Budget.
3. Change the Status of your budget to Open or Current. You can only change a budget status to Current if no other budget has that status in your set of books.
4. Save your work.

### See Also

Defining Budgets: page 2 – 18

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## Freezing Budget Formula Batches

You can freeze or unfreeze budget formula batches. When you freeze a budget formula, you cannot use the formulas to calculate budget amounts for the specified budget. However, you can still use the formulas for budgets for which the formula batch is not frozen.

► **To freeze a budget formula batch:**

1. Navigate to the Freeze Budgets window.
2. Query the Budget for the budget formula you want to freeze. When you freeze the formula batch, you freeze it only for the budget you specify here.
3. Choose Batches from the poplist.
4. Select the Frozen checkbox next to each Formula Batch you want to freeze.
5. Save your work.

► **To unfreeze a budget formula batch:**

1. Navigate to the Freeze Budgets window.
2. Query the Budget for the budget formula you want to unfreeze.
3. Choose Batches from the poplist.
4. Select the Frozen checkbox next to each Formula Batch you want to unfreeze.
5. Save your work.

### See Also

Calculating Budget Amounts: page 2 – 36

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## Freezing Budget Organizations

You can freeze or unfreeze budget organizations. When you freeze a budget organization, you cannot budget to the accounts belonging to that budget organization for the budget specified. However, you can still enter budget amounts for budgets for which the budget organization is not frozen.

- ▶ **To freeze a budget organization:**
  1. Navigate to the Freeze Budgets window.
  2. Query the Budget for the budget organization you want to freeze.
  3. Choose Organizations from the poplist.
  4. Select the Frozen checkbox next to each Budget Organization you want to freeze.
  5. If you want, choose Account Ranges to freeze only a specific range of accounts within a selected budget organization.
  6. Save your work.
  
- ▶ **To unfreeze a budget organization:**
  1. Navigate to the Freeze Budgets window.
  2. Query the Budget for the budget organization you want to unfreeze.
  3. Choose Organizations from the poplist.
  4. Select the Frozen checkbox next to each Budget Organization you want to unfreeze.
  5. Save your work.

## See Also

Assigning Account Ranges to a Budget Organization: page 2 – 24

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## Freezing Budgets for a Range of Accounts

You can freeze or unfreeze ranges of budget accounts. When you freeze a range of budget accounts, you cannot budget to those accounts for the budget specified. However, you can still enter budget amounts for budgets for which the range of accounts is not frozen.

- ▶ **To freeze budgets for a range of accounts:**
  1. Navigate to the Freeze Budgets window.
  2. Query the Budget for the accounts you want to freeze.
  3. Choose Organizations.

4. Select the Budget Organization for the account range you want to freeze.
5. Choose Account Ranges.
6. Enter the Low and High accounts for the range. You can enter an unlimited number of non-overlapping ranges as long as they fall within the designated budget organization.
7. Save your work.

► **To unfreeze budgets for a range of accounts:**

1. Navigate to the Freeze Budgets window.
2. Query the Budget for the accounts you want to unfreeze.
3. Choose Organizations.
4. Select the Budget Organization for the account range you want to unfreeze.
5. Choose Account Ranges.
6. Select the account range you want to unfreeze.
7. Delete the record.
8. Save your work.

## See Also

Defining Budget Organizations: page 2 – 22

Assigning Account Ranges to a Budget Organization: page 2 – 24

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# Using Budgetary Control and Online Funds Checking

## Overview

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Budgetary control refers to the process of recording budget data and tracking encumbrance and actual data against a budget. You can track budget or encumbrance data using one of two methods: encumbrance accounting or budgetary accounts.

Funds checking is the feature of budgetary control that helps prevent overspending budgets by verifying available funds online before processing a transaction. With funds checking, you can verify transactions online against available budget, immediately update funds available for approved transactions, and control expenditures at the detail or summary level.

If you use funds checking, you must use either encumbrance accounting or the budgetary accounts method of tracking budget data.

## Prerequisites

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You must install General Ledger to use budgetary control, encumbrance accounting, budgetary accounts, and funds checking. Full use of these features also requires installing Purchasing and Payables. To use the internal requisition feature of Purchasing and Inventory, Oracle Order Entry must also be installed.

## Funds Checking and Encumbrance Accounting

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You can elect to do funds checking with encumbrance accounting. You can post encumbrances to individual line item accounts and to summary accounts. However, used alone, encumbrance accounting does not automatically verify that there is sufficient funding in these accounts.

Funds checking used with encumbrance accounting immediately updates the accounts and verifies that funds are available.



**Suggestion:** To use funds checking, enable budgetary control when you create a set of books. If you enable budgetary control later, you might overspend budgets, since the system does not retroactively create encumbrances for transactions approved before you enabled the budgetary control flag.

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## Defining an Account

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### Balancing Segment

When you define an account, you must make one of the segments a balancing segment. The system ensures that journal entries are balanced—debits equal credits—for each value of the balancing segment. You should make the company segment the balancing segment, so that journal entries always balance by company.

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### Dynamic Insertion with Budgetary Control

When you define an account, you can either specifically enumerate each valid combination of segments, or you can allow users to create valid accounts as they enter transactions.

If you are using **detail budgetary control** on an account, you presumably control expenses at the detail level, so you might also budget to every detail account for which you perform budgetary control. If you create a new account with no budget, the new account's budget is treated as zero when you check funds. Your transaction passes funds checking if you are using Advisory budgetary control or if you have a large enough tolerance.

If you are using **summary budgetary control** and you dynamically create a new account, the system automatically includes the new account in your summary accounts. Usually, you do not have to budget to the new account as long as summarized budget is available.



**Suggestion:** Enable dynamic insertion to create accounts as you enter transactions. The system automatically maintains budgetary control relationships when you use dynamic insertion.



**Attention:** When you use dynamic insertion, the system maintains budgetary control relationships, including summary relationships when you create new accounts. Thus with dynamic insertion turned on, General Ledger might take longer to process transactions that create new account combinations.

### See Also

Designing Your Accounting Flexfield: page 9 – 27

Dynamic Insertion (*Oracle Applications Flexfields Guide*)

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## Budgetary Control Options

You can define budgetary control options such as Funds Check Level for individual accounts or ranges of accounts. You can also define budgetary control options such as Funds Check Level, Tolerance Amounts and Override Amounts for journal entry sources and categories. If you use summary budgetary control, you define budgetary control options for summary templates.

### Funds Check Level

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Enter a Funds Check Level to control the severity of budgetary control checks. You use a Funds Check level when setting budgetary control options for account ranges, for source and category combinations in budgetary control groups, and for summary account templates.

Choose:

- **None:** for no funds checking or funds reservation.
- **Advisory:** for online notification when transactions fail funds checking. The system still reserves funds for transactions even when no funds are available.
- **Absolute:** to prohibit you from reserving funds for a transaction unless funds are available.



**Attention:** Advisory budgetary control makes it easy for you to overspend a budget by an unlimited amount. You might want to use Absolute budgetary control with tolerances or overrides to allow you to approve selected transactions for which no funds are available.

### Tolerance Percent and Tolerance Amount

---

You can enter a Tolerance Percent and a Tolerance Amount to allow transactions to exceed budget within certain tolerances. For each distribution in a transaction, you can exceed a budget by the smaller of the tolerance amount and tolerance percent.

You can enter zero for both Tolerance Percent and Tolerance Amount to prevent transactions from exceeding a budget.

Tolerances apply to individual distribution amounts by transaction. Use caution in setting up tolerances. When funds available go negative because of tolerances, the system uses only tolerance amounts to calculate funds available.



**Suggestion:** Tolerances apply on a per distribution, per transaction basis for funds reservation, not for funds checking. So you might enter a small tolerance and use Oracle Alert to notify you when you are actually over budget. Then you can change the tolerances or perform a budget transfer to cover the shortfall.

### **Override Amount**

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You can allow the system to override budgetary control transactions that fail absolute budgetary control. You enter an **Override Amount**, which is the maximum amount per transaction per account for which you can override funds. You can exercise override only on funds reservation, not on funds checking.

You cannot override a transaction that fails absolute budgetary control unless you can override each individual distribution that fails budgetary control.

#### **Example**

You enter a purchase order and distribute it to three programs. Two of the programs have insufficient funds. You set up budgetary control options to allow override on only one program. Therefore, you cannot approve the purchase order.



**Suggestion:** Set up one set of budgetary control options that allows liberal override and another set that allows limited override or no override. Assign the first set of budgetary control options to a user or responsibility who has the most authority for making override decisions. Assign the second set to all other responsibilities or users.

### **Amount Type and Boundary**

---

To check funds, you must define a funds checking time interval. You enter an **Amount Type** to determine the cumulative balance to use for the funds checking interval. You enter a **Boundary** to define the end point of the interval.

Table 2 – 1 shows the possible values for Amount Type.

Amount Type	Type of Funds Checking
PTD	Period-to-date
QTD	Quarter-to-date
YTD	Year-to-date
PJTD	Project-to-date

Table 2 – 1 (Page 1 of 1)

Table 2 – 2 shows the combinations of Amount Type and Boundary that the system supports.

BOUNDARY					
A M O U N T  T Y P E		PERIOD	QUARTER	YEAR	PROJECT
	PTD	Yes	No	No	No
	QTD	Yes	Yes	No	No
	YTD	Yes	Yes	Yes	No
	PJTD	Yes	Yes	Yes	Yes

Table 2 – 2 (Page 1 of 1)

The following examples show the relationship between Amount Type and Boundary.

**Example 1** You operate under a yearly calendar (Jan–Dec) using monthly periods. You do not want to exceed the total budget for the quarter, but you do not care if any individual month’s budget within the quarter is exceeded. You choose the budgetary control options **QTD** (Amount Type) and **Quarter** (Boundary). You enter a second–quarter transaction

for May-93. The system checks the transaction against the funds available balance as of June-93, the end of the second quarter.

**Note:** In this example, any available funds from the first quarter of the year would not be available for spending in the second quarter (April-93-May-93-June-93). You can transfer available funds by creating a budget journal entry transferring budget amounts to the second quarter.

**Example 2** You operate under a yearly calendar (Jan-Dec) using monthly periods. You choose the budgetary control options **YTD** (Amount Type) and **Period** (Boundary). You enter a transaction for May-93. The system checks the transaction against the funds available balance as of May-93. In this example, you can exceed the budget for May-93 only if the periods Jan-93 through April-93 were below budget, that is, only if you have available funds left at the end of April-93. Since you chose a year-to-date amount type, you have access to available funds from prior periods. However, since you have a period boundary, you do not have access to budget amounts for periods after May-93: June-93, July-93, August-93, and so on.

### **Latest Encumbrance Year**

---

You can enter and post encumbrances in any open, future-enterable, or never-opened period in General Ledger. Therefore, you enter a Latest Encumbrance Year in a set of books to indicate how far into the future you can enter encumbrances for budgetary control.

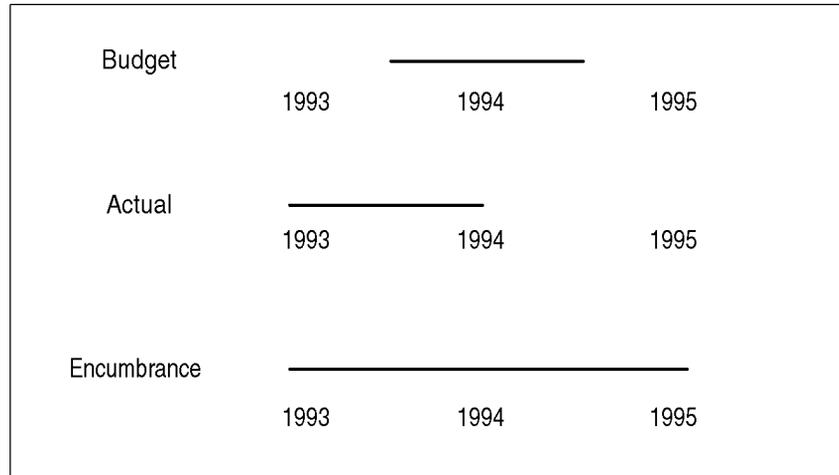
The system uses the Latest Encumbrance Year when you use a Product boundary. When you check available funds using a product boundary, the system selects balance amounts as of the end of the current project. For budgets, this is the budget at the end of the last period in the latest open budget. For actuals, the system uses balance amounts at the end of the last opened period. For encumbrances, the system uses encumbrances as of the end of the latest encumbrance year since the system considers the end of the Latest Encumbrance Year to be the end of the product period.



**Attention:** When entering transactions in General Ledger using encumbrance accounting, you must enter a GL Date in a period that precedes the end of the latest encumbrance year. General Ledger prohibits you from entering a GL Date in a period after the latest open encumbrance year.

**Example** In Figure 2 – 2 assume that a budget is open and spans June 1993 to May 1994. The Fiscal Year is January 1993 to December 1993. You specify the Latest Encumbrance Year of 1994, which includes January 1994 to December 1994. When you check funds on a product-to-date basis against the product budget, the system uses the budgeted amount as of the end of the budget (May 31, 1994), the actuals balance as of the end of the fiscal year (December 31, 1993), and encumbrances as of the end of the latest encumbrance year (December 31, 1994).

Figure 2 – 2



### **Budgetary Control Options for Accounts**

Before you can budget in General Ledger, you must assign accounts to a budget organization. If you are using budgetary control, you also assign budgetary control options to a range of accounts using the Define Budget Organizations window. You must set a Funds Check Level, Amount Type, Boundary, Funding Budget and an Automatic Encumbrance flag.

Budgetary control options for accounts determine the level of detail for funds checking. For example, you might not want to check funds or create encumbrances for transactions associated with accrual accounts, retained earnings or fund balance, accounts payable, accounts receivable, and so forth. Or you might choose not to check funds on transactions you post to the Long-Term Debt Group. In each case, these restrictions can be implemented as particular segment values or ranges of accounts.

When you import journal entries, General Ledger automatically assigns the budgetary control options for the range of accounts in which each account falls. If an account does not fall within a budget organization, General Ledger assumes the budgetary control option is **None** for the account.

When you create new accounts that fall within account range assignments that have a funds check level of **Advisory** or **Absolute**, General Ledger automatically maintains budget organizations. Therefore, you need not run the Maintain Budget Organization program to add new accounts to budget organizations as you must do with budgetary control disabled.



**Suggestion:** Even if you enable budgetary control and assign account ranges a funds check level of **Advisory** or **Absolute**, periodically run the Maintain Budget Organization program to add and delete accounts from budget organization ranges. You must also run this program when adding accounts to an account range with a Funds Check Level of **None**

### **Budgetary Control Options for Journal Sources and Category**

In addition to enforcing budgetary control options by account, you can enforce options by type of transaction. You can set budgetary control options for journal entry source and category as a way of organizing resulting encumbrances. For example, you might want to import payroll transactions through Journal Import and always perform advisory budgetary control on these transactions. You might also want to avoid checking funds on journal entry batches called *Month-End Adjustments*.

To enforce budgetary control options by transaction type, you must define a budgetary control group and then assign options to combinations of source and category. See: Creating a Budgetary Control Group: page 2 – 121

Depending on how you define budgetary control options, conflicts might arise that the funds checker must resolve. For example, you enter absolute budgetary control for all transactions affecting Company 01, and advisory budgetary control for journal entry source Project Management and category Work Orders. If you use Journal Import to import a Project Management Work Order charged to Company 01 into General Ledger, the funds checker must resolve the conflict between budgetary control options.

Table 2 – 3 shows the type of funds checking the system performs if the budgetary control options you have defined by journal entry source, category, and user conflict with those for a particular account.

JE Source, Category, or User Funds Checking Option	Summary or Detail Account Funds Checking Option		
	None	Advisory	Absolute
None	None	None	Absolute
Advisory	None	Advisory	Absolute
Absolute	None	Absolute	Absolute

Table 2 – 3 (Page 1 of 1)

For example, suppose you use absolute budgetary control for all transactions affecting Company 01 and uses advisory budgetary control for journal entry source Product Management and category Work Orders, the system checks funds for Company 01 transactions using absolute budgetary control.



**Suggestion:** Consider implementing Advisory budgetary control for individual accounts or ranges of accounts, Advisory budgetary control at the journal entry source and category level, and Advisory budgetary control on all summary templates except the summary template that creates the highest level of summarization. Absolute budgetary control is recommended for this template only.

## See Also

Creating a Budgetary Control Group: page 2 – 121

Defining Budget Organizations: page 2 – 22

Assigning Account Ranges to a Budget Organization: page 2 – 24

Setting Budgetary Control Options for an Account Range: page 2 – 27

Adding or Changing Individual Accounts: page 2 – 29

Setting Budgetary Control Options for Journal Sources and Categories: page 2 – 122

Setting the Summary Account Budgetary Control Options: page 9 – 110

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## Detail and Summary Level Budgetary Control

### Detail Level Budgetary Control

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Use **detail budgetary control** to control expenditures against a budget amount for a particular account. When you use detail budgetary control, you must budget to every account for which you enable budgetary control. If you dynamically create accounts (dynamic insertion), we recommend you budget to the new account before you check funds or reserve funds for a transaction using the account. Otherwise, the funds checker treats the lack of budget as a zero amount (or a zero functional currency amount). If you are using absolute budgetary control on the account, the transaction will fail funds reservation.

**Example** You receive funding for a new product, Product X. You enter a purchase order that you charge to Company1–Expense–Product X. Account Company1–Expense–Product X inherits the budgetary control options of the budget organization in which it falls. If you enabled detail budgetary control on a range of accounts that includes Company1–Expense–Product X, then you must create a budget for Company1–Expense–Product X. Otherwise, the funds checker assumes a budget of zero.

You can define absolute or advisory budgetary control at the individual account level. However, if you have budgetary control options defined at another level, such as by source and category, or for a summary template that includes the detail account, the budgetary control options for the account might override any other options.



**Suggestion:** Unless you want to control expenditures against a particular account, use Advisory budgetary control for individual accounts or account ranges.

### Summary Level Budgetary Control

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Use **summary budgetary control** for less detailed control over expenses. For example, you might want to control expenses at a department or cost center level, or by category of expense rather than individual expense items. You might also want to check funds at different levels within a cost center and disallow a transaction only if a cost center budget does not have available funds.

The major advantage of summary budgetary control is that you need not budget to each detailed account you use for budgetary control. For example, you can control expenses by checking available funds for all

expenses of all types within a department. As long as a budget amount is available for at least one account that you summarize to the department level budget, you can check available funds and reserve them.

Another advantage of summary budgetary control is that when you create an account, you can check funds on it and reserve funds for it without budgeting to the detail account, once summary relationships are properly defined.

To perform summary level budgetary control, you must define rollup groups before you can assign them to segment values. For example, if you have three departments (Acquisition, Planning, and Maintenance) within a division (Facilities), and you perform budgetary control at the division level, you define a rollup group. The rollup group is used to summarize budget, actual, and encumbrance amounts for each department and to roll up these amounts to create a division amount.

After you define rollup groups, you must define summary accounts and assign budgetary control options for each summary template. You must define summary accounts to perform funds checking at a summary level or at both summary and detail levels.

### Example

You budget \$10,000 for all equipment expenses for the department to account Company01–Any Equipment–Dept01. You define a rollup group that includes other equipment expenses and the Any Equipment account segment value, and you create a summary template that summarizes equipment expenses by department. Now when you enter a purchase order which you charge to Company01–Other Equipment–Dept01, the system automatically checks funds against the budget amount you entered for Company01–Any Equipment–Dept01 and any other accounts which belong in the summary level department budget.

Since you can enter budgetary control options for summary templates and detail accounts, define these options carefully. While the system prevents you from defining options for overlapping ranges of detail accounts, the system does not prevent you from defining options that might result in budgetary control at a lower level than you intended. For example, if you define Absolute budgetary control at the department level and Advisory budgetary control for the company, then any transaction for which the department has insufficient funds fails funds checking and funds reservation, even if the company has available funds for the transaction.



**Suggestion:** Specify **Absolute** budgetary control for the summary template or templates that have the highest level of summarization. *If you define multiple summary templates that*

*include an account, any transaction using that account must pass budgetary control checks at all levels. Usually, you disallow only transactions that fail at the highest level of summarization.*

## See Also

Defining Summary Accounts: page 9 – 107

Creating Summary Account Templates: page 9 – 108

Setting the Summary Account Budgetary Control Options: page 9 – 110

Defining Budget Organizations: page 2 – 22

Assigning Account Ranges to a Budget Organization: page 2 – 24

Setting Budgetary Control Options for an Account Range: page 2 – 27

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## Changing Budgetary Control Options

### Enabling and Disabling Budgetary Control

If you enable budgetary control for a set of books after you have entered transactions, you might have already overspent some budgets. The system cannot encumber approved transactions, so funds available might be overstated. We recommend that you create manual encumbrances for approved transactions so that funds available are correct.

**Note:** If you disable budgetary control for a set of books, existing encumbrances are not cleared from the feeder systems. Therefore, we do not recommend that you turn off either budgetary control or encumbrance accounting once you have it enabled.



**Attention:** If you change the budgetary control option for an existing set of books, you must do two things for the change to be reflected:

- Run the Period Map maintenance concurrent request. This request must run successfully.
- Exit Oracle Applications and restart. You must completely exit the application—it is not sufficient to select Sign On Again from the Oracle Applications Special menu.

## **Changing a Budget**

---

You can change the budget you use for budgetary control. For example, you might be operating under a temporary budget called FY93–TEMP until your organization receives its budget allocation. You then want to operate under a budget called FY93–OPERATING. However, you might have already created encumbrances or you might have incurred actual expenses against the funding budget that exceed the amounts allocated in the new budget. You might not be able to enter new transactions if you do not have adequate funds in the new budget.

You might find it easier to add funds to the budget you are currently using to perform budgetary control instead of using another budget.

We recommend that you run a Funds Available Analysis report for the funding budget before you select a new budget. Verify that you have enough funds in the new budget to cover existing expenditures and encumbrances. You can define reports in the Financial Statement Generator to compare amounts in two budgets.

## **Changing Budgetary Control Budget Amounts**

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You can add or transfer funds to alter budget amounts. For example, if you have a transaction using an account that fails funds checking, you might want to transfer funds from an account that has available funds into the account that has inadequate funds.

The system performs funds checking on budget transfers and budget journal entries to prevent you from transferring funds that you have already spent or committed to spend.

## **Changing Budgetary Control Options for a Summary Template**

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You cannot change budgetary control options associated with a summary template.

You can, however, drop the summary template and create a new one with new options.

## **Changing Budgetary Control Options for a Budget Organization**

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You cannot change budgetary control options associated with a budget organization.

You can, however, delete a range of accounts within the budget organization. You can then add a new range of accounts whose budgetary control options you can change.

## **Changing Funds Check Level**

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You can change the Funds Check Level from absolute to advisory and from advisory to absolute.

If you change from absolute to advisory, you can complete transactions that exceed available funds.

If you change from advisory budgetary control to absolute budgetary control, the system prohibits transactions exceeding available funds.



**Attention:** If you change the Funds Check Level from advisory to absolute, you might have already overspent the budget.

## **Changing Amount Type and Boundary**

---

You can change the Amount Type for checking available funds from **PTD** to **QTD**, from **QTD** to **YTD**, and so forth. However, if you change from a larger Amount Type to a smaller Amount Type (**YTD** to **PTD**, for example), you might have a smaller pool of available funds against which you can certify transactions. You should not change the Amount Type and Boundary for budgetary control to circumvent a lack of available funds.

If you change Amount Type from a smaller period to a greater period (**PTD** to **QTD**, for example), you will generally have a greater pool of available funds to check funds against.

### **See Also**

Amount Type and Boundary: page 2 – 83

Setting Budgetary Control Options for an Account Range: page 2 – 27

Setting the Summary Account Budgetary Control Options: page 9 – 110

Setting Budgetary Control Options for Journal Sources and Categories: page 2 – 122

Funds Check Level: page 2 – 82

Assigning Account Ranges to a Budget Organization: page 2 – 24

Defining Summary Accounts: page 9 – 107

Transferring Budget Amounts Using Budgetary Control: page 2 – 62

Entering Budget Amounts: page 2 – 48

Entering Budget Journals: page 2 – 56

Defining Budgets: page 2 – 18

Funds Available Analysis Report: page 14 – 21

Defining the Set of Books Options: page 9 – 71

Setting up Budgetary Control: page 2 – 95

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## About Funds Checking

When you enable budgetary control in a set of books, the Oracle feeder systems (Payables and Purchasing) can check funds and reserve them for transactions. You can also funds check manual journal entry batches in General Ledger.

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### Passing and Failing Funds Checking

Suppose you enter a requisition and want to check funds on a distribution line. The system checks funds on the transaction, updates the status of the lines to Passed Funds Check or Failed Funds Check, and immediately displays the result.

---

### Reserving Funds

After a requisition passes funds checking, you will want to reserve funds. Before you reserve funds, the distribution lines on the requisition have a status of Pending. After you submit the lines for funds reservation, the status changes either to Accepted or Rejected.

For transactions from Payables and Purchasing, the system might partially reserves funds. For example, if you have three distribution lines on a requisition and only two have sufficient funds, the system reserves funds for the two lines and marks them as Accepted. Since no funds are available for the third line, the system marks it as Rejected.

---

### Approving Manual Journal Batches

General Ledger approves a journal entry batch only if it can approve all lines in the batch. For example, you enter a journal entry batch with three journal entries, each containing four lines. If General Ledger cannot approve all lines in a journal entry, it does not approve any lines in the batch.

## Immediate Update of Funds Available

---

The system updates available funds immediately when you reserve funds, whether you reserve funds for an invoice, purchase order, requisition, or other document. Information the system needs to calculate funds available is therefore always current regardless of when you post.

**Example** You are approaching year end and you want to spend available funds before you lose the funding. The online inquiry of funds available tells you that you have \$6000 available in Company 01–Product Expense. You enter a purchase order for \$5000 which you charge to Company 01 – Product Expenses. You approve the purchase order online. Purchasing notifies you that the purchase order is approved. Another buyer then enters a purchase order for \$2000 to Company–01 Product Expenses and attempts to approve it. The approval process fails because sufficient funds are not available.

You need not post an encumbrance batch immediately to see what effect the approved transactions had on available funds. However, you must post an encumbrance batch in General Ledger to accurately reflect funds available in reports and trial balances. (The Funds Available Analysis Report and the View Funds Available window do include the effect of approved but unposted transactions in calculating funds available.)



**Suggestion:** We recommend you implement AutoPost to post encumbrance entries automatically.

---

## Setting Up Budgetary Control

Before you can use budgetary control, you must complete all set up steps. You perform most of the steps in General Ledger.

► **To set up budgetary control:**

1. Define an account structure: page 2 – 81  
See: Designing Your Accounting Flexfield: page 9 – 27
2. Define rollup groups and assign them to segment values.  
See: Defining Rollup Groups (*Oracle Applications Flexfields Guide*)
3. Enable budgetary control for the set of books. See: Defining Sets of Books: page 9 – 66



**Suggestion:** Define a set of books before enabling budgetary control for the set of books. Leave the enable budgetary control option set to No for the set of books until you are ready to complete all setup steps for budgetary control.

4. Define the Reserve for Encumbrance account. See: Assigning the Set of Books Accounts: page 9 – 73
5. Create a funding budget to use for budgetary control. See: Defining Budgets: page 2 – 18
6. Define latest open encumbrance year: page 9 – 182
7. Define a budget organization: page 2 – 22
8. Assign account ranges to the budget organization: page 2 – 24.
9. Set budgetary control options for each account range: page 2 – 27
10. Define encumbrance types: page 12 – 6
11. Define summary accounts: page 9 – 107
12. Set budgetary control options for each summary template: page 9 – 110
13. Define journal sources: page 9 – 81
14. Define journal categories: page 9 – 85
15. Define AutoPost options: page 1 – 152
16. Define system level budgetary control groups. See: Creating a Budgetary Control Group: page 2 – 121
17. Assign system level budgetary control options to a profile level. See: Setting General Ledger Profile Options: page B – 2
18. Do the following steps in Purchasing:
  - Define a document approval hierarchy: page 2 – 98
  - Implement internal requisitioning: page 2 – 98
  - Define financial encumbrance options: page 2 – 98
19. Enter budget journals for the funding budget: page 2 – 56
20. Start the Create Journals Program: page 2 – 124

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## Reports

You can request the following standard budgetary control and encumbrance accounting reports:

Encumbrance Trial Balance Report: page 14 – 67

Open Encumbrance Balance with Transaction Detail Report: page 14 – 77

Funds Available Analysis Report: page 14 – 21

Budgetary Control Transactions Report: page 14 – 19

### **Creating Your Own Funds Available Reports**

---

You can use the Financial Statement Generator to design custom reports that report on encumbrances and funds available.

For example, you can prepare a funds available report to measure budgets against expenses and encumbrances to determine the balance of funds available for future expenses. To define an encumbrance report, first define each of the report component parts: a row set, a column set, and an optional content set. When you define the column set, you can use the Funds Available column set, which includes columns for budget, encumbrance, expenditure, and funds available, plus the percentage of budget available.

To request encumbrance reports you define with the Financial Statement Generator, follow the same procedure as you would for any other report. Indicate the report you want to run or request an ad hoc report by specifying a row set, column set, and optional content set. Indicate the budget version and the encumbrance types to use in the report.

### **See Also**

Overview of Financial Statement Generator: page 4 – 3

Defining Column Sets: page 4 – 51

Defining Row Sets: page 4 – 43

Running Standard Reports and Listings: page 14 – 2

Printing a Budgetary Control Transactions Report: page 1 – 30

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### **Inquiry**

You can review encumbrance balances, funds available, and budgetary control transactions. Refer to the following sections:

Reviewing Encumbrances: page 12 – 8

Viewing Funds Available: page 12 – 10

Reviewing Budgetary Control Transactions: page 1 – 28

Reviewing Budgetary Control Transaction Detail: page 1 – 29

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## Setting up Budgetary Control in Purchasing and Payables

### Define a Document Hierarchy

---

You must set up a document approval hierarchy in Oracle Purchasing before you can approve documents in Oracle Purchasing. A document approval hierarchy is not specifically required for budgetary control, but you cannot approve a document without some type of approval hierarchy. In some cases the approval options and document controls affect when you can reserve funds for a transaction. For example, if you are using requisition budgetary control, a requisition is not available to create a purchase order until it is fully approved (someone with enough monetary authority has approved it) and you have fully reserved funds for it.

### Implement Internal Requisitioning

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To requisition goods from inventory, you must implement internal requisitioning in Oracle Purchasing and Oracle Inventory.

### Define Financials Encumbrance Options

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Using the Define Financials Options window, you must define the following encumbrance options in Oracle Payables or Oracle Purchasing:

**Use Requisition Encumbrance** Enter **Yes** for Oracle Purchasing to create encumbrances for requisitions automatically. Enter **No** if you do not want Oracle Purchasing to create encumbrances for requisitions automatically. *If you encumber requisitions, you must also encumber purchase orders.*

**Requisition Encumbrance Type** Enter the name of the encumbrance type to associate with requisitions. Typical requisition encumbrance types are **Commitment**, **Pre-Commitment**, or **Pre-encumbrance**. The

	Encumbrance Type you enter here becomes a dynamic field prompt on the View Funds Available window for requisition encumbrances.
<b>Reserve at Requisition Completion</b>	Enter <b>Yes</b> to allow requestors to reserve funds for requisitions before submitting them or obtaining approval of them. Enter <b>No</b> to prohibit requestors from reserving funds for their own requisitions unless they can also approve them.
<b>Use Purchase Order Encumbrance</b>	Enter <b>Yes</b> for Oracle Purchasing to automatically create encumbrances for purchase orders. Enter <b>No</b> to prevent Oracle Purchasing from automatically creating encumbrances for purchase orders. <i>If you encumber requisitions, you must also encumber purchase orders.</i> If you encumber purchase orders, you automatically encumber direct invoices and encumber variances between invoices and their matched purchase orders.
<b>Purchase Order Encumbrance Type</b>	Enter the name of the encumbrance type to associate with purchase orders. Typical purchase orders encumbrance types are <b>Obligation, Commitment, or Encumbrance</b> . The Encumbrance Type you enter becomes a dynamic field prompt on the View Funds Available window for purchase order encumbrances.
<b>Invoice Encumbrance Type</b>	Enter the name of the encumbrance type to associate with direct invoices and variances between invoices and their matched purchase orders. To keep purchase order encumbrances separate from encumbrances for direct invoices and variances, enter a different encumbrance type here. Otherwise, enter the name of the purchase order encumbrance type.
	<b>Attention:</b> To create encumbrances for accounts in Purchasing or Payables, you must enable encumbrance accounting on accounts in the Define Budget Organizations window in General Ledger.

**See Also**

*Oracle Purchasing Reference Manual*

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## Budgetary Control in Purchasing

### Checking Funds on Purchasing Documents

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You can check funds on the following different types of purchasing documents:

- Purchase requisitions, which are requisitions you create through Enter Express Requisitions or Enter Requisitions
- Internal requisitions
- Purchase or Internal requisitions you import through Requisition Import
- AutoCreated Purchase Orders
- Standard Purchase Orders
- Releases of Blanket Purchase Agreements
- Planned Purchase Orders

You can check funds at any level of a purchasing document. For example, you can check funds for an entire purchase order, a purchase order line, a purchase order shipment, or a purchase order distribution. Purchasing notifies you whether funds are available for a purchasing document, or for part of the purchasing document for which you are checking funds. However, Purchasing does not reserve funds for a purchasing document or any part of a purchasing document until you take an action that includes reserving funds.

### Failing Funds Checking

---

If a document fails funds checking, you can still attempt to approve it, forward it to another approver, or perform other actions you would normally take on the document.

However, to change a document so that it passes funds checking, you have the following options for each account that fails funds checking:

- Change the distribution of the account to one that has adequate funds
- Cancel the lines containing the account
- Change the quantity of items on the line including the distribution
- Change the price of the item on the purchasing document line
- Transfer funds (increase the budgeted amount for the account)

**Note:** There are limits on the modifications you can make to an encumbered purchase order.

### **Document Approvals**

---

Oracle Purchasing has a flexible approval hierarchy for purchasing documents. While approvals are not directly tied to budgetary control or encumbrance accounting, actions you take on a document might have a budgetary control or encumbrance accounting effect. For example, you can take an action to approve and reserve a purchase order (submit a document for approval and funds reservation).

**Note:** You can only reserve funds for requisitions and purchase orders.

Table 2 – 4 describes actions you can take on a purchasing document and the budgetary control/encumbrance effect the action might have.

Action	Budgetary Control Impact
Approve	None
Accept	None
Cancel	Submits cancellation. Cancellation creates negative debit entries for encumbrances rather than encumbrance reversals.
Import	None
Forward	None
Reject	Creates reversals (credit entries) for encumbrances if any distributions of the document have funds reserved or are encumbered.
Return	Creates reversals (credit entries) for all encumbrances associated with the document.
Reserve	Attempts to reserve funds for the document.
Submit	None
Check Funds	Checks funds for document only; does not reserve funds for document.
Approve and Reserve	Attempts to reserve funds in addition to submitting for approval.

Table 2 – 4 (Page 1 of 1)

**Note:** The actions that you can take on a purchasing document are determined by the type of document and the current status of the document.

### **Reserving Funds for a Purchasing Document**

Oracle Purchasing allows you to reserve funds for a document at any point in the approval cycle.

#### **Requisitions**

If you specify Reserve at Requisition Completion as a purchasing option, you can reserve funds for a requisition as a preparer. Otherwise, only approvers can act to reserve funds for a requisition. If you modify a requisition, you can also reserve funds for it again. For example, you might reserve funds for a requisition and forward the requisition for approval. The approver might modify the requisition and re-reserve funds for it. Oracle Purchasing immediately updates

funds available to reflect the modified requisition, reversing encumbrances associated with modified distributions and creating new encumbrances for the modified requisition.

**Purchase Orders**

Any approver or any buyer can take action that includes reserving funds for a purchase order. However, once you reserve funds for a purchase order, you cannot modify the purchase order. When you take action to reserve funds for a purchase order (standard purchase order, planned purchase order or release against a blanket purchase agreement), Oracle Purchasing reserves funds for all the distributions for which it can, immediately updating funds available.

**Funds Reservation Status of Purchasing Documents**

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Oracle Purchasing displays the status of purchasing documents in the Status field of the document (purchase order or requisition) and for each line of the document. Document statuses imply funds reservation status as shown in Table 2 – 5.

Document or Document Line Status	Funds Reservation Implication
Incomplete	No funds reserved.
In Process	No funds reserved.
Approved	You have reserved funds for the entire document and the document has completed the approval cycle.
Pre-approved	You have reserved funds for the entire document.
Returned	You have reversed any encumbrances associated with the document; no funds are reserved.
Rejected	No funds are reserved for the document.

Table 2 – 5 (Page 1 of 1)

When you use budgetary control, Oracle Purchasing also displays a separate Reserved status for each shipment (purchase orders only) and for each distribution. Oracle Purchasing does not display a value in the Reserved field when you only use encumbrance accounting.

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## Requisitions and Budgetary Control

### Creating a Requisition

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You can quickly create a requisition using ReqExpress or the Enter Requisitions window by entering one or more requisition lines and basic accounting information. Depending on how you set up Oracle Purchasing, you might be able to approve a requisition and reserve funds for it.

When you create distributions for a requisition, you must enter the following accounts:

<b>Charge Account</b>	The account where you record the accounting effect of the purchase order. Typically, the charge account is either inventory or expense.
<b>Budget Account</b>	The account against which you perform budgetary control. The budget account is also the account that Oracle Purchasing uses to create encumbrance entries.
<b>Accrual Account</b>	The account where you record accruals.
<b>Variance Account</b>	The account where you record variances between the purchase order and the invoice (invoice price variance).

You can use FlexBuilder to create these accounts automatically.

Oracle Purchasing makes a requisition available for creating purchase orders when the following occurs:

- A preparer or approver with sufficient monetary authority approves the requisition and does not forward it to another individual *and*
- A preparer or approver has reserved funds for the entire requisition

### Importing Approved Requisitions

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You can import requisitions that are either unapproved, approved, or pre-approved from other Oracle or non-Oracle systems. You import requisitions through the Standard Report Submission window using the Requisition Import process. If you have enabled budgetary control or encumbrance accounting, requisitions that you import as **Approved** are actually loaded with a status of **Pre-approved**. That is, an approver has authorized the requisition but you need to take action to

reserve funds for a requisition. You must use the Approve Documents window to reserve funds for imported requisitions.

If you load requisitions with a status of Unapproved, you must go through the complete approval and funds reservation cycle for these requisitions.



**Attention:** If you have created encumbrances for a requisition in a non-Oracle system and you import a requisition into Oracle Purchasing, and you are using requisition encumbrance or requisition budgetary control, you will create a second encumbrance for the requisition. You should either import requisitions using accounts which you do not encumber, or not use requisitions encumbrance or requisition budgetary control, or not create encumbrances in the feeder system. You submit Requisition Import through the Run Reports window.

### **Canceling a Requisition**

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You can cancel any line in a requisition or the entire requisition provided that it has not already been included in a purchase order. Oracle Purchasing creates negative debit encumbrance entries for cancelled requisitions. Oracle Purchasing immediately updates funds available when you cancel a requisition or part of a requisition.

### **Internal Requisitions**

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If you install Oracle Purchasing, Oracle Inventory, and Oracle Order Entry, you can source requisitions either from inventory or from an outside vendor. When you enter a requisition, you can enter a source of Purchasing or Internal.

A purchase requisition is one that is filled by an external vendor through a purchase order. For example, you order a software package for a personal computer. A buyer then creates a purchase order from the requisition. The buyer groups a number of requisition lines to create a large purchase order for the software package.

An internal requisition is one sourced from inventory. For example, you might have a central supplies area from which employees can requisition standard items you keep on hand. Or you might have a large central warehouse with various satellite supply areas. You replenish the local supply areas from a central warehouse.

When you source a requisition from inventory, the requisition must go through the same approval and funds reservation cycle as a requisition you source from a vendor. Once the requisition has been fully

approved and Oracle Purchasing has reserved funds for it, the requisition is available for sourcing from inventory.

You initiate the Create Internal Sales order process in Oracle Purchasing and then Oracle Order Entry's Order Import process creates internal sales orders from the requisition lines that you source from inventory. Order Import creates internal sales orders and imports them into Oracle Order Entry. The internal sales order then goes through the pick release process, creating picking documents. Then the shipment is confirmed and packing documents are created.

If you cancel an internal sales order, you must cancel the associated requisition manually in Oracle Purchasing. You cannot recreate requisition encumbrances once you cancel an internal sales order. Cancelling the requisition—or requisition lines—automatically creates negative debit entries that relieve the requisition encumbrance. You can then create new requisition lines and reserve funds for them.

When you reserve funds for an internal requisition, the cost Oracle Purchasing uses to encumber the requisition is the unburdened cost available from the item master when you enter the requisition. The cost Oracle Purchasing uses to reverse the encumbrance when you record the actual expense for the filled requisition is the cost of the item when you issue it from Oracle Inventory. This cost might be different from the cost you used to encumber the original requisition. Oracle Purchasing reverses the amount of the original requisition encumbrance, regardless of what the actual costs are.

Oracle Purchasing relieves encumbrances on an internal requisition when you issue goods and deliver them from Oracle Inventory. When you issue goods from Oracle Inventory they are immediately received in Oracle Purchasing.

### **Closing a Requisition**

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You can *close* a requisition to halt activity on the document temporarily. You can always reopen a closed requisition for further activity.

You can *finally close* a requisition if you do not want additional activity. You cannot reopen a finally closed requisition for further activity. When you finally close a requisition, Oracle Purchasing automatically liquidates excess encumbrances for requisition lines that are not placed on a purchase order. Oracle Purchasing creates credit entries that reverse encumbrances. You can close or finally close a requisition line or an entire requisition.

## See Also

Internal Requisitions, *Oracle Purchasing Reference Manual*  
About Funds Checking: page 2 – 94

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## Purchase Orders and Budgetary Control

### Creating a Purchase Order

You can quickly create purchase orders from online requisitions using AutoCreate. You can create purchase orders based on any combination of available requisition lines.

You can also create purchase orders online by entering a vendor name, vendor site, bill to location, ship to location, requestor, item, unit, quantity, price, and accounting information.

When you create distributions for a purchase order, you must enter the following accounts:

- |                         |  |
|-------------------------|--|
| <b>Charge Account</b>   | The account where you record the accounting effect of a purchase order. Typically, the charge account is either inventory or expenses.             |
| <b>Budget Account</b>   | The account where you perform budgetary control. The budget account is also the account that Oracle Purchasing uses to create encumbrance entries. |
| <b>Accrual Account</b>  | The account where you record accruals.   |
| <b>Variance Account</b> | The account where you record variances between the purchase order and the invoice (invoice price variance).  |

You can use FlexBuilder to create these accounts automatically.

### Planned Purchase Orders

You use a planned purchase order to define specific shipments of goods or services. You approve and reserve funds for a planned purchase order just as for any other purchase order. You then release shipments against the planned purchase order.

When you release a planned purchase order shipment, you can change the distributions on the shipment in the Enter Releases window if the destination type is Expense. If the destination type is Inventory or

Shop Floor, you cannot modify the distributions. When you reserve funds for the release, Oracle Purchasing automatically reverses the encumbrances associated with the planned purchase order and creates encumbrances for the shipments you are releasing. You must approve and reserve funds for a release of a planned purchase order just as you do for a blanket purchase agreement release.

You can use a planned purchase order to create encumbrances for shipments well before you need the items. You can also encumber the planned purchase order to a general account until you know the specific cost centers, projects, funds, or other account segment values to which you want to charge the shipments.

*(Oracle Purchasing Reference Manual)*

### **Blanket Purchase Agreements**

---

You can use a blanket purchase agreement to purchase specific items between the effective date and the expiration date of the blanket purchase agreement. You cannot create encumbrances for a blanket purchase agreement. However, you can create encumbrances for releases against a blanket purchase agreement.

To encumber a release of a blanket purchase agreement, you must do the following:

- Create the release
- Reserve funds for the release

Once you have created a release against a blanket purchase agreement, you must approve it just as you approve any other purchasing document.

*(Oracle Purchasing Reference Manual)*

### **Exploding Requisition Lines**

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You cannot explode requisition lines when using requisition encumbrance or requisition budgetary control.

### **Multi-Sourcing Requisition Lines**

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You cannot split lines for multi-sourcing purposes when using requisition encumbrance or requisition budgetary control.

## **Reserving Funds for a Purchase Order**

Purchasing attempts to reserve funds for a purchase order when you take an action such as Reserve or Approve and Reserve. If you create a purchase order from one or more requisitions and then reserve funds for the purchase order, Purchasing creates reversing entries for the encumbrances associated with the selected requisition lines.

### **Reservation Options**

If a purchase order distribution fails funds reservation, you can take different actions depending on how you created the purchase order.

1. If a purchase order was created from a requisition using the AutoCreate Purchase Orders window, you can do one or more of the following:
  - Change the quantity of items on the purchase order line containing the account
  - Transfer funds (increase the budgeted amount for the account) from other accounts in the same budget organization
  - Increase the budget amount for the account on the purchase order distribution
  - Change the unit price on the purchase order line, if all the distributions corresponding to that line fail funds reservation
2. If a purchase order was created from a paper requisition using the Enter Purchase Orders window, or is a release of a blanket purchase agreement or planned purchase order, then, in addition to the above options, you can also do the following:
  - Delete the distributions failing funds reservation
  - Change the account of the distribution failing funds reservation to one that has adequate funds

Purchasing does not approve a purchase order until you have fully reserved funds for it and fully approved it. Purchasing also notifies the buyer who created it that the purchase order failed approval because of insufficient funds.

## **Modifying a Purchase Order**

When you use budgetary control, you cannot change the accounts of a purchase order created from a requisition. However, you can change the line price, GL Date, quantity and amount. You can also add distributions to a purchase order.

If you have already attempted to approve the purchase order, you cannot modify the distributions for which funds have been reserved.

For example, you cannot modify the line price of a purchase order if one of the distributions associated with that line has already had funds reserved.

If the purchase order has been approved, you can modify it with some restrictions.



**Suggestion:** Reserve funds for a purchase order only after you have made all the changes, since you cannot modify an encumbered purchase order after you have reserved funds for it. To modify a purchase order or part of a purchase order, you must cancel the shipment, line, or entire purchase order, then recreate the shipment, line or purchase order with the modifications and resubmit it through the approval cycle. If you have a one shipment, one line purchase order you can cancel just the shipment without cancelling the entire purchase order.

### **Canceling a Purchase Order**

---

When you use budgetary control, you cannot change the price, shipment distribution, shipment quantity, accounts or currency on a purchase order after Oracle Purchasing approves it and reserves funds for it. You can cancel the purchase order and resubmit a similar one, in which case Oracle Purchasing updates funds available to reflect the cancelled amount.

When you cancel an approved purchase order, Oracle Purchasing automatically creates negative debit entries for encumbrances associated with the purchase order. Requisition lines you used in the purchase order return to the requisition pool. Oracle Purchasing also recreates requisition encumbrances for the requisition lines used to create the purchase order. Oracle Purchasing uses the distributions from the cancelled purchase order to recreate the encumbrance for the requisition.

### **Receiving**

---

When you record accounting entries at receipt or during receipt accruals, Oracle Purchasing reverses any encumbrances associated with a purchase order as you record the receipt accrual.

If you allow over receipt of goods, Oracle Purchasing reverses only encumbrances associated with the original purchase order, not encumbrances associated with any additional goods you have received.

**Example** You order 5 items at \$4.00 each. Oracle Purchasing creates encumbrances for \$20.00. You receive an extra item. While you record actual expenses of \$24.00 upon receipt, Oracle Purchasing creates encumbrance reversals of \$20.00, since that was the amount of encumbrance associated with the original order.

### **Closing a Purchase Order**

---

You can *close* a purchase order to temporarily halt activity on the document with the option to reopen it for further activity. You can *finally close* a purchase order if you do not want additional activity. You cannot reopen a finally closed purchase order for further activity. When you finally close a purchase order, purchase order line, or purchase order shipment, Oracle Purchasing automatically liquidates excess encumbrances for the purchase order, purchase order line, or purchase order shipment, respectively. Oracle Purchasing creates credit entries that reverse encumbrances.

Oracle Payables finally closes purchase order shipments under certain conditions. When you enter an invoice and match it to one or more purchase order shipments, you can indicate that it is a final match. Oracle Payables automatically marks for closure the purchase order shipments to which you final match. When you approve the invoice using AutoApproval, AutoApproval calls the final close process in Oracle Purchasing. The purchase order close process creates reversing entries (credit entries) for all outstanding encumbrances associated with the purchase order distributions on the shipment. The purchase order close process also updates the closed status of the purchase order.

**Example** You enter a purchase order with two shipments. One shipment is for five Item A at \$100 each. The second shipment is for 3 Item A at \$100 each. You receive all of the first shipment and you pay the vendor. You receive 1 item in the second shipment, and a note from the vendor explaining that the item has been discontinued and he will not ship the remaining items. You match the invoice you receive from the vendor for \$100 to the second purchase order shipment, indicating it is a final match. When you approve the invoice, the system creates reversing encumbrances (credit entries) for \$200. When you post the invoice, Oracle Payables creates a journal entry reversing the encumbrance for \$100 and another journal entry recording actual expenses of \$100.

## **Reports and Inquiries in Oracle Purchasing**

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You can request the Requisition Distribution Detail report that gives detailed information about requisition distributions. You can review requisitions failing funds checking by entering Yes for the Failed Funds Option. The report then lists only purchase order distributions that fail funds checking.

You can request the Purchase Order Distribution Detail report that gives detailed information about purchase orders. You can review purchase order distributions failing funds checking by entering Yes for the Failed Funds Option. The report then lists only purchase order distributions that fail funds checking.

You can review requisition encumbrances behind accounts by using the View Requisition Distributions window. You can also use the View Purchase Order Distributions window to view encumbrances behind purchase orders.

You can review problems associated with requisitions or purchase orders in the View Action History window.

### **See Also**

Document Approval and Security  
(*Oracle Purchasing Reference Manual*)

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## **Budgetary Control in Payables**

### **Entering an Invoice**

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You can check funds available online when you enter an invoice. You can also check funds at the invoice level, or you can check funds for each expense distribution line for an invoice. When you check funds for an invoice or invoice distribution, Oracle Payables does not attempt to reserve funds for the invoice.

You can create distribution lines for an invoice by matching to a purchase order, by using a Distribution Set, or by manually entering distribution lines for an invoice. If you create multiple distribution lines, you might want to check funds for the entire invoice first.

When you check funds for an invoice, Oracle Payables sums up invoice distribution amounts by account and checks if any of these amounts

exceeds available funds. If any account fails funds checking, the entire invoice fails funds checking.

When you check funds for an invoice distribution, Oracle Payables checks whether the amount of the distribution exceeds available funds. For each account that fails funds checking, you can do the following:

- Change the account of the distribution to one that has adequate funds (you can do this only when the invoice is not matched to a purchase order)
- Transfer funds (increase the budgeted amount for the account)

You can then approve the invoice using Approval. Approval checks funds for the invoice the same way as online approval.

See: *Checking Funds for Invoices (Oracle Payables User's Guide)*

### **Final Match**

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When you enter an invoice and match it to a purchase order, you can indicate that it is a final match. A final match is one in which you do not expect any more invoices from a supplier against a particular purchase order shipment. A supplier might indicate that an invoice is final or you might decide that an invoice is final.

The advantage of using a final match is that you can automatically liquidate excess encumbrances and therefore increase available funds. Especially for service contracts where actual expenses might be less than the purchase order amount, you can now easily close the purchase order.

You can indicate that an invoice is a final match when you match it to a purchase order shipment. Oracle Payables defaults the *final match* designation to the invoice distributions Oracle Payables creates from the match. You can overwrite the final match designation at the distribution level. When you indicate that a shipment is final, Oracle Payables marks the shipment in Oracle Purchasing for closure. You can change a final match designation until you approve the invoice using Approval.

When you approve an invoice that includes a final match, in addition to verifying matching information, currency information, and other tasks, Approval calls a process that automatically closes purchase orders that you marked earlier through the final match. The close process closes all purchase order shipments that contain distributions that were final matched, liquidates any encumbrances associated with the shipment, and updates the closed status of the shipment.

**Example** You issue a purchase order for documentation publication services for \$15,000 based on estimated print quantities. You receive an invoice from the supplier for \$11,000 in actual services provided. You enter an invoice for \$11,000, match it to a purchase order, and indicate that this is a final match. When you approve the invoice, Oracle Payables automatically closes the purchase order (in this case there is only one shipment) and creates a reversing encumbrance entry for \$4,000. When you post the invoice, Oracle Payables creates a reversing encumbrance entry for \$11,000 and actual journal entry for \$11,000.

See: Final Matching Purchase Orders (*Oracle Payables User's Guide*)

## **Prepayments**

---

When you enter a prepayment, you can associate it with a purchase order. If you associate a prepayment with a purchase order, you can only apply the prepayment to an invoice that you match to the purchase order. For such prepayments, usually you do not need to encumber the prepayment, as you have already encumbered the purchase order. However, Oracle Payables does not prevent you from encumbering a prepayment in addition to its purchase order.



**Suggestion:** To avoid encumbering both a prepayment and its purchase order, define a separate prepayment account that you only use for prepayments associated with purchase orders. When you define budgetary control options for a budget organization, specify Automatic Encumbrance option of None for all accounts that use this prepayment account.

You might have a second prepayment account or an account for advances, which you enter directly into Oracle Payables.

See: Prepayments (*Oracle Payables User's Guide*)

## **Cancelling Invoices**

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When you cancel an invoice, Oracle Payables creates negative debit entries reversing any encumbrances associated with the invoice.

## **Approval and Online Invoice Approval**

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After you enter an invoice, you must approve it before you can pay or post it. You can approve an invoice online, or you can approve an invoice by submitting Payables Approval. Both online approval and the Payables Approval program perform two-way, three-way, or four-way matching of invoices to purchase orders. Approval verifies

tax information (if applicable), foreign currency information (if applicable), and that the invoice is correctly distributed.

Both online approval and Payables Approval place matching holds on invoices that do not pass matching within your tolerances. Approval also places other types of holds on invoices that do not pass tax, currency, and distribution checks. Some types of holds prevent you from posting an invoice. If an invoice has a hold on it that prevents posting, Oracle Payables does not check funds for the invoice or attempt to reserve funds. You can manually release holds that Oracle Payables places on invoices that fail funds reservation because of insufficient funds. You cannot manually release holds on invoices that fail funds reservation because the system was unable to perform the funds check.

See: Approval (*Oracle Payables User's Guide*)

If you are using budgetary control, Approval treats matched and unmatched invoices as follows:

**Matched Invoices**

If an invoice passes matching conditions and has no other holds that prevent its posting, Oracle Payables automatically checks funds. If the invoice has a quantity or price variance with the purchase order, Oracle Payables automatically checks that you have enough funds for the variance. If you use absolute budgetary control, Oracle Payables places a funds hold on invoices that have distributions not passing funds checking. If you use advisory budgetary control, Oracle Payables reserves funds for the invoice variance, whether it is a quantity or a price variance. For either absolute or advisory budgetary control, Oracle Payables creates a negative encumbrance entry for negative variances. Oracle Payables creates any additional encumbrance using the invoice encumbrance type.

**Unmatched Invoices**

If an invoice passes tax, currency, and distribution checks, and has no other holds that prevent its posting, Oracle Payables automatically performs funds checking during approval. If you use advisory budgetary control, Oracle Payables reserves funds for the invoice, whether funds are available for each distribution of the invoice. If you use absolute budgetary control, Oracle Payables places a funds hold on invoices that have distributions not passing funds checking. Oracle Payables also does not reserve funds for the invoice, since funds are not available for it. Oracle Payables creates encumbrances using the invoice encumbrance type.

## **Releasing Funds Holds**

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If Oracle Payables places a funds hold on an invoice, you cannot manually release the hold. You can do the following:

- Change the account of the distribution to one that has adequate funds (only if the invoice is not matched to a purchase order)
- Cancel the lines containing the account
- Transfer funds (increase the budgeted amount for the account)
- Roll up the account to a summary account that has adequate funds, if you are using summary level funds checking

## **Maintaining a Matched Invoice**

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When you use budgetary control, you cannot change the expense distributions on an invoice matched to a purchase order. However, you can do the following:

- Add distributions to the invoice to adjust for quantity variance. You cannot change the quantities for the distributions on the invoice that are matched to the purchase order.
- Create a manual journal entry in General Ledger to adjust actual expenses, and create a manual encumbrance entry to adjust the encumbrance.
- Change the accounting information in Oracle Purchasing.

### **► To change the accounting information in Purchasing:**

1. Reverse the match in Payables.
2. Reject the goods in Oracle Purchasing (if you required acceptance), or adjust the quantity received to zero.
3. Cancel the purchase order shipment to which you matched the invoice.
4. Recreate the shipment with the correct accounts.
5. Reapprove the purchase order.
6. Record receipt of the goods and acceptance.
7. Match the invoice to the new shipment.

## Relieving Encumbrance Entries

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When you submit the Payables Transfer to General Ledger program and choose to submit the Journal Import program automatically, Oracle Payables creates a detailed journal entry of invoice activity for posting to the general ledger. Oracle Payables also creates journal entries to relieve purchase order encumbrances.

For matched invoices, Oracle Payables creates encumbrance reversals in the amount of the original purchase order encumbrances. These reversals are created using the purchase order encumbrance type. Oracle Payables creates encumbrance reversals in the amount of the invoice variance using the invoice order encumbrance type.

For direct invoices, Oracle Payables creates encumbrance reversals in the amount of the invoice using the invoice encumbrance type.

**Example** The purchase order encumbrance type is called **Commitment** and the invoice encumbrance type is called **Post-Commitment**. You enter a purchase order for 5 items at \$10 each. When you receive an invoice for these items, the price is \$10.50 each. You allow the variance under the matching tolerances. During Approval, Oracle Payables creates an encumbrance journal entry for \$2.50 and assigns it the encumbrance type of **Post-Commitment**. When you post the invoice, Oracle Payables creates a reversing encumbrance entry for \$50 (encumbrance type **Commitment**) and a reversing encumbrance entry of \$2.50 (encumbrance type **Post-Commitment**).

**Accrual Basis Accounting** If you are using accrual basis accounting as a Payables option, Oracle Payables relieves encumbrances when you initiate posting of invoices. Oracle Payables prorates the encumbrance reversal based on the amount of the invoice.

**Example** You are using accrual basis accounting in Oracle Payables. You create a purchase order for one item for \$500. You charge the purchase order to 1089-6100-1000-350-2120. When you approve the purchase order, Oracle Purchasing creates a purchase order encumbrance for \$500. You receive an invoice for the item for \$510. Approval creates an additional encumbrance for \$10 charged to 1089-6100-1000-350-2120. When you post the invoice, Oracle Payables creates a reversing encumbrance entry for \$510 to 1089-6100-1000-350-2120, and a journal entry of invoice expenses to account 1089-6100-1000-350-2120 for \$510.

**Cash Basis Accounting** If you are using cash basis accounting as a Payables option, Oracle Payables relieves encumbrances when you initiate posting of invoice payments. Oracle Payables prorates the encumbrance reversal based on the amount of the invoice payment.



**Attention:** When using cash basis accounting, you will not normally run the Receipt Accrual – Period End process. However, you must use the Define Purchasing Options window and set the Accrue Expense Items field to **Period End**.

**Example** You are using cash basis accounting in Oracle Payables, and you enter an unmatched invoice for \$450, charged to 1089–6100–2000–100–2120. When you approve the invoice, Oracle Payables creates an encumbrance journal entry in the amount of \$450 for the account 1089–6100–2000–100–2120. You pay \$200 of the invoice through a manual check. When you post the invoice payment, Oracle Payables creates an encumbrance reversal for \$200 to account 1089–6100–2000–100–2120, an entry recording expenses in 1089–6100–200–100–7120, and an equal amount to cash.

**Combined Basis Accounting** If you use combined basis accounting, Oracle Payables posts encumbrance entries to the primary set of books only. Before you post, you can review these encumbrance journal entries, and journal entries of actual expenditures in General Ledger.

## See Also

Approval  
Accounting Methods  
Checking Funds for Invoices  
Final Matching Purchase Orders  
Prepayments  
(*Oracle Payables User's Guide*)

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## Multiple Currency Transactions

### Overview

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You can control expenses regardless of the currency. You can enter purchase orders and invoices in a foreign currency and check funds for them. However, you must enter the exchange rate to convert foreign currency amounts to their equivalents in the functional currency.

Before entering foreign currency transactions, you must define currencies and rates of exchange in General Ledger.

The exchange rate defined in General Ledger is the rate you multiply the functional currency by to obtain the equivalent foreign currency

amount. For example, if the functional currency is USD (U.S. Dollar) and the chosen foreign currency is FFR (French Franc), enter 5 if the exchange rate is 5 francs per dollar.

**Note:** The exchange rate in Purchasing and Payables is the reciprocal of the rate defined in General Ledger.

### **Purchase Orders**

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When creating a foreign currency purchase order using the Enter Purchase Orders window, you must enter an exchange rate before entering purchase order price information. Enter exchange rate information in the Foreign Currency Information region of the Enter Purchase Orders window. You can navigate to this region from the Additional Purchase Order Header Information field in the Purchase Order Header region.

### **Matched Purchase Orders**

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When you create a requisition, enter the line prices in the functional currency. To match the requisition to a foreign currency purchase order, using the AutoCreate Purchase Orders window, you must change the line prices on the purchase order from the functional currency to the foreign currency. You must also enter the exchange rate information in the Purchase Order Distributions zone before approving the purchase order. If you do not enter an exchange rate, you cannot approve a foreign currency purchase order.

Oracle Purchasing converts all foreign currency amounts to their equivalents in functional currency before checking and reserving funds. Oracle Purchasing creates encumbrance journal entries in the functional currency

### **Invoices**

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Before entering foreign currency invoices, you must enable the Use Multiple Currencies Payables option. You must enter exchange rate information when you enter a foreign currency invoice. Enter exchange rate information in the Invoices Summary or detail window.

Enter all invoice information in the foreign currency and then approve the invoice. When you approve the invoice or check funds for it, Payables converts all foreign currency amounts to their equivalents in the functional currency before checking and reserving funds.

If you match an invoice to a purchase order, you can enter the invoice only in the same currency as the purchase order.

## **Payments**

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You must pay a foreign currency invoice in the same currency in which you entered the invoice. Choose a rate type in the Rate Type field of the Payments Summary or detail window.

You must also use a bank account you have defined for the invoice currency to pay a foreign currency invoice.

Payables automatically calculates and posts any gains or losses from foreign currency transactions to Realized Gains or Realized Losses accounts.

Payables creates journal entries in the foreign currency. When you post these journal entries, General Ledger maintains balances in both functional and foreign currencies.

## **Manual Encumbrances**

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You can enter encumbrances only in the functional currency.

## **Foreign Currency Journal Reports**

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You can run foreign currency journal reports the same way you run other journal reports. When you request the report, enter a currency other than the functional currency.

You can review trial balances for account amounts *entered* in a foreign currency.

## **Funds Available Inquiry**

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You can view available funds only in the functional currency.

## **See Also**

Viewing Funds Available: page 12 – 10

About Foreign Currency Transactions (*Oracle Payables User's Guide*)

Entering Encumbrances: page 12 – 7

General Ledger Standard Reports and Listings: page 14 – 2

Running Standard Reports and Listings: page 14 – 2

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## Creating a Budgetary Control Group

You define one or more budgetary control groups to attach to sites or users. You can create a budgetary control group by specifying funds check level (absolute, advisory, or none) by journal entry source and category, together with tolerance percent and tolerance amount, and an override amount allowed for insufficient funds transactions. You must define at least one budgetary control group to assign to a site through a profile option. You might also create additional budgetary control groups to give people different budgetary control tolerances and abilities to override insufficient funds transactions.

**Example** Your company manages a large product budget for developing secure systems. You want your product manager to override budgetary control transactions from Oracle Payables which fail absolute budgetary control checks, but you do not want invoice entry personnel using Oracle Payables to have this ability. You define one budgetary control group that allows override for journal entry source Payables and category Purchase Invoices. You define another budgetary control group which does not include override. Your system administrator assigns the first budgetary control group to the product manager, and the second budgetary control group to invoice entry personnel.

### Prerequisites

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- Enable Budgetary Control for the set of books
- Define the journal sources
- Define the journal categories

► **To create a budgetary control group:**

1. Navigate to the Define Budgetary Control Group window.
2. Enter a Name for the budgetary control group.
3. Set budgetary control options for journal sources and categories:  
page 2 – 122
4. Save your work.
5. In the Profile Values window, assign the budgetary control group name to a profile level, using the System Administrator responsibility. You can assign a Budgetary Control Group to a site, application, responsibility or user level.

## See Also

Setting Your Personal User Profile (*Oracle Applications User's Guide*)

Budgetary Control Options for Journal Sources and Category: page 2 – 87

Defining Journal Sources: page 9 – 81

Defining Journal Categories: page 9 – 85

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## Setting Budgetary Control Options for Journal Sources and Categories

You must define transaction source and category combinations for a budgetary control group. For each transaction source and category combination, you must assign funds checking options.

You can assign different budgetary control options for different types of documents, such as for purchase requisitions and purchase orders, based on source and category. For example, you can assign a funds check level of Advisory to purchase requisitions and a funds check level of Absolute to purchase orders.

► **To set budgetary control options for journal sources and categories:**

1. Navigate to the Define Budgetary Control Group window.
2. Enter or Query the budgetary control group.
3. Enter a Source and Category combination. Sources identify the origin of journal entry transactions, such as Purchasing or Payables. Categories describe the purpose of journal entries, such as purchase requisitions or purchase orders.

You can enter Other to denote all sources or categories other than those you explicitly define.

If General Ledger cannot find the budgetary control rule for a source and category combination, it applies the default budgetary control rule.

4. Choose a Funds Check Level: page 2 – 82.



**Attention:** You also define a Funds Check Level for the detail and summary accounts for which you enforce budgetary control. When the summary account's Funds Check Level conflicts with the Funds Check Level for the account's journal source and category, General Ledger resolves the conflict according to certain rules. See:

Budgetary Control Options for Journal Sources and Category: page 2 – 87

5. Enter a Tolerance Percent: page 2 – 82.
6. Enter a Tolerance Amount: page 2 – 82.
7. If you are using Absolute budgetary control, enter an Override Amount: page 2 – 83.



**Attention:** You can exceed a summary or a detail Accounting Flexfield budget by entering transactions for which there are insufficient funds available, but are for an amount less than the override amount. Leave this field blank to prevent the budget from being exceeded for this source and category combination.

8. Define as many budgetary control rules as necessary for a budgetary control group.
9. Save your work.

## See Also

Budgetary Control Options for Journal Sources and Category: page 2 – 87

Defining Journal Sources: page 9 – 81

Defining Journal Categories: page 9 – 85

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## Running the Create Journals Program

Run the Create Journals program to create the journal batches from transactions that pass funds reservation in Purchasing and Payables. You set how often you want this program to run. We recommend that you set the Create Journals Program to run at regular intervals.

General Ledger automatically prints the Create Journal Entries Execution Report after the program completes successfully.

### Prerequisites

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- Approve transactions in Purchasing and Payables.

► **To run the Create Journals Program:**

1. Navigate to the Run Requests window.
2. Select the Create Journals Program.
3. Enter the Minimum Save Time. This is the minimum number of hours that General Ledger waits before deleting funds checking details. Once these details are deleted, you cannot view them online or through reports.
4. In the Create Summary Journals field, enter *Yes* to summarize all activity for the same Accounting Flexfield within each journal entry in a batch into one debit and one credit journal line.
5. Enter the Run Options. You can set the Create Journal Program to run once, or you can set it to run at regular intervals.
6. Submit the request.

### See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Submitting a Request (*Oracle Applications User's Guide*)

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## Running the Mass Funds Check/Reservation Program

Run the Mass Funds Check/Reservation program to check or reserve funds for unposted journal batches. You can set how often General Ledger searches for unposted journal batches to approve. General

Ledger uses the Automatic Posting options to prioritize the funds check and reservation of the unapproved journal entry batches.

General Ledger automatically prints the Mass Funds Check/Reservation Journal Execution Report after the program completes successfully. Use this report to review the results of a funds check or funds reservation.

### **Prerequisites**

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- Define the journal batches.

#### **► To run the Mass Funds Check/Reservation program:**

1. Navigate to the Run Requests window.
2. Select the Mass Funds Check/Reservation Program.
3. Choose a value for Funds Action.  
Enter *Check Funds* to verify available funds for unapproved journal batches. Enter *Reserve Funds* to reserve funds for unapproved journal batches.
4. Enter the Run Options. You can set the Mass Funds Check/Reservation program to run once, or you can set it to run at regular intervals.
5. Submit the request.

### **See Also**

Budgetary Control and Online Funds Checking: page 2 – 80  
Submitting a Request (*Oracle Applications User's Guide*)



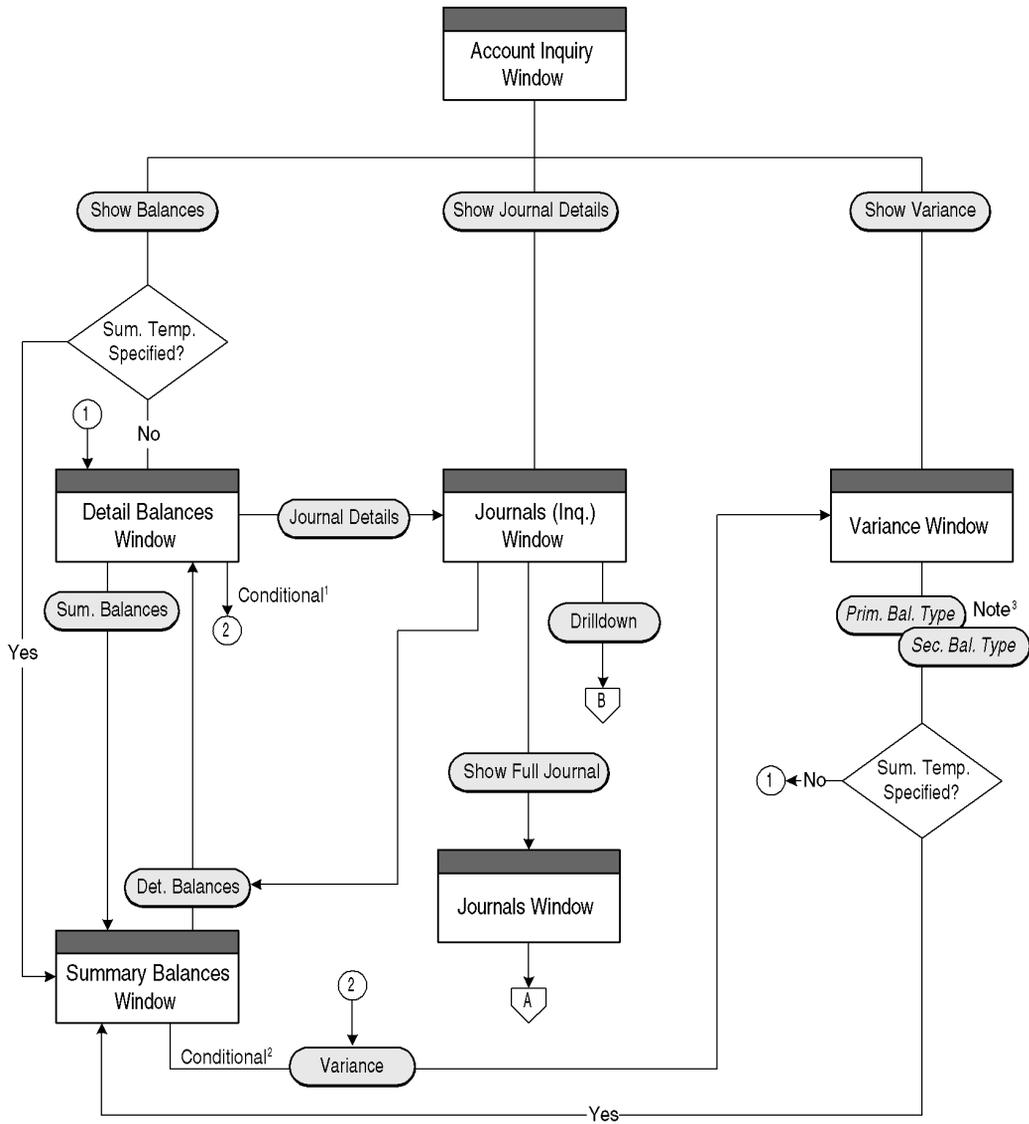
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# 3



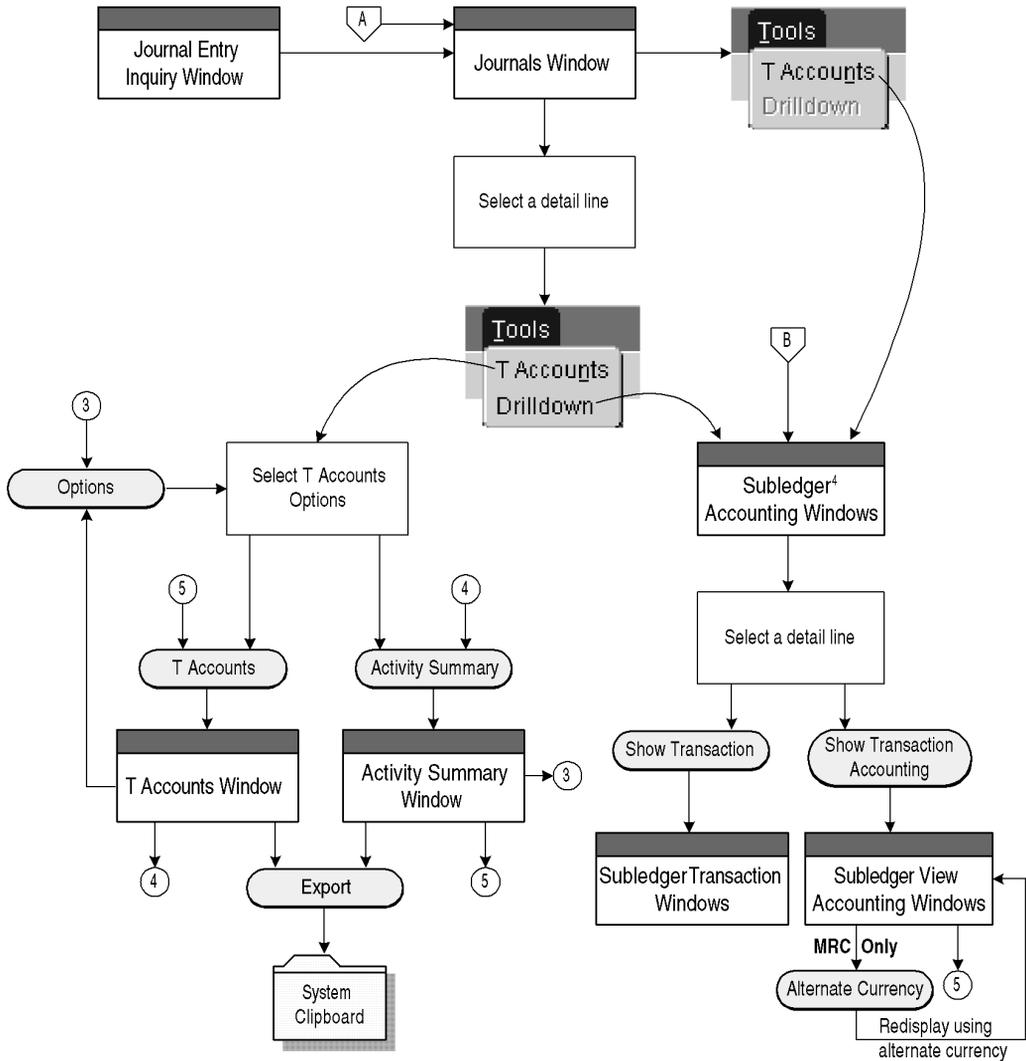
## Online Inquiries

# Overview



## Notes:

- 1 The Variance button appears on the Detail Balances window only when you enter the process flow via the Show Variance button.
- 2 The Variance button appears on the Summary Balances window only when you enter the process flow via the Show Variance button *after* first specifying a summary template.



**Notes:**

<sup>3</sup> The button names will vary depending on the primary and secondary balance types you select for the account inquiry operation

<sup>4</sup> Supported subledgers include Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, and WIP.

The preceding diagrams illustrate General Ledger's online account and journal inquiry features, plus General Ledger's related drilldown capabilities:

- **Account:** review specific account balances and compute variances from a secondary balance type
- **Journal:** review information about specific journal batches and journal entries

You can also perform the following types of online inquiries with General Ledger:

- **Average Balance:** review information about the average or end-of-day summary or detail balances of any balance sheet account, if you have enabled average balance processing in your set of books
- **Budget:** review master and detail budgets, compare summary balances between your master and detail budgets, and check for budget variances and violations
- **Consolidation:** review specific consolidated account balances in your parent set of books

After performing an online query, you can drill down to see additional details. For example:

- **Summary to Detail:** after querying a summary account, drill down to the detail balances that comprise the summary account balance. For budgets, drill down from master budgets to detail budgets.
- **Detail Balances to Journals:** from any detail account balance you can drill down to the journals that contribute to the balance. If you drill down to summary journals, you can drill down further to detail journals.
- **Journals to Subledger Detail:** from detail journals you can drill down further to see the Oracle subledger transactions that comprise the journal. You can also view subledger transactions as balanced journal entries or in the form of T-accounts.

**Note:** Drilling down to subledger transactions is supported for Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, and Work in Process (WIP), if you have installed these products.

- **Parent to Subsidiary:** after querying a parent account balance, you can drill down to the subsidiary balances that comprise the parent balance.

## Notes for Performing Inquiries

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- ❑ Most inquiry windows are *folders*. You can customize folders to show the account or journal information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folders.
- ❑ When you perform an inquiry, you use the button on the left side of most inquiry windows to drill down to more detailed information. You use the button on the right side to drill up to summarized information.

### See Also

Performing an Account Inquiry: page 3 – 6

Performing a Journal Entry Inquiry: page 3 – 13

Drilling Down to Subledger Details: page 3 – 16

Performing an Average Balance Inquiry: page 3 – 21

Performing a Budget Inquiry: page 3 – 26

Performing Consolidated Balance Inquiries: page 3 – 33

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# Account Inquiry

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## Performing an Account Inquiry

Perform an account inquiry to view actual, budget, and encumbrance account balances for summary and detail accounts. You can also:

- Compute variances between two balance types, for both summary and detail accounts
- Drill down to see the journal entries that comprise your account balances
- Drill down to see the subledger transactions that comprise the journals that comprise your account balances

**Note:** Drilling down to subledger transactions is supported for Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, and Work in Process (WIP), if you have installed these products.

- View journal and subledger transaction information as balanced accounting entries (i.e., debits equal to credits) or in the form of T-accounts
- If you have Multiple Reporting Currencies enabled and are drilling down on an account balance from a reporting set of books, you can drill down to the journal detail that comprises the reporting currency balance. If the journal detail is a converted journal, i.e., one that was converted automatically when the original journal was posted in the primary set of books, you can drill down further to see the primary currency journal amounts.

► **To perform an account inquiry:**

1. Navigate to the Account Inquiry window.
2. Enter the range of Accounting Periods to include in your inquiry.
3. Specify the currency to include in the inquiry:
  - Select Single Currency and enter a Currency to see only balances entered in or translated to that currency.
  - Select All Currencies to see account information in all currencies.

**Note:** You cannot include variances in your Account Inquiry if you choose to inquire on all currencies.
4. Choose to see balances from transactions Entered in the inquiry currency, or balances Translated to that currency. You must choose Entered if the inquiry currency is your functional currency or STAT.
5. Choose the Primary Balance Type tabbed region.
6. Specify whether you want to see Actual, Budget, or Encumbrance balances.
  - If you choose to show budget balances, specify the Budget to use.
  - If you choose to show encumbrance balances, enter an Encumbrance Type.
7. Choose a display and precision Factor:

**Units:** Full precision; rounds to two decimal places.

**Thousands:** Divides balances by 1,000; rounds to three decimal places

**Millions:** Divides balances by 1,000,000; rounds to three decimal places

**Billions:** Divides balances by 1,000,000,000; rounds to three decimal places.

8. (Optional) Specify the secondary balance type if you want to compute variances. To do this, choose the Secondary Balance Type tabbed region, then repeat steps 6 and 7 for the secondary balance type.

**Note:** The secondary balance type must be different than the primary balance type.

For more information about computing variances between two balance types, see: *Reviewing Variances Between Account Balance Types*: page 3 – 10.

9. (Optional) Enter a Summary Template name to restrict your inquiry to only those summary accounts associated with that template.
10. Specify the summary or detail Account(s) you want to query. If you entered a summary template, you can only query summary accounts associated with that template.
11. Choose the button related to the type of account information you want to see:
  - **Show Balances:** to review balances for the current account based on your inquiry criteria.
  - **Show Journal Details:** to see the journal entry activity for the current account based on your inquiry criteria. This button is not available if you choose to inquire on translated balances.
  - **Show Variance:** to see a variance calculation between the primary balance type you chose for the inquiry and a secondary balance type. This button is not available if you choose to inquire on all currencies.

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## Reviewing Balances in an Account Inquiry

When you perform an inquiry on a summary account, you can drill down to the detail balances that make up the summary balance. When you perform an account inquiry on a detail account, you can review the journal entries that affect your account balances during the period you specify. You can also see the summary accounts the detail account rolls up into.

For any account inquiry, you can view account balances in their entered currency as well as converted to your functional currency.

### Prerequisites

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- Enter your account inquiry criteria. For a summary account inquiry, make sure you specify a summary template and select a summary account for the inquiry. For a detail account inquiry, do not specify a summary template—simply select a detail account.

► **To review balances for an account:**

- Choose the Show Balances button from the Account Inquiry window.

You see information for each accounting Period and Currency in your selection criteria, including the PTD and YTD balances for your summary or detail account. General Ledger displays all debit balances as positive amounts, and credit balances as negative amounts.

In a functional currency row, the balances include amounts entered in your functional currency, plus amounts converted from any foreign currency journals. Because the converted amounts are included in the displayed balances, there are no Converted PTD or YTD balances for your functional currency.

If you are performing the inquiry for a single foreign currency using the Entered currency type, the PTD and YTD balances include only amounts from journals entered in the foreign currency. You also see the Converted PTD and YTD amounts, which are the functional currency equivalents of the foreign currency amounts.

If you are performing the inquiry for a single foreign currency using the Translated currency type, you see PTD and YTD balances translated from your functional currency to the foreign currency. Note that there are no Converted PTD or YTD balances.

- ▶ **To drill down from a summary balance to the detail balances that roll up into it:**
  1. From the Summary Balances window, select the summary balance row whose detail you want to review.
  2. Choose the Detail Balances button to drill down to the Detail Balances window, which displays all detail balances that roll up into the selected summary balance.
  3. Choose the Summary Balances button to return to the Summary Balances window. Optionally, choose the Journal Details button to drill down to the journal detail for the selected detail balance row. See: Drilling Down to Journal Detail: page 3 – 11
  
- ▶ **To drill up from a detail account balance to the summary account into which the detail account balance rolls up:**
  1. From the Detail Balances window, select a detail balance row.
  2. Choose the Summary Balances button to drill up to the Summary Balance window, which displays the summary accounts into which the detail account rolls up.
  3. Choose the Detail Balances button to return to the Detail Balances window.

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## Reviewing Variances Between Account Balance Types

When you perform an account inquiry, you can compare the primary account balance type (e.g., Actuals) to a secondary account balance type (e.g., Budget or Encumbrance) and compute the variance between them.

Variances are calculated as follows:

$$\text{Variance} = \text{Primary Balance Type} - \text{Secondary Balance Type}$$

For example, to see how much you've budgeted but not spent, enter a Budget primary balance type and an Actual secondary balance type.

**Note:** You cannot include variances in your Account Inquiry if you choose to inquire on all currencies.

## Prerequisites

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- Enter your account inquiry criteria, making sure to specify both a Primary and Secondary Balance Type.

► **To review variances between two balance types:**

1. From the Account Inquiry window, choose the Show Variance button.

General Ledger displays a row for each accounting Period in the range you defined in the account inquiry criteria. You see a column for the primary and secondary balance types, and the Variance between the two balances.

2. Choose the appropriate tabbed region to view Period-to-Date, Quarter-To-Date, Year-To-Date, or Project-To-Date balances and their variances
3. Choose the lower-left button to open the Detail Balances window to review the primary balance type balances alone and without the variance calculations. Choose the lower-right button to review the secondary balance type balances alone and without the variance calculations.

**Note:** The button labels are assigned dynamically, depending on what you select for your primary and secondary account balance types:

*Actual:* the label displays "Actual"

*Budget:* the label displays the selected budget name

*Encumbrance:* the label displays the selected encumbrance type

---

## Drilling Down to Journal Detail

You can drill down from an account balance to view the details of the journals that comprise the account balance. When you are reviewing consolidated balances in a parent set of books, you can drill down to view your subsidiaries' General Ledger journal detail.

## Prerequisite

---

- Perform an account inquiry, then drill down to the Detail Balances window. See: Overview: page 3 – 2

► **To review journal detail information for a detail balance:**

1. From the Detail Balances window, select the detail balance row whose journal details you want to review.

2. Choose the Journal Details button.

You see the Batch name, Journal Entry name, Source, Currency, Line, and Entered Debits and Credits for all journals that contributed to the selected detail balance.

3. Select the journal whose detail you want to review.

4. Choose one of the following buttons:

**Drilldown:** Choose this button to drill down to Oracle subledger applications, to review the subledger transactions that comprise the journal. This button only appears if the journal originated from an Oracle subledger application and the application is installed.

See: Drilling Down to Subledger Details: page 3 – 16.

**Drilldown to {*subsidiary set of books name*}**: Choose this button to drill down from a consolidation journal batch to your subsidiary's General Ledger. From the subsidiary's General Ledger, you can drill down further to review the subsidiary's journal details and subledger transactions. This button only appears when you are reviewing consolidated balances in your parent set of books.

See: Performing Consolidated Balance Inquiries: page 3 – 33

**Show Full Journal:** Choose this button to drill down to the Journals window to view all of the journal's details.

**Detail Balance:** Choose this button to return to the Detail Balances window.

## Performing a Journal Entry Inquiry

Use the Find Journals window to find journal batches and journal entries. General Ledger displays search results in either the Journal Entry Inquiry or Enter Journals window, depending on how you navigated to the Find Journals window.

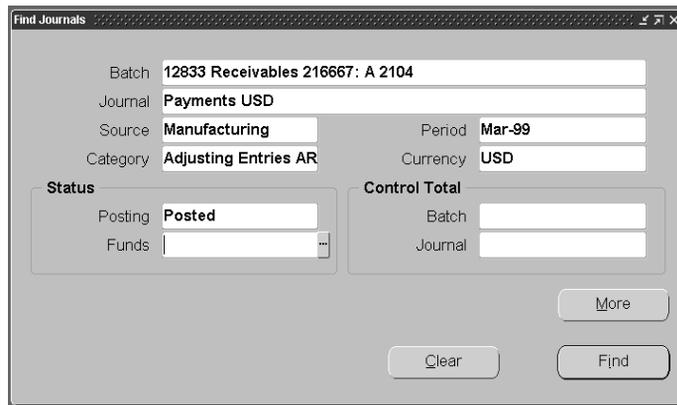
Your search results will include information about actual, budget, or encumbrance journal entry batches in your set of books. You can:

- Review detailed information about a batch, a journal entry within that batch, and the detail lines within that entry
- Drill down from a journal to see the subledger transactions that comprise it

**Note:** Drilling down to subledger transactions is supported for Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, and Work in Process (WIP), if you have installed these products.

- View journal and subledger transaction information as balanced accounting entries (i.e., debits equal to credits) or in the form of T-accounts

If you navigate to the Find Journals window via the Journal > Enter navigation path, you can perform additional actions on the batch or journal you query. For example, if you marked a journal batch for reversal, you can query that journal batch, choose the More Actions button, and reverse the batch.



The screenshot shows the 'Find Journals' window with the following fields and controls:

Batch	12833 Receivables 216667: A 2104		
Journal	Payments USD		
Source	Manufacturing	Period	Mar-99
Category	Adjusting Entries AR	Currency	USD
<b>Status</b>		<b>Control Total</b>	
Posting	Posted	Batch	
Funds		Journal	

Buttons: More, Clear, Find

► **To perform a journal entry inquiry:**

1. Navigate to the Journal Entry Inquiry window.

The Find Journals window appears.

**Note:** When you first navigate to the Journal Entry Inquiry window, the Find Journals window appears automatically. After you run the query, you can reopen the Find Journals window by selecting View > Find from the menu.

2. Enter query parameters to find the batch or journal you want to review.

**Note:** Choose the More button to see additional fields that you can use to refine your query. To hide these extra fields, choose the Less button.

3. Once you've entered all of your query parameters, choose Find to run the query.

Batch Status	Batch Name	Journal Name	Period	Journal Debit	Journal Credit
Posted	11.5.30 26-SEP-2000	11.5.30	Jan-00	5,000.00	5,000.00
Unposted	1162 Payables 60827	Purchase Invoices U	Oct-99	1.00	1.00
Unposted	1167 M3 (Inventory ")	{MTL ***** *****	Jul-99	8,640.00	8,640.00
Unposted	1168 M3 (Inventory ")	{MTL ***** *****	Jul-99	20.00	20.00
Unposted	1188 M3 Inventory 64	MTL SOARF3	Jul-99	100.00	100.00
Posted	12-FEB-98 Project M	12-FEB-98 Project M	Feb-98	11,767,481.77	11,767,481.77
Posted	12-FEB-98 Project M	12-FEB-98 Project M	Jan-98	7,174,470.60	7,174,470.60
Posted	12-FEB-98 Project M	12-FEB-98 Project M	Feb-98	93.00	74,534.00
Unposted	1208 M3 (Inventory ")	{MTL ***** *****	Jul-99	540.00	540.00
Posted	12833 Receivables 20	Cross Currency JPY	Dec-97	0	0
Posted	12833 Receivables 21	Cross Currency CAD	Jan-98	0.00	0.00
Posted	12833 Receivables 21	Cross Currency GBF	Mar-98	0.00	0.00

Review Journal      Review Batch      Bequery

The journal batches or journals that meet your query criteria appear in the Journal Entry Inquiry window. You see the Batch Status, the Batch Name, the Journal Name in each batch, the batch Period, and the Journal Debits and Credits.

4. Choose:
  - **Review Batch button:** to see (in the Batches window) detailed information about the selected journal batch. From the Batches window, choose the Journals button to drill down to the Journals window, where you can review the journals associated with the batch.
  - **Review Journal button:** to see (in the Journals window) detailed information about the selected journal. From the Journals

window, choose **More Details** to see additional information about the journal.

- **Tools > T Accounts** from the menu bar (available only for journals).
5. (Optional) If desired, you can drill down from the Journals window to the transaction detail in your Oracle subledgers.

## See Also

T-Accounts: page 3 – 17

Drilling Down to Subledger Details: page 3 – 16

Creating Journal Batches: page 1 – 6

Entering Journals: page 1 – 9

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# Drilling Down to Oracle Subledger Applications

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## Drilling Down to Subledger Detail

When you perform an account or journal inquiry in General Ledger, you can drill down to view transaction-level detail if the transactions originated in an Oracle subledger application. This drilldown feature is supported for Oracle Receivables, Payables, Assets, Projects, Purchasing, Inventory, and Work in Process (WIP), if you have installed these products.

### Prerequisites

---

- For each related journal source, the option to Import Journal References from the Oracle subledger application must be set to Yes. See: Defining Journal Sources: page 9 – 81.
- Enter transactions in your Oracle subledger applications.
- Run each subledger's program to transfer or post transactions to General Ledger.
  - Note:** (Payables users only) For those Payables transaction types that you want to be able to drill down to from General Ledger, you must choose the Audit option when you run the Payables Transfer to General Ledger program.
- Import, in either summary or detail, journals generated from your Oracle subledger activity, and post the journals in General Ledger.

► **To review journal detail generated from an Oracle subledger application:**

1. Perform an account or journal inquiry. For an account inquiry, drill down to the journal detail (See: Drilling Down to Journal Detail: page 3 – 11) For account or journal inquiries, select a journal detail line whose journal source is one of the supported Oracle subledger applications.
2. Choose Tools > Drilldown from the menu. Optionally, when performing an account inquiry, you can choose the Drilldown button from the Journals detail window.

The related subledger's accounting window appears. From there you can drill down further to view the subledger transaction. You

can also view the transaction accounting, as balanced accounting entries or in the form of T-accounts.

For more information about how drilldown works within the subledger applications, see the section titled "Drilling Down to {subledger name} from Oracle General Ledger," in the related subledger application's user's guide.

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## T-Accounts

01-1530			
Operations-Machinery & Equipment			
	USD	USD	USD
Line 2			5,000.00
Net Activity			5,000.00

01-1570			
Operations-Asset Clearing			
	USD	USD	USD
Line 1	5,000.00	5,000.00	
Net Activity	5,000.00	5,000.00	

Total Net Activity For All Account:	
5,000.00	5,000.00

Use the T Accounts window to view General Ledger journals or subledger accounting entries in a graphical T-account format, displayed in the T Accounts window. The system displays information such as the account, the activity detail, the net activity for the entry, and the account balance.

You can also choose to view journals or subledger accounting entries as an activity summary report, displayed in the Activity Summary window. The window displays information such as the account, the net activity for the entry, and the account balance.

You can customize the T Accounts and Activity Summary windows to view exactly the information you want:

- All entries in an account or just the net total of the entries
- Accounting information by full accounting flexfield or summarized by account segment

- Account balances, from within General Ledger

You can also choose to copy the displayed information, in tab-delimited ASCII format, to your system's clipboard, which you can then paste into another application, such as a spreadsheet.

T-accounts can be accessed from:

- **General Ledger:** from the Enter Journals, Journals, and Journal Entry Inquiry windows. T-accounts can also be accessed via an account inquiry, by first drilling down to the Journals window.
- **Oracle Subledger Applications:** from the related subledger's view accounting or accounting windows.

► **To view T-accounts:**

1. Choose Tools > T Accounts from the menu. Alternatively, from some windows you can choose the T Accounts button.
2. (Conditional) The first time you access T-accounts, the Options window appears. You can then specify what window should open the next time you choose to view T-accounts.

Complete the display options. For example, you can choose to view by full accounting flexfield or by segment. You can also choose whether account balances should be displayed. See: Display Options While Viewing T-Accounts and Activity Summary: page 3 – 19.

**Note:** Your display option selections are automatically saved and will be used the next time you view T-accounts.

3. Choose the T Accounts or Activity Summary button to open the related window.

**Note:** The Options, T Accounts, and Activity Summary windows are all linked. From any of these windows you can get to the other two by choosing the appropriate button.

► **To copy information in the T Accounts or Activity Summary windows:**

1. From either the T Accounts or Activity Summary windows, choose the Copy button. The related window information will be copied to your system's clipboard.
2. Paste the information from your system's clipboard into any other open application, such as a spreadsheet, word processor, or text editor.

## Display Options Available While Viewing T–Accounts and Activity Summary

The screenshot shows the 'Options' dialog box. At the top, 'Default Window' is set to 'Options'. Under 'Organize By', 'Segments' is selected, with 'Company' and 'Account' dropdowns. The 'Show in T Accounts' section has 'Account Description', 'Entered Amounts', and 'Activity' checked. The 'Show in Activity Summary' section has 'Account Description' and 'Entered Amounts' checked, and a 'Debit and Credit Column' dropdown. 'Reset' and 'Save' buttons are at the bottom.

The following display options are available from the Options window:

**Default Window:** choose which of the three windows appears when you choose to view T–accounts:

*Options:* the Options window

*T Accounts:* the T Accounts window will be displayed

*Activity Summary:* the Activity Summary window will be displayed

**Organize By:** determines how your accounts are organized in both the T Accounts and Activity Summary windows:

*Account:* Each account is displayed as a separate T–account. The Activity Summary lists accounting activity by account.

*Segments:* Specify a primary and secondary segment. Each unique combination of the two segments is displayed as a separate account.

**Show in T Accounts:**

*Account Description:* Yes or No. Yes is the default.

*Balances:* Yes or No. No is the default. This choice is only for General Ledger journal entries.

*Entered Amounts:* Yes or No. Yes is the default.

*Activity:* Yes or No. Yes is the default.

**Show in Activity Summary:**

*Account Description:* Yes or No. The default is Yes.

*Balances:* Yes or No. No is the default. This choice is only for General Ledger journal entries.

*Entered Amounts:* Yes or No. Yes is the default.

*Columnar display poplist:* Choose Debit/Credit Column to display debits and credits in separate columns. Choose Net Amount Column to display the net amount of debits and credits in one column.

**Note:** You cannot view activity detail in the Activity Summary window.

**Note:** You can only display functional currency amounts in the Activity Summary window.

# Average Balance Inquiry

## Performing an Average Balance Inquiry

You can use average balance inquiry to review information about the average or end-of-day balances of any balance sheet account. You can view summary and detail balances, as well as drill down from your summary balances to your detail balances. You can view functional as well as translated balances.

**Average Balance Inquiry (Vision Operations)**

**Selection Criteria**

**Dates**  
From: 01/APR/1999  
To: 30/JUN/1999

**Currency**  
 Single  
 All  
Currency: USD  
Type: Entered

**Factor**  
 Units  
 Thousands  
 Millions  
 Billions

Summary Template: \_\_\_\_\_

**Accounts**

01-510-1410-0000-000	D
01-510-1420-0000-000	
01-510-1450-0000-000	
01-510-1471-0000-000	
01-510-1472-0000-000	
01-510-1473-0000-000	
01-510-1474-0000-000	

**Description**  
Operations-Vision Operations In-Inventory Raw Material Va-No Sub Account-No Product

Show Average Balances

► **To perform an average balance inquiry:**

1. Navigate to the Average Balance Inquiry window
2. Enter the range of effective Dates to include in your inquiry.
3. Specify your Currency parameters:
  - Select Single Currency and enter a Currency to see balances for a single currency only.
  - Select All Currencies to see account information in all currencies.
  - Select Entered from the Type poplist to see balances entered in the specified currency. Select Translated to see balances translated to the specified currency.

4. Choose a display and precision Factor:  
**Units:** Full precision; rounds to two decimal places.  
**Thousands:** Divides balances by 1,000; rounds to three decimal places  
**Millions:** Divides balances by 1,000,000; rounds to three decimal places  
**Billions:** Divides balances by 1,000,000,000; rounds to three decimal places.
5. Enter an optional Summary Template name to restrict your inquiry to only those summary accounts associated with that template.
6. Query the summary or detail Account(s) you want to review. If you entered a summary template, you can only query summary accounts associated with that template.
7. Choose Show Average Balances to review balances for the current account based on your inquiry criteria.

## See Also

Overview of Average Balance Processing: page 13 – 1

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## Detail Average Balance Inquiry

When you perform an average balance inquiry for detail accounts, you can view the end-of-day and average-to-date balances for each effective date in the range you specify. You can also see the summary accounts the detail account rolls into.

**Note:** You can customize this folder to show only the Average Balance Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

Date	Currency	EOD	PATD	QATD	
24/JAN/1997	USD	<52,000,000.00>	<28,791,666.67>	<28,791,666.67>	<28,791,666.67>
25/JAN/1997	USD	<52,000,000.00>	<29,720,000.00>	<29,720,000.00>	<29,720,000.00>
26/JAN/1997	USD	<52,000,000.00>	<30,576,923.08>	<30,576,923.08>	<30,576,923.08>
27/JAN/1997	USD	<52,000,000.00>	<31,370,370.37>	<31,370,370.37>	<31,370,370.37>
28/JAN/1997	USD	<52,000,000.00>	<32,107,142.86>	<32,107,142.86>	<32,107,142.86>
29/JAN/1997	USD	<52,000,000.00>	<32,793,103.45>	<32,793,103.45>	<32,793,103.45>
30/JAN/1997	USD	<52,000,000.00>	<33,433,333.33>	<33,433,333.33>	<33,433,333.33>
31/JAN/1997	USD	<52,000,000.00>	<34,032,258.06>	<34,032,258.06>	<34,032,258.06>
01/FEB/1997	USD	<52,000,000.00>	<52,000,000.00>	<34,593,750.00>	<34,593,750.00>
02/FEB/1997	USD	<52,000,000.00>	<52,000,000.00>	<35,121,212.12>	<35,121,212.12>
03/FEB/1997	USD	<52,000,000.00>	<52,000,000.00>	<35,617,647.06>	<35,617,647.06>
04/FEB/1997	USD	<52,000,000.00>	<52,000,000.00>	<36,085,714.29>	<36,085,714.29>
05/FEB/1997	USD	<52,000,000.00>	<52,000,000.00>	<36,527,777.78>	<36,527,777.78>
06/FEB/1997	USD	<52,000,000.00>	<52,000,000.00>	<36,945,945.95>	<36,945,945.95>

Summary Balances

## Prerequisites

- Enter your average balance inquiry criteria.
- Select a detail account for the inquiry.

### ► To review average balances for a detail account:

- Choose the Show Average Balances button from the Average Balance Inquiry window.

For each day in the range of effective dates you specified, you will see the EOD (end-of-day), PATD (period average-to-date), QATD (quarter average-to-date), and YATD (year average-to-date) balances for your detail account. General Ledger displays all debit balances as positive amounts, and credit balances as negative amounts.

### ► To review the summary accounts the detail account balance rolls into:

- Choose the Summary Balances button from the Detail Average Daily Balances window.

Choose the Detail Balances button to return to the Detail Average Daily Balances window.

## See Also

Performing an Average Balance Inquiry: page 3 – 21

Overview of Average Balance Processing: page 13 – 1

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## Summary Average Balance Inquiry

When you perform an inquiry on a summary account, you can drill down to the detail average balances that make up the summary balance.

### Prerequisites

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- Enter your average balance inquiry criteria.
- Select a summary account for the inquiry.

► **To review average balances for a summary account:**

- Choose the Show Average Balances button from the Average Balance Inquiry window.

For each day in the range of effective dates you specified, you will see the EOD (end-of-day), PATD (period average-to-date), QATD (quarter average-to-date), and YATD (year average-to-date) balances for your summary account. General Ledger displays all debit balances as positive amounts, and credit balances as negative amounts.

**Note:** You can customize this folder to show only the Average Balance Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

► **To review detail balances that roll up into a summary average balance:**

1. From the Summary Average Daily Balances window, select the summary average balance row whose detail you want to review.
2. Choose the Detail Balances button to drill down to all detail balances that roll up into the selected summary average balances.
3. Choose the Summary Balances button to return to the Summary Average Daily Balances window.

## See Also

Performing an Average Balance Inquiry: page 3 – 21

Detail Average Balance Inquiry: page 3 – 22

Overview of Average Balance Processing: page 13 – 1

# Inquiring on Budgets

## Performing a Budget Inquiry

You can perform online inquiries about your master and detail budgets. General Ledger compares summary balances between your master and detail budgets, and checks for budget variances and violations. In addition, you can drill down from summary balances to detail account balances, and then to budget journal details.

**Budget Inquiry (Vision Services)**

**Selection Criteria**

Budget: SERVICES 97      Inquiry Type: Drilldown this Budget

Currency: USD

**Accounting Periods**

From: JAN-97      To: DEC-97

**Factor**

Units       Millions

Thousands       Billions

Summary Template: Revenue by Department

**Summary Accounts**

- 01-000-4000-T
- 01-110-4000-T
- 01-120-4000-T
- 01-130-4000-T
- 01-140-4000-T

**Description**

Vision Services (USA)-Balance Sheet-Total Revenue-Total Product Parent

Show Balances

### Prerequisites

- Define your master/detail budget relationships
- Enter budget amounts or budget journals

► **To perform a budget inquiry:**

1. Navigate to the Budget Inquiry window.
2. Enter the Budget you want to review. You can enter a master budget, detail budget, or a budget not associated with a master-detail relationship. However, you must enter a budget which has at least one open budget year.

3. Enter the Currency of the budget balances you want to review. You only see budget amounts entered in the specified currency.
4. Enter the range of accounting periods to include in your inquiry. The accounting period range must be within an open budget year.
5. Choose the Inquiry Type you want to perform. Your Inquiry Type choices depend on whether you are performing the inquiry on a master or detail budget.
  - For a detail budget, you can only choose Drilldown this Budget to see detail budget balances with a drilldown to detail accounts.
  - For a master budget, you can choose any of the following inquiry types:
    - Drilldown this Budget:** Review master budget balances with a drilldown to detail accounts.
    - Query Detail Budgets:** Review master and detail budgets together with a drilldown to detail accounts.
    - Query Budget Violations Only:** Review only those periods for which the sum of the detail budget balances exceeds the master budget balance.
6. Select a display Factor:
  - Units:** Full precision; rounds to two decimal places.
  - Thousands:** Divides balances by 1,000; rounds to three decimal places.
  - Millions:** Divides balances by 1,000,000; rounds to three decimal places.
  - Billions:** Divides balances by 1,000,000,000; rounds to three decimal places.
7. Enter an optional Summary Template name to limit the summary accounts for your inquiry. If you do not enter a template name, you can inquire on any summary account in your set of books.
8. Query a Summary Account.
9. Choose the Show Balances button to review summary balances based on your inquiry criteria.

## See Also

Creating Master/Detail Budgets: page 2 – 9

Entering Budget Amounts: page 2 – 48

Entering Budget Journals: page 2 – 56

Budgetary Control and Online Funds Checking: page 2 – 82

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## Reviewing Budget Balances in a Master Budget Inquiry

When you perform an inquiry on a master budget, you can view summary balances for the master budget, then drill down to the detail balances. You can also see master and detail budgets together, or show only those periods for which the sum of the detail budget balances exceeds the master budget balance.

**Note:** You can customize this folder form to show the Budget Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

► **To review master budget balances:**

1. Enter your budget inquiry criteria, specifying a master budget.
2. Choose Drilldown this Budget for the Inquiry Type.
3. Query a Summary Account for the inquiry.
4. Choose the Show Balances button from the Budget Inquiry window.

You see the period-to-date (PTD) Master Balance for every period in the inquiry range, for the master budget and summary account you specified.

5. Choose the Detail Accounts button to review the budget balances for the detail accounts that roll up into the summary account for the selected period.

► **To review master and detail budget balances together:**

1. Enter your budget inquiry criteria, specifying a master budget.
2. Choose Query Detail Budgets for the Inquiry Type.
3. Query a Summary Account for the inquiry.
4. Choose the Show Balances button from the Budget Inquiry window.

You see the period-to-date (PTD) Master Balance, Detail Balance, and Available Budget for every period in the inquiry range, for the master budget and summary account you specified.

The Available Budget balance is the amount by which the master budget balance exceeds the detail budget balance. The available budget balance can be either positive or negative. General Ledger displays debit balances as positive amounts, and credit balances as negative amounts.

5. Choose the Show Budgets button to review the detail budgets that roll up into the master budget for the summary account for a selected period.

► **To review only balances where the detail budgets exceed the master budget:**

1. Enter your budget inquiry criteria, specifying a master budget.
2. Choose Query Budget Violations Only for the Inquiry Type.
3. Query a Summary Account for the inquiry.
4. Choose the Show Balances button from the Budget Inquiry window.

You see the period-to-date (PTD) Master Balance, Detail Balance total, and Available Budget only for periods where the detail budget balance exceeds the master budget balance (in other words, where the available budget is negative).

5. Choose the Show Budgets button to review the detail budgets that roll up into master budget for the summary account for a selected period.

---

## Reviewing Budget Balances in a Detail Budget Inquiry

When you perform a budget inquiry on a detail budget, you can view the summary balances for the specified range of periods. You can also drill down to the detail balances in the budget.

Period	Master Balance (PTD)	Detail Balance (PTD)	Available Budget (PTD)
JAN-97	<10,080,000.00>		
FEB-97	<11,088,000.00>		
MAR-97	<12,096,000.00>		
APR-97	<13,104,000.00>		
MAY-97	<15,120,000.00>		
JUN-97	<15,120,000.00>		
JUL-97	<13,104,000.00>		
AUG-97	<11,088,000.00>		
SEP-97	<15,120,000.00>		
OCT-97	<18,144,000.00>		
NOV-97	<19,152,000.00>		
DEC-97	<20,160,000.00>		

**Note:** You can customize this folder form to show the Budget Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

► **To review balances for a detail budget:**

1. Enter your budget inquiry criteria, specifying a detail budget.
2. Query a Summary Account for the inquiry.
3. Choose the Show Balances button from the Budget Inquiry window.

You see the period-to-date (PTD) Balance for every period in the inquiry range, for the detail budget and summary account you specified.

4. Choose the Detail Accounts button to review the detail balances that roll up into the summary balance for the selected period and detail budget.

---

## Reviewing Detail Account Balances

You can drill down from a master or detail budget inquiry to view the detail account balances in the inquiry budget.

- ▶ **To review detail account balances in a master budget inquiry:**
  1. Enter your budget inquiry criteria, specifying a master budget.
  2. Query a Summary Account for the inquiry.
  3. Choose the Show Balances button from the Budget Inquiry window.
  4. Select the budget period for the detail you want to view.
  5. If you chose Query Detail Budgets, or Query Budget Violations Only for the Inquiry Type, choose the Show Budgets button, then select the budget you want to review.
  6. Choose the Detail Accounts button. You see the detail accounts that roll up into the selected summary account. For each account you see the period-to-date (PTD), quarter-to-date (QTD), and year-to-date (YTD) budget balance.
  7. Choose the Budget Journals button to see the journal entries for the selected detail account.
  
- ▶ **To review detail account balances in a detail budget inquiry:**
  1. Enter your budget inquiry criteria, specifying a detail budget.
  2. Query a summary account for the inquiry.
  3. Choose the Show Balances button from the Budget Inquiry window.
  4. Select the budget period for the detail you want to view.
  5. Choose the Detail Accounts button. You see the detail accounts that roll up into the selected summary account. For each account you see the period-to-date (PTD), quarter-to-date (QTD), and year-to-date (YTD) budget balance.
  6. Choose the Budget Journals button to see the journal entries for the selected detail account.

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## Reviewing Budget Journal Detail

You can drill down from a master or detail budget inquiry to review your budget journal detail.

► **To review budget journal detail:**

1. Perform a master or detail budget inquiry.
2. Drill down to the detail account balances.
3. Select an account.
4. Choose the Budget Journals button. You see each Batch, Journal Entry, Line number, Entered Debit, and Entered Credit that comprised the budget balance for the selected account and period.

# Consolidated Balance Inquiry

## Performing Consolidated Balance Inquiries

From your consolidated parent set of books, you can drill down to account balances, review consolidation journal entries, drill down further to your subsidiary sets of books, review subsidiary account balances, then drill down further to subsidiary journal entries and even to your subsidiaries' subledger details.

For example, while analyzing total consolidated sales, you may want to determine how much each subsidiary contributed to the total amount. Simply drill down from the consolidated sales balance to any subsidiary sales account balance. From there, you can view account details and journals. If you need still more information, drill down further to the subledger transactions that contributed to your total consolidated sales balance.

Account	Consolidated Amount	PTD
01.000.1210.0000.000	<60,703,307.29>	<60,703,307.29>

- **To perform a consolidated balance inquiry:**
  1. Perform an account inquiry in your consolidated parent set of books. See: Performing an Account Inquiry: page 3 – 6
  2. Choose the Show Journal Details button to drill down to the Journals window.

3. Select a consolidation journal batch whose details you want to review. **Note:** Look for journal batches with Consolidation as the journal source.
4. Choose the Drilldown to {*subsidiary set of books name*} button to view the Consolidation Drilldown window. The window displays information about the subsidiary balance that was consolidated to the parent. The amount of information displayed will vary, depending on whether the balances or transactions consolidation method was used:

*Balances Method* — includes Subsidiary set of books name, Period, Balance Type, Budget name, Currency, Currency Type, and Factor. The Transfer Details region will display the Mapping name and the Amount Type. The Account region will display each detail Account, Consolidated Amount, and other amount type amounts.

*Transactions Method* — includes the mapped subsidiary Account, accounting Period, Balance Type, and Currency Type. The window also shows batch details, including Batch name, Journal Entry name, journal Source, Currency, journal Line number, Entered Debits, and Entered Credits.

**Note:** If your subsidiary set of books uses a currency different from your parent, General Ledger displays the translated account balances.

5. (Optional – Balances Method) Choose the Switch Amount Type button to change the other amount type amounts displayed in the Consolidation Drilldown window. When you choose the button, the column heading in the Account region will change to the amount type (YTD, QTD, etc.). Repeatedly choosing the button will cycle through the available amount types.

► **To review subsidiary detail journal information:**

- Choose the Journal Details button from the Consolidation Drilldown window.

You see the Batch name, Journal Entry name, Source, Currency, Line, and Entered Debits and Credits for journals that effected the selected detail balance.

**Note:** You can customize this folder form to show the Account Inquiry information you need. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

CHAPTER

# 4

# Financial Reporting

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## Overview of Reporting in General Ledger

General Ledger provides you with a variety of reporting capabilities, including the Financial Statement Generator, online inquiries, and standard reports and listings.

- The Financial Statement Generator enables you to build your own custom reports without programming. You can define reports with complete control over the rows, columns, contents, and calculations in your report.
- You can perform online inquiries to search for detailed information quickly. For example, you can perform an online inquiry of your account balances or journal entries. You can also review any of your financial statements, accounting reports, or listings online.
- General Ledger's standard accounting reports and listings include trial balances, journals, general ledgers, account analysis reports, chart of account listings, and more. You can set the runtime options for detail or summary information, sort sequence, and the selection of data you want to see on the report.

See: Running Standard Reports and Listings: page 14 – 2

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## Overview of the Financial Statement Generator

Financial Statement Generator (FSG) is a powerful report building tool for Oracle General Ledger. With FSG, you can:

- Generate financial reports, such as income statements and balance sheets, based upon data in your general ledger.  
**Note:** If you have average balance processing enabled in your set of books, you can report on functional, foreign-entered, or translated average balances.
- Apply security rules to control what financial information can be printed by specific users and responsibilities in any reports they run using FSG.
- Define your reports with reusable report objects, making it easy to create new reports from the components of reports you've already defined.
- Design custom financial reports to meet specific business needs.
- Print as many reports as you need, simultaneously.
- Print the same report for multiple companies, cost centers, departments, or any other segment of your account structure, in the same report request.
- Schedule reports to run automatically.
- Produce ad hoc reports whenever you need them.
- Print reports to tab-delimited files for easy import into client-based spreadsheet programs.

In addition, you can use the Report Wizard feature of Applications Desktop Integrator to design and submit your financial reports, as well as view the results, directly from a spreadsheet.

### See Also

Report Building Concepts: page 4 – 5

Simple Reports: page 4 – 5

Special Format Reports: page 4 – 10

Report Distribution: page 4 – 20

Other FSG Features: page 4 – 23

Using Financial Statement Generator: page 4 – 25

GL Desktop Integrator Report Wizard  
(*Oracle General Ledger Desktop Integrator User's Guide*)

Overview of Average Balance Processing: page 13 – 1

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## Report Building Concepts

In Financial Statement Generator, you build a report by defining, then combining, various reusable report objects. Some objects are required for every report you intend to build. You can use others to apply special formatting to reports. Finally, there are objects you can use to control report content, distribution, and scheduling.

The objects you need for a specific report depend on the report's complexity. In the next three sections, we discuss report objects in terms of:

- Simple reports
- Special format reports
- Report distribution

FSG features are also introduced under these section headings.

---

### Simple Reports

The simplest reports consist of a few headings to describe the information in the report, followed by the report data, which is often presented in tabular form as a series of intersecting rows and columns. Therefore, simple reports are two dimensional in nature, similar to what you might create in a spreadsheet.

The rows and columns determine the values which appear in the body of a simple report, by virtue of the attributes those rows and columns possess. For example, consider a row whose attribute is the balance sheet account named "Inventory" and a column whose attribute is "Sept. 1996." A report "cell" defined by the intersection of row "Inventory" and column "Sept. 1996," will contain the inventory account balance for September 1996.

#### **Rows, Columns, Row Sets, and Column Sets**

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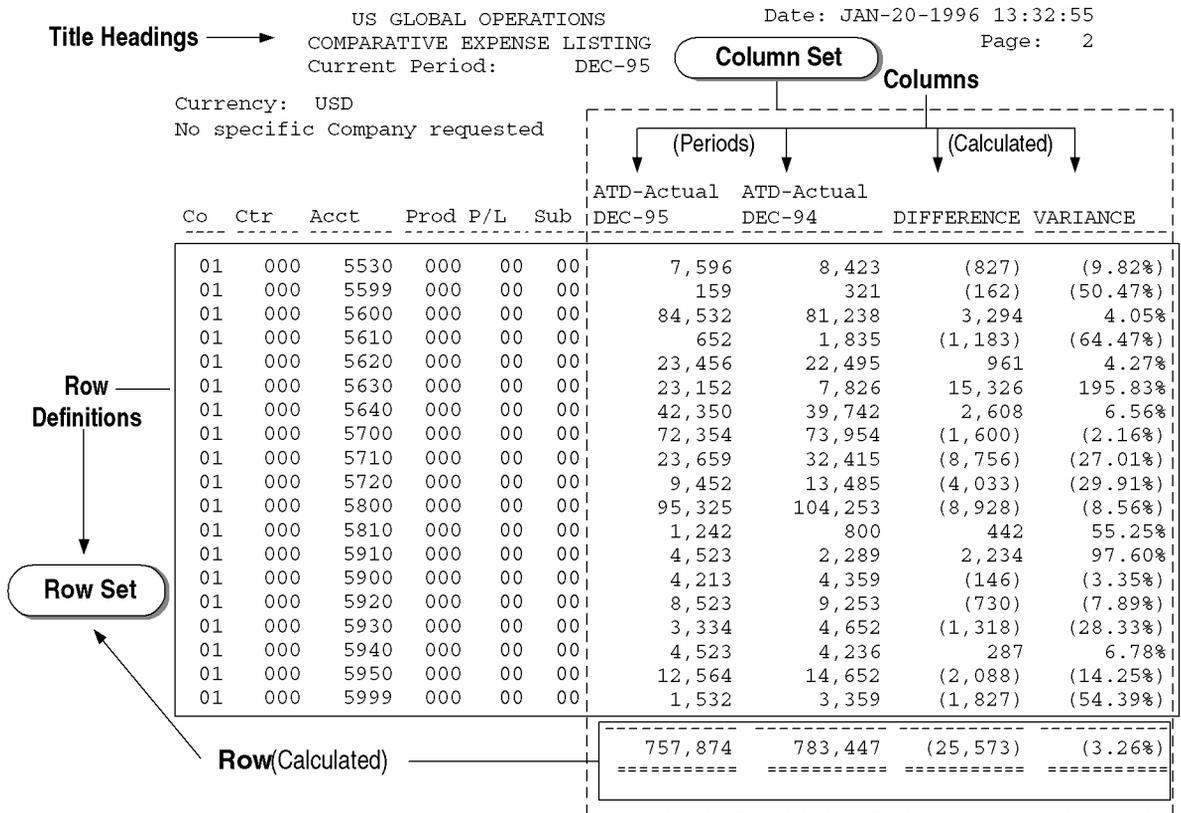
With FSG you use this fundamental row/column concept to build your own financial reports:

1. Decide which rows and columns will make up your report.
2. Define the rows and columns, then tell FSG what attributes those rows and columns have.
3. Build a report using those rows and columns.

FSG further simplifies report building by allowing you to group multiple row or column definitions into "sets." For example, suppose that you've just defined a simple report which uses two columns with the attributes "Year Ended 12/31/95" and "Year Ended 12/31/96." You realize that you might want to use these two columns for many other reports besides the one you've just defined. With FSG, you can define and save a *Column Set* which consists of these two column definitions. Then, whenever you need a new report based on these two columns, you simply tell FSG to build a report using the column set. You can do the same thing with groups of row definitions, and create *Row Sets*.

Row sets and column sets are the two primary building blocks of FSG reports. These concepts are illustrated in the report shown in Figure 4 - 1.

Figure 4 - 1 Basic FSG Report Objects



Notice that this simple report is built using one row set and one column set. The row set contains many row definitions while the column set contains four column definitions. Here are some other characteristics of rows and columns, as illustrated in the above example:

- You can assign accounts or calculations to a row or column. Calculations, discussed in the next section, are useful for creating totals, subtotals, variances, and percentages on your reports.
- You can assign amount types to a row or column. Amount types determine whether you report includes:
  - Actual, budget, or encumbrance amounts.
  - Period-to-date, quarter-to-date, year-to-date, or project-to-date account balances.
- Row labels, shown above as the account numbers, are printed automatically by FSG, although you can control what FSG prints. For example, you can print account descriptions in addition to or instead of account numbers, which FSG prints normally. Unlike row labels, column headings are defined by you (as part of your column set).

### **Typical Report Dimensions**

---

The example in Figure 4 – 1 illustrates another important FSG concept:

*Generally, accounts are assigned to row definitions and amount types are assigned to column definitions.*

In the example, these typical report dimensions produce an expense listing where each report line is an expense account and the two primary columns are the year-to-date actual expenses as of December 1995 and December 1994.

Most reports you define will probably use the report dimensions found in the example. However, you can define report objects which reverse these dimensions.

### **Standard Reusable Column Sets**

---

You may be able to build many of your financial reports by using the fourteen standard column sets we predefine, such as monthly comparative year-to-date or period-to-date variance. For more complex reports, you can define custom column sets.

## Defining Rows and Row Sets, and Assigning Accounts

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Rows are subcomponents of row sets—they are defined when you create a new row set.

Each row definition for a simple report includes, at a minimum:

- A sequence number to indicate its order in the row set.
- An account assignment (a range of accounts) or a description. You use a description row to display a subheading immediately above a group of related rows.

Here is a sample row set for a simple report, using account assignments only:

Sequence	Account Assignment Start	Account Assignment End
10	01.100.2000.000.000.000	01.300.2000.000.000.000
20	03.100.2000.000.000.000	03.300.2000.000.000.000
30	01.500.1000.000.000.000	01.900.1999.000.000.000
40	03.500.1000.000.000.000	03.500.1999.000.000.000

Table 4 – 1 Example Row Set Definition (Page 1 of 1)

In this example, the report lines generated by the row definition with sequence number 10 will appear first on the report, followed by the report lines for the row with sequence 20, then 30, then 40.

## Display Types

---

When you make an account assignment to a row definition, you also specify one of three display types for each segment of the account structure. The display type controls the level of detail FSG will show on your report for individual report lines:

**Expand:** Your report will include one line for each value of the account segment. For example, assume your last account segment can have one of three values and that the account balance is as follows:

Value	Balance
xx.xxx.xxxx.xxx.xxx.100	1,000
xx.xxx.xxxx.xxx.xxx.200	2,500
xx.xxx.xxxx.xxx.xxx.300	1,500

If you choose Expand for the account segment, the FSG report will include one report line for each of the account values listed above.

**Total:** Your report will include only one line for that segment, which is the total of the amounts for all values of the account segment.

Using the same example, if your row definition specifies that the last segment of your account be totaled, your FSG report will include only one report line instead of three, as follows:

xx.xxx.xxxx.xxx.xxx.TOTAL	5,000
---------------------------	-------

**Both:** Your report will include both the expanded detail and the total, as follows:

xx.xxx.xxxx.xxx.xxx.100	1,000
xx.xxx.xxxx.xxx.xxx.200	2,500
xx.xxx.xxxx.xxx.xxx.300	1,500
xx.xxx.xxxx.xxx.xxx.TOTAL	5,000

## **Basic Report Formatting**

---

In a simple report, the standard column set you choose determines the basic data item formatting—for example, whether to display a currency symbol or how many decimal positions to include. Standard column sets also have predefined column headings.

Row labels, as well as the column headings above the row labels, are inserted into your report by FSG automatically. The Report Title, which you specify when you define the report's row set, is also added automatically, along with the date/time the report is printed, page numbers, and the current period. Other formatting which you control for simple reports includes indenting, line skipping between rows, underline characters (for subtotals and totals), and page breaks.

## **Defining Reports**

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Defining a simple FSG report is quite easy once you've defined your rows and row set. You only have to give the report definition a name and optional description, then assign your row set and a standard column set to it.

That's all there is to it. Once defined, you can generate the report at any time by telling FSG to run it.

## See Also

- Report Building Concepts: page 4 – 5
- Special Format Reports: page 4 – 10
- Report Distribution: page 4 – 20
- Other FSG Features: page 4 – 23
- Overview of the Financial Statement Generator: page 4 – 3
- Using Financial Statement Generator: page 4 – 25
- Applications Desktop Integrator Report Wizard  
(*Oracle Applications Desktop Integrator User's Guide*)
- Defining Row Sets: page 4 – 43
- Defining Column Sets: page 4 – 51
- Standard Column Sets: page 4 – 97
- Assigning Accounts to a Report: page 4 – 46
- Row Set Display Types: page 4 – 95
- Defining Financial Reports: page 4 – 72

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## Special Format Reports

FSG lets you add special formatting to your reports and create custom reports which meet specific business needs. You do this by taking a simple report and adding other report definitions and report objects. For example, you can define your own column sets instead of using the standard column sets.

### Column Set Builder

---

To simplify defining column sets, FSG provides the Column Set Builder—a graphical tool for building report layouts.

Figure 4 – 2

## Column Set Builder Window

The screenshot shows the 'Column Set Builder (Vision Operations)' window. It features a grid for defining columns and a visual layout below. The grid has the following data:

Sequence	10	20	30	40
Name	{Column 1 ***** }	{Column 2 ***** }	{Column 3 ***** }	{Column 4 ***** }
Amount Type	{PTD-Actual ***** }	{PTD-Actual ***** }	{PTD-Actual ***** }	{PTD-Actual ***** }
Offset	0	1	2	3
Left Margin	25			
Width	15	15	15	15
Heading	Title 1	Title 2	Title 3	Title 4
Format Mask	99,999,999.99	99,999,999.99	99,999,999.99	99,999,999.99

Below the grid is a visual layout showing the columns with their respective widths and headings. The layout includes a scale at the top with markers at 30, 40, 50, 60, 70, and 80. The columns are labeled 'Title 1' through 'Title 4' and have format masks like '&POI0' through '&POI+3'. Buttons at the bottom include 'More Column Options...', 'OK', 'Apply', 'Evert', and 'Cancel'.

The Column Set Builder displays column definitions graphically, which makes it easier to lay out your reports, and gives you a good idea of how a report will look after FSG runs it.

There are two main areas to the Column Set Builder window. The top half is used to define each column, and the bottom half is used to create custom headings and enter format masks for each column definition.

### Column Definition Area

For each column definition, you enter four pieces of information; Sequence number, Name, Amount Type, and Period Offset. Unlike row sequence numbers, column sequence numbers do not control the order FSG displays report columns. Columns are displayed on your reports in exactly the order they appear in the Column Set Builder window. You refer to a column's sequence number when you define calculations in another column (more on this later).

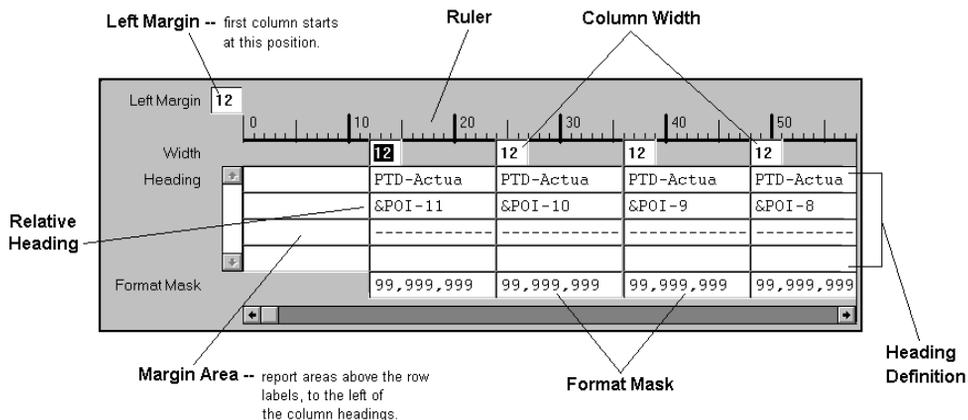
Recall that most columns are defined using an amount type. General Ledger provides numerous amount types, which define a period type and balance type. For example, the amount type *QTD-Actual* specifies a quarterly period type and actual balances. The amount type *YTD-Encumbrance* specifies a yearly period type and encumbrance balances.

FSG uses the Period Offset to determine which specific periods' balances to include on a report. Period offsets are specified relative to the period you specify when you request that FSG run a report. For example, if you want a report of monthly cash balances for January, 1996 through

December, 1996, the period-of-interest is DEC-1996. If one of your column definitions has a period offset of -6, FSG will display the cash balances for June, 1996 in that column.

Figure 4 - 3

### Column Set Builder, Headings Area



Other than format masks and relative headings, which are explained in separate sections, the most important thing to note about creating column headings is the positioning of columns across the report. Two factors control this:

**Left Margin:** This is the starting position of the leftmost column, to reserve space for FSG to print your report's row labels.

**Column Width:** Each column has a specific number of print positions defined, known as the column width. The width must be large enough to hold all printable characters, including currency symbols, decimal points, and number separators.

### Format Masks

A format mask defines how numbers are displayed in your reports. You can specify numbers, decimal places, currency symbols, and other display characters. For example, if you use a format mask of \$99,999,999, FSG will display the number 4234941 as \$4,234,941.

**Note:** To use all of the available formatting options, additional set up steps may be required in General Ledger.

The most important thing to remember when using format masks is to make sure you include enough space in your column definition to print

all the numbers and special characters allowed by the format mask you use.

## **Column Headings**

---

Headings can include any alphabetic or numeric characters. They may also include special characters, except for the ampersand symbol (&). FSG also provides a default heading option, which you can use as is or modify to build a custom heading.

## **Relative Headings**

---

You use FSG's Relative Headings feature to define dynamic headings whose content changes depending on some value you provide when you request the report.

You define relative headings by combining:

- **An ampersand (&)** — Identifies the following token and number as a relative heading.
- **A token** — Representing period of interest (POI), budget (BUDGET), encumbrance (ENCUMBRANCE), or currency (CURRENCY). The most often used token is POI.
- **A number** — For POI relative headings, the number is a period offset. For budgets, encumbrances, and currencies, the number is an associated control value.

**Note:** The number is expressed as a positive or negative value. For negative values, the minus sign (-) is required. For positive values, the plus sign (+) is optional.

For example, &POI-10 indicates the tenth period before the period of interest. &POI+6 or &POI6 indicates the sixth period following the period of interest. POI0 is the period of interest.

For another example, look at Figure 4 – 3 again, the Column Set Builder Headings Area. The example column set produces a rolling monthly report. In other words, the report has twelve columns representing monthly actual balances. The twelfth monthly column is defined to display values for the period of interest. The first monthly column is defined to display values for the period which is eleven months before the period of interest.

For illustration purposes, the following table shows how the first and twelfth columns are defined and how the related report columns will be displayed. Note that the column definitions for &POI-10 through &POI-1 are not shown.

**Period of interest:** December 1996

	First Monthly Column	Twelfth Monthly Column
<b>Amount Type</b>	PTD-Actual	PTD-Actual
<b>Period Offset</b>	-11	0
<b>Heading line 1</b>	PTD-Actual	PTD-Actual
<b>Heading line 2</b>	&POI-11	&POI0
<b>Heading line 3</b>	_____	_____
<b>Report Column Heading Display</b>	PTD-Actual JAN-96 -----	PTD-Actual DEC-96 -----

**Table 4 – 2 Example Relative Headings (Page 1 of 1)**

Using relative headings with period offsets is a great way to create generic column sets which can be used with numerous FSG report definitions.

### **Calculations**

You can create a row or column definition to calculate values which are then displayed on your report. This is especially useful for adding subtotals, totals, variances, and percentages to your reports. You can also create non–displayed rows or columns to hold the results of intermediate calculations, that are used in other calculations.

As with client–based spreadsheet programs, you can use other rows or columns in your calculations. For example, you can define a calculated row which adds a range of other rows to arrive at a subtotal. Or, you can define a calculated column which subtracts one column from another to yield a variance column.

FSG provides a wide range of operators you can use in calculations, including functional operators such as Average, Median, and StdDev (standard deviation), Absolute Value, and, of course, your computations can include constant values.

## Row and Column Conflicts

Calculations are one example of where a row definition and a column definition might conflict. For example, consider the following report:

Figure 4 – 4

### Row and Column Conflicts

US GLOBAL OPERATIONS  
YEAR-TO-DATE SALES REPORT  
Current Period: JUN-96

Date: JUL-16-1996 10:45:05  
Page: 1

Currency: USD  
No specific Company requested

	1ST QTR	2ND QTR	VARIANCE	PERCENT CHANGE
Central Region	\$ 6,624	\$ 8,562	\$ 1,938	29.257%
Eastern Region	9,365	8,235	(1,130)	(12.066)%
Western Region	15,875	12,356	(4,519)	(22.167)%
Southern Region	5,234	4,953	(281)	(5.369)%
Northern Region	12,452	16,524	4,072	32.702%
	49,550	50,630	1,080	2.180%

These five cells need a column calculation defined to subtract the 1st qtr column from the 2nd qtr column. The calculation will apply to the entire column.

These five cells need a column calculation defined, to divide the variance column by the 1st qtr column. The calculation will apply to the entire column.

These two cells need a row calculation defined, to add the five rows above. The calculation will apply across the entire row.

The row calculation conflicts with the column calculation. However, both will yield the same result, so no action is necessary.

The row calculation (total) conflicts with the column calculation (division), and the calculations will yield different results. You must specify which calculation takes precedence. In this case, the column calculation should override the row calculation.

When there are conflicting calculations in a report, FSG will use the column calculation instead of the row calculation, unless you tell FSG (in the row definition) to override any conflicting column calculations.

There are other situations besides calculations where row and column definitions might conflict, such as format masks, period offsets, and amount types. FSG follows a set of precedence rules for all such row/column conflicts. For more information, see Row and Column Overrides: page 4 – 113.

## Row and Column Names

When creating a calculation row which uses another row in the calculation, you refer to the row by its assigned Sequence Number. Optionally, you may give the row a Row Name when you define it, then refer to the name when building a calculation. The same rules apply to columns.

If you use the optional row and column names, the names will appear in other FSG windows, making it easier to remember what those rows or columns represent. Also note that if you use row and column names in your calculations, the names must be unique within the row set or column set. If not, your calculations may yield incorrect results.

## Row Orders

---

There are three key things which you can do in your reports, using FSG's Row Orders feature:

- **Display account segment values and their descriptions.** There is a Display option on the Row Order window where you can tell FSG to display the value, description, or both for your account segments. So, instead of 01.200.1000, you can have FSG display 01 ABC Company. 200 Headquarters. 1000 Cash. Optionally, you can display the description or account segment value by itself.
- **Change the account segment order.** There may be times when you want to change the order in which your account segments print. For example, your natural account might be defined as the third segment, but you want it to print first.
- **Sort detail rows based on values in a column.** You can tell FSG to sort your report's detail rows based on the values in one of your columns. For example, let's say you've built a sales report which displays current month sales figures for each of your 150 sales offices. If you want to sort this report from highest to lowest sales amount, you simply define a Row Order to tell FSG to sort the sales column in descending order.

**Note:** A row order can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

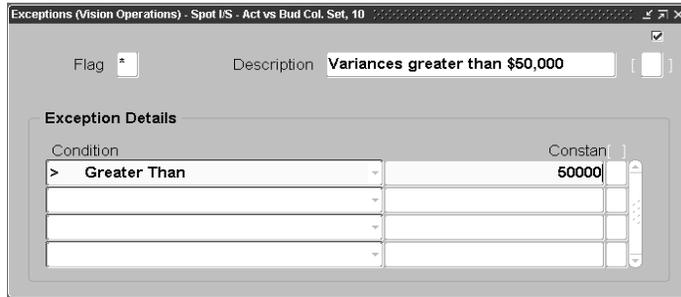
## Exception Reports

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Exception reports are very easy to build in FSG. When you define a column set, you can also define exception conditions for any or all of

your column definitions. FSG will apply these exception conditions to any report which uses the column set.

For example, assume you're building a variance report and you want to flag any variance amount which exceeds \$50,000. In the variance amount column definition you simply create an exception condition which tells FSG, "if the amount in this column is greater than 50000, print an asterisk character." Here's the related Exceptions window:



Exceptions (Vision Operations) - Spot I/S - Act vs Bud Col. Set, 10

Flag \* Description Variances greater than \$50,000

Exception Details

Condition	Constant
> Greater Than	50000

## Display Options

FSG provides a number of additional display options you can apply to the rows and columns in your reports. These include:

- **Display or don't display a row or column:** You can define rows or columns which are not displayed on a report. You might use such rows or columns to perform intermediate calculations which you don't want on the report itself, but which are needed to build the values you do want.
- **Display or don't display when balance is zero:** You can choose to suppress the display of rows and columns whose balance is zero.
- **Change sign:** General Ledger stores debits as positive numbers and credits as negative numbers. FSG will print such values with their respective signs. You can choose to change the sign, printing debits with negative signs and credits with positive signs. For example, to print revenue (credit) amounts on an income statement so they appear without negative signs, set the Change Sign option for any rows or columns which use revenue accounts in an account assignment range.



**Suggestion:** If you want FSG to suppress the display of positive signs, set the profile option Currency:Positive Format.



**Suggestion:** You can also use the Absolute Value function to control the display of negative numbers. See: Defining Report Calculations: page 4 – 48.

- **Display factors:** You can select to display amounts on your report at different precision levels, or factors, such as units, thousands, or millions. FSG will perform the appropriate rounding to arrive at the factor you've chosen.
- **Level of detail reporting:** This feature lets you indicate the level of detail so you can screen out excessively detailed information when you run reports for a high-level audience. Level of detail is indicated for each row and column, as well as for a report. When the report prints, FSG will display only those rows and columns whose level of detail are the same as or less than that of the report.

With this feature, you can use the same row set and column set definitions to define multiple versions of the same report, to serve different levels of your organization.

## Rounding Options

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You control how FSG performs any rounding which results from calculations you've defined for your report's columns or rows. In some cases you will want FSG to perform the calculations before any rounding is done. Other times, you may want the rounding to be done before the calculations are made. FSG lets you control this when you define your reports.

**Note:** The rounding option can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

## Override Segments

---

You use the override segments feature to produce "breakdown" reports. For example, let's say that you've defined a report which produces a corporate income statement. Now you want to create a breakdown version of the same report which shows income statement line items for each department, one report column per department. Department is one of your account segments, and can have one of five values (01 = Sales, 02 = Manufacturing, 03 = Finance, 04 = Administration, 05 = Corporate).

The original report definition uses a row set named Income Statement and a column set named Corporate YTD-Actual. To produce the

breakdown report, you need to define a new column set with the following properties:

- Uses the Department segment as an "override segment."
- Includes one column definition for each department.
- Specifies, for each column definition, the department segment value as its override value. For example, the first column would be defined with an override value of 01, for the Sales department.
- (Optional) Define a column to total all the departments.

When you are done, your column set definition might look like this:

**Column Set Name:** Department Breakdown

	Sales Column	Mfg. Column	Finance Column	Admin. Column	Corp. Column
<b>Sequence</b>	10	20	30	40	50
<b>Amount Type</b>	YTD-Actual	YTD-Actual	YTD-Actual	YTD-Actual	YTD-Actual
<b>Width</b>	12	12	12	12	12
<b>Factor</b>	Units	Units	Units	Units	Units
<b>Format Mask</b>	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
<b>Override Value</b>	01	02	03	04	05
<b>Column Heading</b>	Sales	Manufact.	Finance	Admin.	Corporate

Table 4 – 3 Example Column Set Definition Using Segment Overrides (Page 1 of 1)

Now you need only create a new report definition using row set Income Statement and column set Department Breakdown. At this point, you will have two defined reports which produce different versions of the same report.

**See Also**

Report Building Concepts: page 4 – 5

Simple Reports: page 4 – 5

Report Distribution: page 4 – 20

Other FSG Features: page 4 – 23

Overview of the Financial Statement Generator: page 4 – 3

Using Financial Statement Generator: page 4 – 25

Applications Desktop Integrator Report Wizard  
(*Oracle Applications Desktop Integrator User's Guide*)

Using the Column Set Builder: page 4 – 56

Amount Types: page 4 – 99

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Defining Report Calculations: page 4 – 48

Row and Column Overrides: page 4 – 113

Defining Row Orders: page 4 – 64

Defining Column Exceptions: page 4 – 61

Display Options: page 4 – 109

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## Report Distribution

After you've created report-building objects and defined various reports, you can use FSG's optional report distribution features to control report production and distribution. With these features you can:

- Produce special report variations, such as separate reports for each value of an account segment or for different account ranges.
- Produce multiple reports in a specified order, from one report definition.
- Produce "breakdown" reports where the segment breakdowns are on separate reports rather than on the same report (as with the segment override feature).
- Produce report variations which omit sensitive organization information.
- Create report "sets" by grouping multiple report definitions, to run multiple reports by requesting one report set.
- Schedule reports for automatic production.
- Download reports into spreadsheet programs, for subsequent editing, formatting, and printing.

## Content Sets

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By assigning a content set to a report request, you can generate hundreds of similar reports in a single run. The content set controls how the numerous reports differ from each other. For example, assume your organization has 50 departments and that Department is one of your account segments. Also assume that you already have an FSG report for travel expenses, which you run weekly. By using a content set with your existing report definition, you can print a travel expense report for each department, in one report request. You can then distribute the reports to the 50 department managers for review purposes.

Content sets are similar to row sets and actually work their magic by overriding the row set definition of an existing report. The subtle report variations discussed in the previous paragraph are achieved by the content set altering the row set account assignments and/or display options.

**Note:** A content set can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

## Display Sets and Display Groups

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With display sets and groups you can produce report variations which omit sensitive information or which include information normally not included in a report. To do this, you simply tell FSG which rows or columns should or should not be displayed.

Recall from the section on Special Format Reports, that when you define a row or column, you tell FSG whether to display that row or column. This is available because you might want to hide rows or columns which hold intermediate calculations or whose definition will produce sensitive organization data on the report. With a display set you can easily reverse these definitions when you need to print a special report.

**Note:** If you define a column as hidden, you cannot subsequently display it with a display set.

For example, suppose you've defined a payroll expense report that includes a row definition for executive salary detail. Under normal distribution conditions, you don't want this information printed on the payroll expense report, so you defined it as a "don't display" row.

However, once per quarter you need to give the Senior V.P. of Finance a payroll expense report which does include this detail executive payroll information. To accomplish this, you define a display set and display group which tells FSG to print the executive salary detail row.

Every quarter you simply process the Payroll Expense Report, but add the Show Exec Salaries display set to it before you submit the request.

**Note:** A display set can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

## Report Sets

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You will probably want to run many reports at the same time, perhaps in a specific sequential order. With FSG you define a report set to accomplish this. The report set definition includes a name and description, the name of each report to include in the set, and a sequence number for each report. Once you've defined a report set, you can run all of the related reports with a single request.

## Scheduling Reports

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General Ledger includes a program named Run Financial Statement Generator which you can use to run your FSG reports. The primary advantage to running FSG reports this way (rather than using the Run Financial Reports window) is that you can schedule reports to run on specific dates and at specific times. You can also specify how often you want the report requests submitted. Once you set up scheduled report runs, the related reports will be processed automatically, without any further work on your part.

## See Also

Report Building Concepts: page 4 – 5

Simple Reports: page 4 – 5

Special Format Reports: page 4 – 10

Other FSG Features: page 4 – 23

Overview of the Financial Statement Generator: page 4 – 3

Using Financial Statement Generator: page 4 – 25

Applications Desktop Integrator Report Wizard  
(*Oracle Applications Desktop Integrator User's Guide*)

Defining Content Sets: page 4 – 62

Defining Display Sets: page 4 – 68

Defining Display Groups: page 4 – 69

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## Other FSG Features

### **Ad Hoc Reports**

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With FSG you can create ad hoc reports to meet special reporting needs where you don't want to create a permanent report definition. For example, you might get a request from your organization's Controller to produce a one-time analysis report of travel-related expenses. When the ad hoc report is complete, you want to delete it.

From the Run Financial Reports window, you select the option to Define Ad Hoc Report. You then specify the row set and column set you want to use to build the report. Optionally, you may need to define a new row set or column set first. When defining the ad hoc report, you can also use any of the other available report objects, such as content sets, display sets, and row orders.

You run the ad hoc report the same way you run any other FSG report. You can even rerun the report later, as long as you have not yet deleted it. Once you are finished with an ad hoc report, you should delete it using the Delete Ad-Hoc Report program in FSG.

### **Copying Report Objects**

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Often, the only thing you need to do to build a new report is copy a row set and column set, make a few minor edits, then define the new report. For this reason, FSG includes a feature called AutoCopy. With AutoCopy, you can copy row and column sets, reports and report sets, row orders, and content sets.

### **Downloading to Spreadsheets**

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If you want to download a report into a spreadsheet program, FSG provides the option to produce your output as a tab-delimited file. Such files are easily imported into a spreadsheet, where you can do additional customizing, analyze the financial information in the report, produce financial graphs, or upload the report information to some other tool.

Alternatively, you can use the Oracle Applications Desktop Integrator's Report Wizard to view your reports, which is particularly useful if you also use Report Wizard to build your report definitions.

## See Also

Report Building Concepts: page 4 – 5

Simple Reports: page 4 – 5

Special Format Reports: page 4 – 10

Report Distribution: page 4 – 20

Overview of the Financial Statement Generator: page 4 – 3

Using Financial Statement Generator: page 4 – 25

Applications Desktop Integrator Report Wizard  
(*Oracle Applications Desktop Integrator User's Guide*)

Defining Ad Hoc Reports: page 4 – 89

Copying Report Objects: page 4 – 71

Downloading Financial Reports: page 4 – 92

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# Tips and Techniques for Using FSG

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## Using Financial Statement Generator

The diagram in Figure 4 – 5, as well as the steps below, describe the FSG report building process. Please note that many of the steps are optional. The simplest reports require only steps 2 and 5 to define the report and steps 6 and 7 to run it. As your report requirements become more complicated, you will also need to perform many of the optional steps.

### **The Financial Statement Generator Report Building Process**

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1. Before you define a report in Financial Statement Generator, draft it on paper. This will help you plan your report's format and content and save you time later.
2. Define row sets that specify the format and content of your report rows. Typical row sets include line items, accounts, and calculation rows for totals.

See: Defining Row Sets: page 4 – 43.

3. Define column sets that specify the format and content of your report columns. Typical column sets include headings, currency assignments, amount types, and calculation columns for totals.

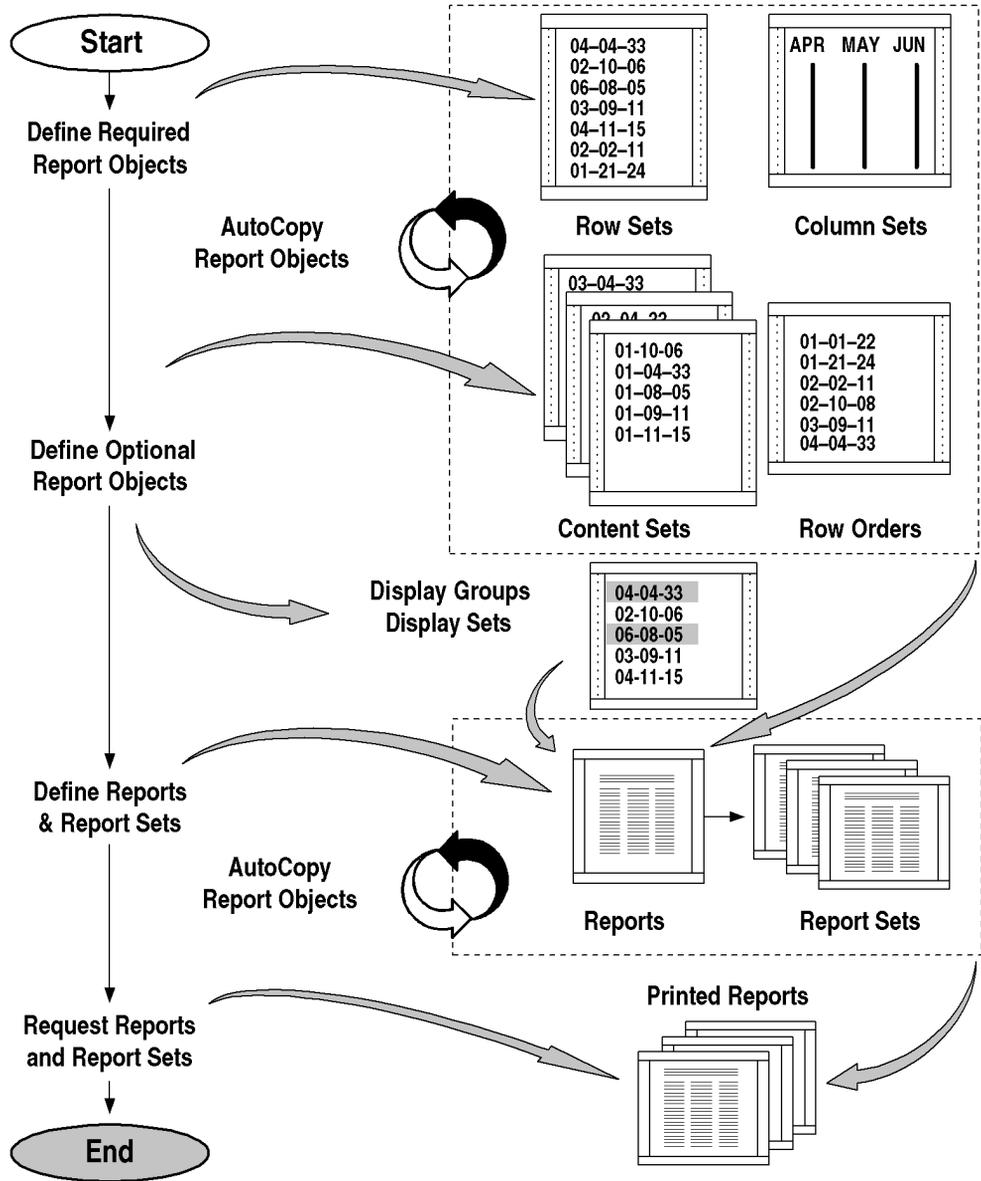
See: Defining Column Sets: page 4 – 51.

You can also define column sets graphically using the Column Set Builder.

See: Using the Column Set Builder: page 4 – 56.

4. Define any optional report objects you need for special format reports or report distribution.

FSG Report Building Process



5. Define financial reports by combining report objects.

If you frequently run many reports at the same time, define report sets to group those reports.

See: Defining Report Sets: page 4 – 77.

6. Assign the Run Financial Statement Generator program to the report security group for your responsibility. You can then run predefined FSG reports from the Submit Requests form, enabling you to schedule FSG reports to run automatically. You can also combine FSG and standard reports in request sets.

See: Running FSG Reports from Standard Request Submission: page 4 – 86.

7. Run reports and report sets, including ad hoc and predefined reports.

See: Running Financial Reports: page 4 – 84.

**Note:** You can copy report objects to quickly create new row sets, and column sets from existing report objects. You can also copy reports and report sets that you have defined. You can also copy report objects from one General Ledger database to another.

See: Copying Report Objects: page 4 – 71.

See: Copying Report Objects from Another Database: page 4 – 78



**Suggestion:** We recommend that you run the General Ledger Optimizer program before you run your monthly reports. This will help your financial reporting processes run faster.

See: Running the Optimizer Program: page D – 4.

### **Optional Report Objects**

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1. Define content sets to override row set segment values and display options, and to define the order for printing multiple reports.

See: Defining Content Sets: page 4 – 62.

2. Define row orders to modify the order of detail rows in a report. Rank rows in ascending or descending order based on the amount in a particular column and/or by sorting segments by description or value.

See: Defining Row Orders: page 4 – 64.

3. Define display sets to control the display of ranges of rows and/or columns in a report. To use display sets you must also define

display groups to identify the ranges of rows and/or columns whose display you want to control.

See: Defining Display Sets: page 4 – 68 and Defining Display Groups: page 4 – 69.

**Note:** You can copy report objects to quickly create new content sets, display sets, and row orders from existing report objects.

See: Copying Report Objects: page 4 – 71.

## See Also

Overview of the Financial Statement Generator: page 4 – 3

Suggestions for Specific Financial Reports: page 4 – 29

Tips for Designing FSG Reports: page 4 – 38

Frequently Asked Questions About FSG: page 4 – 40

FSG Tasks: page 4 – 43

FSG Reference: page 4 – 93

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## Suggestions for Specific Financial Reports

Your reporting needs depend on a number of factors, including your type of business, your business size, your organizational structure, and management preferences. Here are some suggestions for financial reports that apply to most organizations. You may want to define these same report formats for your own organization. You may also want to define custom reports which are specific to your organization or the industry in which you operate.

### Income Statements

---

Income statements present the results of operation for an organization for specific periods of time. Income statements report revenues, expenses, net income, and earnings per share.

The most common income statement formats are:

- **Current year** — presents results of operation for the current year only.
- **Comparative time periods** — presents results of operation for two specific periods, usually quarters or years, in side-by-side columns. The report may also include one or two additional columns representing the dollar and/or percentage change from one period to another.
- **Comparative amounts** — presents actual results of operation compared to some other measure, such as budgeted revenues and expenses. The report may also include variance and variance percentage in separate columns.
- **Rolling** — presents results of operation for consecutive periods of time. For example, you might want a ten year rolling, eight quarter rolling, or twelve month rolling income statement. The key elements of any rolling report are that the time periods are the same (years, quarters, or months) and they are consecutive.

Income Statement Type	Report Definition Considerations
<b>Current Year</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>Define account assignments to group related revenue and expense accounts.</li> <li>Define calculations for subtotals and totals. Optionally, use display options for totalling account ranges.</li> <li>Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</li> <li>Use the change sign feature for revenue accounts, so credit amounts print without negative formatting.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>Define a custom column set using the amount type YTD-Actual.</li> </ul>
<b>Comparative Time Periods</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>Use the same row set used for Current Year income statement.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>Use a standard column set – choose from Monthly Comparative YTD; Quarterly Comparative YTD; or Annual Comparative QTD, YTD. Optionally, define a custom column set.</li> </ul>
<b>Comparative Amounts</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>Use the same row set used for Current Year income statement.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>Use a standard column set – choose from PTD Variance; QTD Variance; or PTD, QTD, YTD Variance. Optionally, define a custom column set.</li> </ul>
<b>Rolling</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>Use the same row set used for Current Year income statement.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>Use a standard column set – choose from Rolling Monthly or Rolling Quarterly. Optionally, define a custom column set.</li> <li>Use period offsets and relative headings to synchronize columns with reporting periods.</li> </ul>

**Table 4 – 4 (Page 1 of 1)**

**Report Definition Considerations for all Income Statements:**

- Use the level of detail feature to produce report variations for different levels of your organization. For example, use the Controller level of detail to create income statements for your executives.
- Use content sets to generate departmental income statements. You can also use content sets to create breakdown income statements for other account segments, such as cost centers, regions, and products.

- For consolidated income statements, perform your consolidation activities first, then run your report using the parent set of books (or parent company segment value).

See: Accounting for Multiple Companies Using a Single Set of Books: page 5 – 2

## Balance Sheets

Balance sheets present the financial position of an organization at a specific point in time, usually the end of a period, such as month-end, quarter-end, or year-end. Balance sheets report assets, liabilities, and owners' equity.

The most common balance sheet formats are:

- **Current year** — presents financial position for the current year only.
- **Comparative time periods** — presents financial position for two specific periods, usually quarters or years, in side-by-side columns. The report may also include one or two additional columns representing the dollar and/or percentage change from one period to another.
- **Rolling** — presents financial position for consecutive periods of time. For example, you might want a ten year rolling, eight quarter rolling, or twelve month rolling balance sheet.

Balance Sheet Type	Report Definition Considerations
Current Year	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>• Define account assignments to group related asset, liability, and equity accounts.</li> <li>• Define calculations for subtotals and totals. Optionally, use display options for totalling account ranges.</li> <li>• Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</li> <li>• Use the change sign feature for liability and equity accounts, so credit amounts print without negative formatting.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>• Use the same custom column set you defined for current year income statement. Optionally, define a new custom column set (using the amount type YTD-Actual) if you need different formatting options.</li> </ul>

Table 4 – 5 (Page 1 of 2)

Balance Sheet Type	Report Definition Considerations
<b>Comparative Time Periods</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>• Use the same row set you defined for the current year balance sheet.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>• Use a standard column set – choose from Monthly Comparative YTD; Quarterly Comparative YTD; or Annual Comparative QTD, YTD. Optionally, define a custom column set.</li> </ul>
<b>Rolling</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>• Use the same row set you defined for the current year balance sheet.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>• Use a standard column set – choose from Rolling Monthly or Rolling Quarterly. Optionally, define a custom column set.</li> <li>• Use period offsets and relative headings to synchronize columns with reporting periods.</li> </ul>

Table 4 – 5 (Page 2 of 2)

### Report Definition Considerations for all Balance Sheets:

- Use the level of detail feature to produce report variations for different levels of your organization. For example, use the Financial Analyst level of detail to create detailed balance sheets for your internal auditors.
- Use content sets to generate departmental balance sheets. You can also use content sets to create breakdown balance sheets for other account segments, such as cost centers, regions, and products.
- For consolidated balance sheets, perform your consolidation activities first, then run your report using the parent set of books (or parent company segment value).

### Statement of Changes in Financial Position

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A statement of changes in financial position analyzes changes in an organization’s financial position between two specific points in time. Essentially, the statement explains why an organization’s balance sheet has changed from one point in time to another.

There are two different types of statements of changes:

- **Accrual basis** — identifies the sources and uses of funds. Sources of funds include such things as net income, increases in debt, reductions of assets. Uses include such things as debt retirements and depreciation.

- **Cash basis** — identifies the sources and uses of cash. Sources include such things as collections of receivables and sales of assets. Uses include such things as payments on accounts payables, debt retirement, and acquisition of fixed assets.

Either of these statements of changes might be prepared for the current year or for comparative time periods.

Statement of Changes Type	Report Definition Considerations
<b>Accrual Basis</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>• Define account assignments for sources of funds. Use DR (debit) and CR (credit) activity types as needed. Apply appropriate accrual accounting rules when grouping accounts and determining what activity types to include.</li> <li>• Use non–displayed row definitions for intermediate calculations.</li> <li>• Define calculations for subtotals and totals.</li> <li>• Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</li> <li>• Use the change sign feature for accounts with credit amounts.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>• Depending on your reporting needs, use one of the custom column sets you used for current year and comparative time period balance sheets.</li> </ul>
<b>Cash Basis</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>• Define account assignment ranges for sources of cash. Use DR (debit) and CR (credit) activity types as needed. Apply appropriate cash accounting rules when grouping accounts and determining what activity types to include.</li> <li>• Use non–displayed row definitions for intermediate calculations.</li> <li>• Define calculations for subtotals and totals.</li> <li>• Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</li> <li>• Use the change sign feature for accounts with credit amounts.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>• Depending on your reporting needs, use one of the custom column sets you used for current year and comparative time period balance sheets.</li> </ul>

Table 4 – 6 (Page 1 of 1)

**Report Definition Considerations for all Statements of Changes:**

- Use the level of detail feature to produce report variations for different levels of your organization.
- Use content sets to generate departmental statements of changes. You can also use content sets to create breakdown statements of changes for other account segments, such as cost centers, regions, and products.

- For consolidated statements of changes in financial position, perform your consolidation activities first, then run your report using the parent set of books (or parent company segment value).

## Consolidating Reports

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Consolidating reports present financial statement information for each company in your consolidated entity in side-by-side columns, together with the consolidated total.

A consolidating report can be prepared for virtually any type of financial report, but is most often used for income statements, balance sheets, and statements of changes in financial position.

Consolidating Report Type	Report Definition Considerations
<b>Income Statement</b> <i>and</i> <b>Balance Sheet</b> <i>and</i> <b>Statement of Changes</b>	<i>Row Set:</i> <ul style="list-style-type: none"> <li>• Use the row set created for your standard income statement, balance sheet, or statement of changes.</li> </ul> <i>Column Set:</i> <ul style="list-style-type: none"> <li>• Define a custom column set using segment overrides, so each column displays only one company. You can use this same column set for all consolidating reports.</li> <li>• Define a column for intercompany eliminations.</li> <li>• Define a column for your consolidated total. Create a calculation to total your separate company columns and add/subtract the intercompany eliminations.</li> </ul>

Table 4-7 (Page 1 of 1)

### Report Definition Considerations for all Consolidation Reports:

- Perform your consolidation activities before running your report.

## Operational Reports

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Operational reports serve many different reporting needs. Here are some of the more common operational reports:

- **Sales analysis** — provide a more detailed look at and analysis of sales than is normally available from an income statement.
- **Expense detail** — provide a more detailed look at and analysis of expenses than is normally available from an income statement.
- **Budgetary** — facilitate the process of preparing budgets or monitoring budget performance.

- **Encumbrance** — report on encumbrance types, such as commitments and obligations.
- **Variance** — measure variations of actual financial results from anticipated or budgeted amounts.
- **Exception** — highlight unusual financial results, excessive variances, abnormal account balances, unexpected transaction volumes, etc. Exception reports are primarily used by managers for operational control of an organization.

Operational Report Type	Report Definition Considerations
<b>Sales Analysis</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>• Define account assignments for your sales accounts. Use the expand display option for the greatest detail.</li> <li>• Define calculations for subtotals and totals.</li> <li>• Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</li> <li>• Use the change sign feature for sales accounts, so credit amounts print without negative formatting.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>• Depending on your reporting needs, select an appropriate standard column set or existing custom column set. For example, use your current year income statement column set for a current year sales analysis. Use the Monthly Actual standard column set to produce a sales analysis report for each month in the current period. If needed, define a new custom column set.</li> </ul> <p><i>Other:</i></p> <ul style="list-style-type: none"> <li>• Use a content set to create sales analysis reports for each region.</li> <li>• Use a row order to rank sales in descending order by department within the regions defined by the content set.</li> </ul>
<b>Expense Detail</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>• Define account assignments for your expense accounts. Use the expand display option for the greatest detail.</li> <li>• Define calculations for subtotals and totals.</li> <li>• Use row set format options for indenting, line spacing and underscores (for subtotals and totals).</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>• Depending on your reporting needs, select an appropriate standard column set or existing custom column set. If needed, define a new custom column set.</li> </ul> <p><i>Other:</i></p> <ul style="list-style-type: none"> <li>• Use a content set to create expense detail reports for each cost center.</li> <li>• Use a row order to rank expenses in descending order by department within the cost centers defined by the content set.</li> </ul>

Table 4 – 8 (Page 1 of 3)

Operational Report Type		Report Definition Considerations
<b>Budgetary</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>Depending on your reporting needs, use an existing row set. For example, to generate a budgeted income statement, use the same row set used for your income statement. If needed, define a new row set.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>Choose from one of the standard column sets Monthly Budget or Quarterly Budget. You can also copy an existing column set then modify the amount types for each column definition to use one of the available budget types. Optionally, define a new custom column set.</li> <li>Use a control value to associate specific budgets with your column definitions.</li> </ul> <p><i>Other:</i></p> <ul style="list-style-type: none"> <li>In your report definition, associate budget names with the control values that are assigned to columns in your column set.</li> </ul>	
<b>Encumbrance</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>Depending on your reporting needs, use an existing row set. If needed, define a new row set.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>Copy an existing column set then modify the amount types for each column definition to use one of the available encumbrance types. Optionally, define a new custom column set.</li> <li>Use a control value to associate specific encumbrances with your column definitions.</li> </ul> <p><i>Other:</i></p> <ul style="list-style-type: none"> <li>In your report definition, associate encumbrance names with the control values that are assigned to columns in your column set.</li> </ul>	
<b>Variance</b>	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>Depending on your reporting needs, use an existing row set. If needed, define a new row set.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>Choose from one of the standard column sets PTD Variance; QTD Variance; or PTD, QTD, YTD Variance. You can also copy an existing column set then modify the amount types for each column definition to use one of the available variance types. Optionally, define a new custom column set, using a calculation column to compute the variance.</li> <li>If you define a new column set, use a control value to associate specific budgets with your column definitions. Control values for the standard column set are already defined.</li> </ul> <p><i>Other:</i></p> <ul style="list-style-type: none"> <li>In your report definition, associate budget names with the control values that are assigned to columns in your column set.</li> <li>If desired, use a row order to rank your variances in ascending or descending order.</li> </ul>	

Table 4 – 8 (Page 2 of 3)

Operational Report Type	Report Definition Considerations
Exception	<p><i>Row Set:</i></p> <ul style="list-style-type: none"> <li>• Select an existing row set.</li> </ul> <p><i>Column Set:</i></p> <ul style="list-style-type: none"> <li>• Select and modify an existing column set to include exception columns. Optionally, copy a standard column set and modify the copy.</li> <li>• Define the exception conditions.</li> </ul> <p><i>Other:</i></p> <ul style="list-style-type: none"> <li>• Use exception reporting features, as desired, on any of the financial reports previously discussed. For example, you can combine exception reporting with variance reporting to flag any unusual variance amounts.</li> </ul>

Table 4 – 8 (Page 3 of 3)

## See Also

Overview of Financial Statement Generator: page 4 – 3

Using Financial Statement Generator: page 4 – 25

Tips for Designing FSG Reports: page 4 – 38

Frequently Asked Questions About FSG: page 4 – 40

Copying Report Objects: page 4 – 71

Defining Financial Reports: page 4 – 72

See: Accounting for Multiple Companies Using a Single Set of Books: page 5 – 2

Overview of Consolidation: page 7 – 2

Overview of Encumbrance Accounting: page 12 – 2

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## Tips for Designing FSG Reports

You can define any of the financial reports we just discussed, regardless of your chart of accounts. The tips and techniques listed below will make it easier for you to plan and define your financial reports. The tips will also help you maximize FSG's flexibility and minimize your report maintenance activities.

**Draft reports on paper first.** Before you define a report in FSG, draft it on paper. This will help you plan the report's format and content, saving you time later.

**Define a logical chart of accounts.** You can significantly reduce report maintenance activities if you use account ranges and/or parent segment values in your row sets, column sets, and content sets.

For example, say one of your rows is total salary expense and you assigned it an account range of 5500 to 5599. If you add a new salary account segment within that range, the new account is automatically included in your reports.

**Define generic row sets.** You can minimize report maintenance by using generic row sets with the least number of options defined. For example, suppose you need to produce detail expense reports for all of your departments, but they all use different expense accounts. You can use one row set to generate all of these reports. When you define the row set:

- Include all, or most, of your expense accounts in the account assignments.
- Leave the Display Zero option unchecked for each account assignment. This ensures that accounts with zero balances won't appear on the report.

**Use existing column sets.** Before you define a new column set, review FSG's standard column sets and any custom column sets you've already defined to see if there is one that meets your reporting needs. You can use any existing column set as is, or make a copy then revise it.

We recommend two generic column sets that are particularly useful in managing any organization. One consists of multiple columns, defined to use actual amount types, for consecutive reporting periods (months, quarters, or years). Reports using this type of column set are very useful for determining and analyzing trends.

Another useful column set includes multiple columns defined with actual, budget, and variance amount types. Reports using this type of column set are useful for planning purposes, as well

as controlling your business. The standard column sets we provide with FSG include several versions of these two column set types.

**Use content sets.** Content sets are a powerful and useful FSG feature, which you can use to generate hundreds of similar reports in a single report run. For example, you can use a content set to generate 50 departmental reports from one master report definition. Content sets work their magic by overriding the row set definition of an existing report, by altering the account assignments and/or display options.

**Simplify row set and content set definitions.** Rather than defining extremely long row sets, take advantage of the Expand and Both display types:

- **EXPAND** — creates multiple lines from a single row definition. When defining a row, enter a range for an account segment and assign it a display type of Expand. FSG creates a row for each segment value in the range. If you enter a parent segment value for your range, FSG displays all child values for that parent.
- **BOTH** — creates both detail lines and a total from a single row definition.

**Use AutoCopy.** to copy any existing row set, column set, content set, row order, report, or report set. For example, you can:

- Copy a standard column set, then modify the copy rather than modifying the original. If you modify a standard column set directly, you can unknowingly change other reports that rely on the standard column set definitions.
- Copy an existing row set that is similar to what you need, then modify the copy, rather than build a new row set from scratch.

## See Also

Suggestions for Specific Financial Reports: page 4 – 29

Overview of Financial Statement Generator: page 4 – 3

Using Financial Statement Generator: page 4 – 25

Frequently Asked Questions About FSG: page 4 – 40

Copying Report Objects: page 4 – 71

Defining Financial Reports: page 4 – 72

Setting General Ledger Profile Options: page B – 2.

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## Frequently Asked Questions About FSG

This section includes the answers to many of the frequently asked questions about the Financial Statement Generator.

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**Question:** *Can I display account descriptions on my report in addition to the account segment values?*

Absolutely. You simply have to define a Row Order, then assign it to your report. In the Row Order, set the Account Display options of the account segments for which you want to print descriptions. Select Value and Description as your segment display method. Also, make sure that you set the printing Width so there is enough room to print both the segment value and description.

**Additional Information:** To print the description without the account segment values, select Description as your segment display method.

---

**Question:** *I've built a report which uses several row and column calculations. However, I'm not getting the results I expected. What might be causing this?*

There are several reasons why calculations might not yield the results you expect. Here are some areas to explore:

- Review your calculations to make sure the logic is correct.
- Make sure you used unique row and column names in your report. If you use the same name for two different rows or columns, FSG won't know which value to use.
- If you used sequence numbers in your calculations instead of row or column names, make sure you entered the correct sequence numbers in your formula.
- What rounding option did you use for the report? If you used Round Then Calculate, you might see some rounding errors in your results. This can usually be corrected by selecting the Calculate Then Round option and running your report again.

---

**Question:** *How do I print credit amounts on my report as positive instead of negative numbers?*

For the related row or column definition, check the Change Sign checkbox. Credit amounts for this row or column will now print as positive numbers. "Negative" credits will print as negative numbers.



**Warning:** Selecting this option will also make any debit amounts generated by this row or column print as negative values. Therefore, when using this feature, be attentive to the accounts which you assign to the row or column definition.

---

**Question:** *How do I suppress printing of "plus" signs for the numeric values in my report?*

Change the General Ledger profile option Currency:Positive Format. This option determines how General Ledger and FSG display positive numbers. For example, if your positive format profile option is currently +xxx, FSG will print a positive number with a plus sign in front of it. If you change the profile option to xxx, FSG will print the number without the plus sign.

---

**Question:** *Is there a way to suppress zero amounts on my report?*

You cannot suppress individual zero amounts in FSG. However, when all the values in a row or column are zero, you can have FSG suppress them all. To do this, make sure the Display Zero option is not checked on the appropriate Rows or Columns windows.

---

**Question:** *How do I review my reports online?*

Reports can be viewed online from the Concurrent Request Summary window. To view a report, first select it then choose Request Output from the Special menu. Your report will appear in a new window.

**Note:** This feature may not be available in your version of Oracle General Ledger. If it is available in your version, the feature must be enabled by your System Administrator before you can use it to view reports.

---

**Question:** *How do I download my FSG report to a file which I can then open in my PC's spreadsheet?*

First, make sure your report definition uses the Spreadsheet output option. Optionally, you can specify this option when you run the report. Second, after you run the report, view it online, as described above. While the report is displayed in the view window, select Copy File from the Special menu. You must then enter a path name and filename to store the output file. Once saved, you can open the file in your spreadsheet.

**Note:** This feature may not be available in your version of Oracle General Ledger.

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**Question:** *I'm having trouble getting a complicated report definition to work correctly. Are there any tools I can use to help find the problem?*

Yes. You can review the error message log files. If there is not enough detail in the log, you can increase it by changing the user profile option FSG:Message Detail.

See: Error Message Log Files: page 4 – 87

## **See Also**

Overview of Financial Statement Generator: page 4 – 3

Using Financial Statement Generator: page 4 – 25

Suggestions for Specific Financial Reports: page 4 – 29

Tips for Designing FSG Reports: page 4 – 38

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## FSG Tasks

This section discusses the various tasks you perform to define and generate financial reports with FSG.



**Suggestion:** If you are not familiar with the Financial Statement Generator, its report building concepts, and FSG terminology, we suggest you read *Overview of the Financial Statement Generator*: page 4 – 3 before you begin using the FSG tasks.

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### Defining Row Sets

A Row Set defines the format and content of the rows in an FSG report. In FSG, the commonly assumed attribute for a row definition is an account assignment, whereas the attribute for a column definition is a time period (amount type).

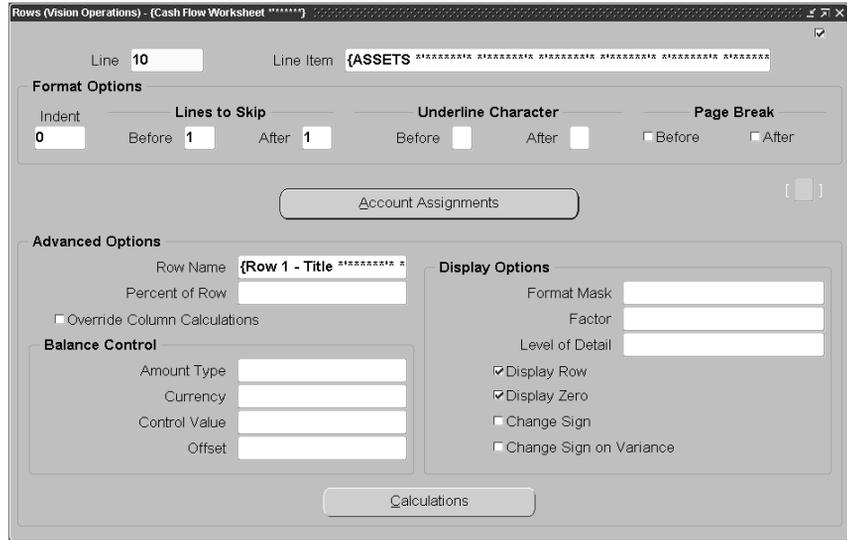
When you define a row set, you can:

- **Assign accounts** — to indicate which general ledger account balances you want to include in the row. You can assign an individual account or range of accounts to each row.

**Note:** If you have average balance processing enabled in your set of books, you can report on functional, foreign-entered, and translated average balances.

- **Define calculations** — to perform a variety of complex computations in your report. The calculations can refer to any previous rows in a report, including rows you choose not to display.
- **Specify formatting** — to control page breaks, indentation, line spacing, and underline characters.

You can define a new row set, or use FSG's AutoCopy feature to copy an existing row set, which you can then modify as needed.



► **To define a row set:**

1. Navigate to the Row Set window.
2. Enter a Name and Description for the row set. Do not use the ampersand (&) symbol in your Row Set name.
3. Choose Define Rows.
4. Enter a Line number for each row of the row set. The line number controls the order in which rows appear in a report. You also use the line number when creating a row calculation.
5. Enter a Line Item description for each row. This appears as the row label on any report you run using this row set.
6. (Optional) Enter the Format Options, Advanced Options, and Display Options for each row.

**Note:** If you want to create a report which reverses the commonly assumed attributes for row sets and column sets, you should also set your Balance Control Options for each row.

7. To have the row generate account balances on your report, choose Account Assignments to assign accounts to the row. To create a calculation row (for report totals and subtotals), choose Calculations.

**Note:** A row definition can have account assignments or calculations, but not both.

8. Define additional rows for the row set. (steps 4 through 7)
9. Save your work.

## **See Also**

Row Set Format Options: page 4 – 93

Row Set Advanced Options: page 4 – 107

Display Options: page 4 – 109

Defining Report Calculations: page 4 – 48

Defining Financial Reports: page 4 – 72

Copying Report Objects: page 4 – 71

Balance Control Options: page 4 – 105

Overview of Financial Statement Generator: page 4 – 3

## Assigning Accounts

Assign accounts to a row or column to print monetary or statistical account balances. You assign accounts by entering one or more account ranges.

Typically you assign accounts to rows. However, if you enter accounts for both rows and columns, FSG only reports on intersecting accounts.

**Note:** If you assign accounts to a row or column, you cannot define a calculation for that same row or column. You can do one or the other, but not both.

Sign	Accounts			Summary	Activity	Set of Books	[ ]
	Low	High	Display				
+	01-140-1460-	01-140-1460-	T-T-T-T	<input type="checkbox"/>	Net		
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

### ► To assign accounts to a row or column:

1. From the Rows or Columns window, choose Account Assignments.
2. Select a mathematical Sign (+ or -) to tell FSG whether to cumulatively add or subtract the balances for each account in the specified account range. To use this feature, each segment in the range must be defined with a display type of T (Total). See step 4 below.
3. Enter a range of accounts by specifying the Low and High accounts in the range.

**Additional Information:** To specify just one account rather than a range, enter the same account as the Low and High.

If you leave a segment blank, FSG will process all values for that segment.

4. Enter a Display type for each account segment.

**Note:** You must use a display type of T (Total) for each segment if you assign:

- Accounts to a column.
- Multiple account ranges to a row and you want to total them. See Display Types: page 4 – 95.

5. Check the Summary checkbox if you want to report only summary balances for the accounts in the specified range.  

**Note:** The profile option, FSG:Expand Parent Value, controls the expansion of parent values when requesting summary balances.
6. Select an Activity type (Dr, Cr or Net) to specify the types of balances to use for the accounts in each account range.  

For example, enter Dr or Cr if you want to define a cash flow report or a statement of changes in financial position. For these types of reports, you may need separate rows or columns for debit and credit amounts.
7. (Optional) For each account range being assigned, enter a Set of Books from which FSG will derive account balances. If you do not enter a value, FSG will use the current set of books.  

You can enter a different set of books for each account assignment if the sets of books share the same chart of accounts and calendar as your current set of books. When using different sets of books you should use Net as the Activity type.
8. Save your work.

## See Also

Row Set Display Types: page 4 – 95

Row and Column Overrides: page 4 – 113

Defining Row Sets: page 4 – 43

Overview of Financial Statement Generator: page 4 – 3

Setting General Ledger Profile Options: page B – 2

## Defining Report Calculations

You can define formulas to calculate row or column amounts. For example, you can define a row calculation which sums all of the rows above it in the report. Or, you can define a column calculation which calculates the difference between two previous columns.

**Note:** General Ledger stores credit balances as negative numbers and debit balances as positive numbers, so you should define your calculations accordingly. For example, if you want to calculate a gross margin row, add (rather than subtract) your cost of sales row to your sales row.

Use the Absolute Value function to display only positive numbers. You can apply the Absolute Value function to balances or calculation results regardless of the underlying debit or credit balance.

Seq	Operator	Constant	Low	High	Row Name
10	Enter	25	25	25	[ ]

**Note:** You can assign either accounts or calculations to a row or column set, but not both.

► **To define a calculation:**

1. From the Rows or Columns window, choose Calculations.
2. Enter a sequence number for each step of your calculation. This controls the order FSG follows when performing the mathematical operations required to complete the calculation.

For example, to calculate a derived row using the formula  $A(B+C)$ , enter sequence numbers to perform the addition first, then multiply the result by A:

Sequence	Operator	Operand
10	Enter	B
20	+	C
30	*	A

3. Enter the mathematical Operator for each step of your calculation. Valid operators for row or column calculations include:

+	Add
-	Subtract
*	Multiply
/	Divide
%	Percent
<b>ENTER</b>	Enter value
<b>MODE</b>	The mode of listed values
<b>AVERAGE</b>	The average of listed values
<b>MEDIAN</b>	The median of listed values
<b>STDDEV</b>	The standard deviation of listed values
<b>ABSTVAL</b>	The absolute value of listed values

**Note:** FSG calculation operators are based on EasyCalc — a General Ledger mathematical notation feature.

4. Enter a Constant, a range of sequence numbers, or the name of a row or column to use in each calculation step.
- **Constant** — Enter a number to use as a Constant value. For example, as part of an earnings-per-share calculation, you might enter the number of outstanding common shares as the constant by which you divide net income.
  - **Sequence Low and High** — Instead of a constant, you can enter the Low and High sequence numbers corresponding to the range of rows or columns to use in your calculation.

The Operator is applied to each row or column in the range. For example, if you use the + operator on a range of four rows, FSG will add all values encompassed by the four rows.

- **Row Name or Column Name** — Instead of a constant or a sequence range, you can enter the name of a specific row or column to use in a calculation.

For example, assume you have a report with three columns, representing actual, budget, and variance amounts. The first two columns are named Actual and Budget. When you define the calculation for the variance column you can instruct FSG to subtract the column named Actual from the column named Budget. The result, the variance from budget, will be displayed in the third column of your report.

**Note:** If you use row or column names in your calculations, make sure the names are unique within the row set or column set to which they belong.

5. Add as many steps as needed to complete the calculation.

## See Also

Entering Formulas with EasyCalc: page 1 – 65

Defining Row Sets: page 4 – 43

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## Defining Column Sets

A column set defines the format and content of the columns in an FSG report. In FSG, the commonly assumed attribute for a column definition is a time period (amount type), whereas the attribute for a row definition is an account assignment. Therefore, typical column sets include headings and subheadings, amount types, format masks, currency assignments, and calculation columns for totals.

When you define a column set, you can:

- **Specify account balance types** — to include in the column. For example, you can define a column with actual, budget, or encumbrance amounts.
- **Create Headings** — for your columns. You can also create relative headings, which change depending on the period of interest specified when you run the report.
- **Define calculations** — to perform a variety of complex computations in your report. The calculations can reference other columns in the report.
- **Specify formatting** — using format masks, which determine how numbers in your report are displayed.

You can define a new column set or use FSG's AutoCopy feature to copy an existing column set, which you can then edit as needed. You can also define column sets graphically, using the Column Set Builder.

► **To define a column set:**

1. Navigate to the Column Set window.
2. Enter a Name and Description for the column set.
3. (Optional) Enter an Override Segment.  
See: Override Segments: page 4 – 18.
4. Choose Define Columns.

The screenshot shows the 'Columns (Vision Services) - Annual Comparative' dialog box. It contains the following fields and options:

- Balance Control:** Amount Type (QTD-Actual), Currency, Control Value, Offset (12).
- Advanced Options:** Column Name (Prior Year Quarter ar), Description (Actual data for profo), Percent of Column, Override Value, and an 'Override Row Calculations' checkbox.
- Display Options:** Level of Detail (Financial Analyst), and checkboxes for Display Column, Display Zero, Change Sign, and Change Sign on Variance.
- Buttons:** Calculations, Account Assignments, and Exceptions.

5. Enter the starting Position for each column. This is the number of characters from the left edge of the page that marks where each column starts. Consider the following factors when determining the starting positions of your columns:

- *Total report width* —With FSG, you can create reports with unlimited columns. This allows you to download reports of any width to an Excel spreadsheet using Applications Desktop Integrator (ADI).

FSG prints reports in landscape mode, with up to 132, 180, or 255 characters per line, depending on the printers you have installed. Optionally, you can print reports in portrait mode (80 characters) by first setting the profile option FSG:Allow Portrait Print Style to Yes.

- *Number of columns in the column set.*
- *Width of each column* — determined by the format mask and expected size of numbers to be displayed in the column.
- *Starting position and width of previous columns.*
- *Currency profile options* — determine whether you are using thousands separators, as well as positive and negative number formats. If these options are enabled, you must provide enough space in your column width.
- *Margins.*
- *Overall appearance* — balance and uniformity of spacing.

**Additional Information:** Row line labels appear to the left of the first column in your report. Thus, you control the width of the row line items when you set the position of the first column in your column set.

6. Enter a unique Sequence number for each column. You can use the sequence number to define column calculations.

**Note:** The sequence number does not control the order of the columns on a report like it does for rows in a row set. Instead, column order is determined by the column starting positions.

7. Enter a Format Mask to control the display of values which FSG prints in the column. See: Format Masks: page 4 – 102.
8. Enter a Factor (Billions, Millions, Thousands, Units, or Percentiles) that determines how to display numeric values.

For example, if you use the factor Thousands with the format mask 99,999,999.99, the number 23,910 will appear as 23.91 on your report. If you use the factor Percentiles with the format mask 99.99, the number .1258 will appear as 12.58 on your report. To display amounts using no factor, choose Units.



**Suggestion:** If you assign a factor besides Units to each of your columns, put the factor name in the related column headings so you can easily identify the factors on your report.

9. (Optional) Enter the Balance Control options, Advanced Options, and Display Options for each column.

**Note:** If you want to create a report which reverses the commonly assumed attributes for row sets and column sets, leave the Balance Control options blank on this window and set them on the Rows window instead.

10. (Optional) To create a calculation column (for variances, percentages, totals and subtotals), choose Calculations. To assign accounts to the column, choose Account Assignments.

**Note:** A column definition can have calculations or account assignments, but not both.

11. (Optional) To create an exception report, choose Exceptions.
12. Define additional columns for the column set (steps 5 through 11).
13. Create the column headings. See: Creating Column Headings: page 4 – 59
14. Save your work.

## Report Width

FSG has no restrictions on report width. You can create a large report and use ADI to download the report to an Excel spreadsheet.

FSG uses rules to determine page width and print style depending on the width of your report. Keep these rules in mind as you create column sets which affect the overall width of your reports.

### Page Width Rules

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FSG sets the width of your report based on:

- the starting position of the last column + the width of the last column **Or**
- the width of the column set header

If the width of the report is less than or equal to 255 characters, FSG will match your report width to one of the pre-defined categories below.

- 80 characters wide
- 132 characters wide
- 180 characters wide
- 255 characters wide

If the width of the report exceeds 255 characters, the report width will be set to the widest of the above two factors.

### Print Style Rules

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If the width of your report is less than 255 characters, FSG will follow the rules below to determine print style.

- Portrait – less than 80 characters wide
- Landscape – 81 to 132 characters wide
- Landwide – 133 to 180 characters wide
- SpaceLabs – 181 to 255 characters wide

## See Also

Balance Control Options: page 4 – 105

Column Set Advanced Options: page 4 – 108

Display Options: page 4 – 109  
Defining Report Calculations: page 4 – 48  
Assigning Accounts to a Report: page 4 – 46  
Defining Column Exceptions: page 4 – 61  
Creating Column Headings: page 4 – 59  
Standard Column Sets: page 4 – 97  
Copying Report Objects: page 4 – 71  
Overview of Average Balance Processing: page 13 – 1

## Using the Column Set Builder

With the Column Set Builder, you can define a column set by laying it out graphically. You can also modify existing column sets.

Column Set Builder is primarily a layout and design tool. It does not include all of the options available from the Columns window. As a result, you cannot assign accounts, calculations, or exceptions within the Column Set Builder. However, you can add these things from the Columns window after you've designed your column set with the Column Set Builder.

**Note:** If you define a non–displayed column from the Columns window, it will not be visible in the Column Set Builder.

Sequence	10	20	30
Name	Prior year quarter	Current quarter act	Quarterly variance
Amount Type	QTD-Actual	QTD-Actual	
Offset	-12	0	
Left Margin	10		
Width	13	13	13
Heading	Ending	Ending	
	&POI-12	&POI0	Variance
Format Mask	,999,999,999	,999,999,999	9,999,999.99

### ► To define a column set using Column Set Builder:

1. Navigate to the Column Set window.
2. Enter or query a column set.
3. Choose Build Column Set.
4. Enter a Sequence number, and optional Name, Amount Type, and Offset for each column.



**Suggestion:** When defining columns, you may find it easier to define one column at a time. To do this, follow steps 4 through

9 for your first column, then repeat the same steps for each additional column.

5. Specify the Left Margin of your report, and the Width of each column.



**Suggestion:** When determining the width of your columns, you may find it helpful to consider the size of the numbers you expect to be displayed in your report, the factor you use, and the format mask you specify.

6. Enter a Heading for each column, using the ruler as a guide. You can define up to four lines of heading text. If you need additional lines, you must define them in the Columns window. However, once defined they can be edited using Column Set Builder.

**Note:** The scroll bar to the left of the column headings area is only active when there are more than four lines used for headings.

You can also choose Create Default Heading to have FSG generate a heading based on the amount type and period offset for each column. You can then modify the default headings as necessary.

7. Enter the Format Mask for each column.
8. Choose More Column Options to enter additional column format and display options, such as Currency, Control Value, Override Value, Factor, and Level of Detail.
9. Choose Apply to save your headings and continue working with the Column Set Builder.
10. Choose OK to save your work and close the Column Set Builder.

► **To change a column set layout using the Column Set Builder:**

1. Navigate to the Column Set window.
2. Query a column set.
3. Choose Build Column Set.
4. Use the buttons on the Column Set Builder toolbar to add, move, or delete columns.
5. Modify any column information as needed.
6. Choose Apply to save your work and continue working with the Column Set Builder.
7. Choose OK to save your work and close the Column Set Builder.

- ▶ **To undo changes to your column set:**
  - When working with the Column Set Builder, you can choose Revert to undo all changes since you last saved the column set definition.

## See Also

Column Set Builder Toolbar: page 4 – 101

Defining Column Sets: page 4 – 51

Format Masks: page 4 – 102

Creating Column Headings: page 4 – 59

Defining Column Exceptions: page 4 – 61

Column Set Advanced Options: page 4 – 108

Display Options: page 4 – 109

Relative Headings: page 4 – 111

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## Creating Column Headings

You define the column headings for a report within the related column set. You can create custom column headings or modify default headings to meet your specific reporting needs. Your column headings can be static, or you can use relative headings to create dynamic column headings whose content changes depending on the period you specify when you run the report.

**Note:** You can also create and edit column headings with the Column Set Builder.

► **To create column headings:**

1. Navigate to the Column Set window.
2. Query a column set Name.
3. Choose Create Heading.
4. (Optional) Choose Create Default Heading to modify the default column headings. FSG builds default headings based on the amount type and period offset defined for your columns. If no amount types or period offsets are defined, the default heading displays your runtime period.
5. Enter or change the heading for each column, using the displayed ruler as a guide. If desired, you can enter relative headings to create dynamic column headings. See: Relative Headings: page 4 – 111

**Note:** The ruler appears above the heading, displaying X's for allocated character positions and spaces, 9's for number positions, and periods for the required minimum one space between each column. These settings are determined automatically from the starting positions and format masks of your column definitions.

6. Choose Apply to save your heading and continue working in this window.
7. Choose OK to save your work and close the column headings window.

### See Also

Using the Column Set Builder: page 4 – 56

Defining Column Sets: page 4 – 51



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## Defining Column Exceptions

Define exceptions for your column if you want to highlight information in your report that requires immediate attention. For example, you can define an exception to “flag” the rows in your report where actual expenditures exceed your budget by \$1,000 or more. When you request your report, you can choose to display only the exceptions

► **To define a column exception:**

1. From the Columns window, choose Define Columns.
2. Choose the column you want to flag for exceptions.
3. Choose Exceptions.
4. Enter a single character to use to Flag exceptions in your report.
5. Select the Condition (< , > , =, <= , >= or < >) and enter the Constant to define your exception. You can enter as many conditions for your exception as you want. If you enter multiple conditions for your exception in this region, FSG flags only those amounts that meet all of your conditions.

To set up exceptions that flag rows that meet at least one, but not necessarily all, of the conditions you specify, you need to define as many columns as you want conditions but display only one of the columns. For example, if you want to flag amounts that meet one or more of five conditions, you must define five columns. Define the non-display columns with calculations that add the display column to itself. For example, if you display column 5, then for columns 6 to 9, define a calculation with an operator of + and a column sequence low and high of 5. Then assign each of the columns an exception flag and a condition.

### See Also

Defining Column Sets: page 4 – 51

Using the Column Set Builder: page 4 – 56

Overview of the Financial Statement Generator: page 4 – 3

## Defining Content Sets

By assigning a content set to a report request, you can generate hundreds of similar reports in a single run. The content set controls how the numerous reports differ from each other. For example, assume your organization has 50 departments and that Department is one of your account segments. Also assume that you already have an FSG report for travel expenses, which you run weekly. By using a content set with your existing report definition, you can print a travel expense report for each department, in one report request. You can then distribute the reports to the 50 department managers for review purposes.

Content sets are similar to row sets and actually work their magic by overriding the row set definition of an existing report. The subtle report variations discussed in the previous paragraph are achieved by the content set altering the row set account assignments and/or display options.

**Note:** A content set can be saved as part of a report definition, or can be added dynamically at the time you request an FSG report.

Account Ranges				
Seq	Low	High	Display	Summary
1	01.110.1110.1300.	01.110.1110.1300.	N.N.N.N.N	No

► **To define a content set:**

1. Navigate to the Content Set window.
2. Enter the content set Name and Description.
3. Choose a processing Type for multiple reports:
  - Parallel — FSG processes multiple reports at the same time.
  - Sequential — FSG processes multiple reports in sequential order.

4. Enter a Sequence number for each account range.
5. Enter the Account Range Low and High if you want to override the segment value ranges specified in your row set. If you enter a parent segment value for your flexfield low and high, FSG displays all child values for that parent.

**Note:** Use the profile option FSG:Expand Parent Value to control the expansion of parent values when requesting summary balances.

If you enter multiple account ranges, FSG produces a separate report for each range. Your ranges may overlap.

6. Enter a content set Display type if you want to override the row set display type.
7. Choose Yes from the Summary poplist if you want to report only Summary account balances in your range. The parent segment values in your range must belong to a rollup group and the rollup group must be used in a summary template. Choose No if you want to report only detail account balances in your range.

If you leave this field blank, the content set will inherit the summary account reporting option from the row set or column set. If you set the option at both the row and column set level, FSG will resolve any conflicts as noted in the Row and Column Overrides table.

8. Save your work.

► **To define a content set that generates multiple reports:**

- When you define the content set, assign the Display type PE to the segment for which you want separate reports for each segment value. Optionally, you can assign multiple account ranges to the content set.

## See Also

Content Set Display Types: page 4 – 96

Row and Column Overrides: page 4 – 113

Copying Report Objects: page 4 – 71

Defining Row Sets: page 4 – 43

Defining Financial Reports: page 4 – 72

Setting General Ledger Profile Options: page B – 2

## Defining Row Orders

You can use a row order to control how detail rows appear in your report. You can:

- Display account descriptions in addition to or instead of segment values.
- Sort detail rows by amounts displayed in a column.
- Sort detail rows by account segment values or segment value descriptions.
- Rearrange the sequence of your account segments to fit specific reporting needs. For example, you may want to see product segment values displayed before cost center values.
- Suppress header descriptions for particular account segments.

### Prerequisites

- To sort detail rows by an account segment's values or descriptions, the segment's display type in the related row definition must be either Expand or Both. Optionally, you can use a content set whose display type is set to Row/Expand or Row/Both.

Seq	Segment	Order By	Display	Width
1	Services Account	Value	Value and Description	
2	Services Department	Value	Value and Description	
3	Services Company	Value	Value and Description	
...		Value	Value and Description	

- **To create a new row order:**
  1. Navigate to the Row Order window.

2. Enter a Name and Description for the row order.
3. (Optional) Enter Rank by Column information.
4. (Optional) Enter Account Display information.
5. Save your work.

► **To sort detail rows by amounts displayed in a column (Rank by Column information):**

1. Create a new row order or query an existing one.
2. From the Row Order window, enter the Name or the Order of the column whose values will be used to sort the detail rows.

Order corresponds to the sequence of the sorting column relative to other *displayed* columns in the column set, where the leftmost column has an Order of 1.

For example, assume you've defined the following column set:

<b>Column Number</b>	1	2	3
<b>Position</b>	50	75	100
<b>Sequence Number</b>	10	20	30
<b>Displayed?</b>	Yes	No	Yes

If you want to sort detail rows based on the amounts in Column 1, enter 1 as your Order. If you want to sort based on the amounts in Column 3, enter 2 as your Order (since Column 2 is not displayed).

3. Select a Ranking method. You can sort amounts in Ascending or Descending order
4. Save your work.

► **To sort detail rows by account segment values or segment value descriptions (Account Display information):**

1. Create a new row order or query an existing one.
2. (Optional) Enter Rank by Column information in the Row Order window.
3. Enter the Sequence number of the segment to use for sorting detail report rows.
4. Enter the Segment name.
5. Choose an Order By method to control sorting of the detail report rows:

- Description — sort by the account segment description.
- Value — sort by account segment value.

**Note:** If you enter Description or Value as your Order By method, FSG will ignore any information you entered in the Rank by Column region.

- Ranking — sort by the Rank by Column information.

**Note:** If you assign the Order By Ranking method to a segment, you must also enter Rank by Column information. If you don't, FSG will sort by account segment values. Also, when you use the Order By Ranking method, all segments following the sorting segment must have a display type of Total or Both. Otherwise, FSG cannot derive the totals needed to sort the report rows.

6. Enter a segment Display method:

- Description — will display the segment description on your report.
- Value — will display the segment value on your report.
- Value and Description — will display both the segment value and description on your report.

7. Enter a printing Width for your account segment. If you choose to print a segment's description, make sure the printing width is large enough to accommodate the description.

**Note:** You must also make sure that in your column set definition you have provided enough room at the left of your report to accommodate the cumulative printing widths of all the segments specified in your row order.

8. Save your work.

► **To rearrange the sequence of your account segments (Account Display information):**

1. Create a new row order or query an existing one.
2. (Optional) Enter Rank by Column information.
3. From the Row Order window, enter the Account Display information for the segment whose account sequence you want to change when printed on your report:
  - Enter a new Sequence number for the segment.

**Note:** You do not have to enter a new sequence number for each of the segments in your account structure. FSG automatically adjusts the position of all segments (either left or right, as needed) when you change the sequence number of an account segment. For example, if your account structure is *Company—Cost Center—Account—Product* and you enter a new sequence number of 3 for Company, the account will print on your report as *Cost Center—Account—Company—Product*.

- Enter the Segment name, Order By method, Display method, and printing Width.

4. Save your work.

► **To suppress header descriptions for particular account segments:**

- When you enter your Account Display information, set the segment printing width to zero.

## See Also

Row Set Display Types: page 4 – 95

Display Options: page 4 – 109

Defining Content Sets: page 4 – 62

Defining Financial Reports: page 4 – 72

Copying Report Objects: page 4 – 71

## Defining Display Sets

With display sets and groups you can produce report variations which omit sensitive information or which include information normally not included in a report. To do this, you simply tell FSG which rows or columns should or should not be displayed.

### Prerequisite

- Define display groups for ranges of rows in a row set or columns in a column set.

**Display Set (Vision Services)**

Name:

Description:

Row Set:  Column Set:

**Display Group Assignments**

Seq	Display	Row Group	Column Group	Description
10	<input checked="" type="checkbox"/>	Hide Recruiting/Cor ...		
	<input type="checkbox"/>			

**Row Group**

Row Set:

From Seq:

To Seq:

**Column Group**

Column Set:

From Seq:

To Seq:

- **To define a display set:**
  1. Navigate to the Display Set window.
  2. Enter the Name and Description of the display set.
  3. Enter the name of a Row Set or Column Set whose row or column display definitions you want to override with your display set.
  4. Enter a Sequence number for each display group assignment.
  5. Choose a Display option for each display group assignment. If you check the Display checkbox, the values related to the row and/or column ranges specified in the assigned display groups will be

shown on your report. If you do not check the Display checkbox, the row and/or column values will not be shown.

**Note:** Even if you choose not to display the row and/or column values, the row titles and/or column headings will still appear on the report.

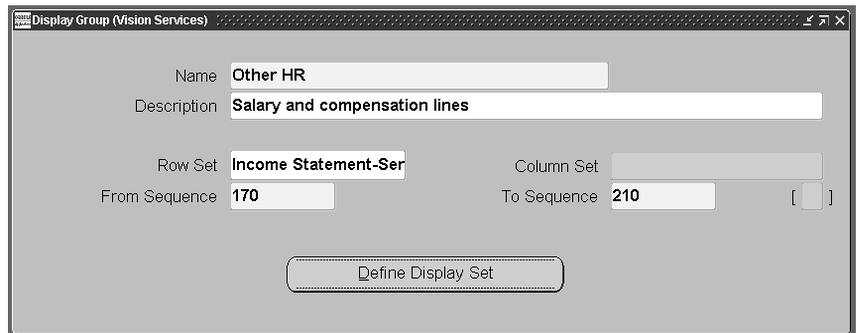
6. Enter the display group names in the Row Group and Column Group fields. If desired, you can enter both a row group and a column group.

**Note:** If your display groups do not include all the rows and/or columns defined in the related row sets and column sets, the rows and/or columns not included in the display groups will appear on your report, just as they would if you were not using a display set.

7. (Optional) Enter a description for the display group assignment.
8. (Optional) Enter additional display group assignments.
9. Save your work.

## Defining Display Groups

A display group defines a range of rows in a row set or columns in a column set. Display groups are assigned to display sets to control which rows and columns appear on a report.



The screenshot shows a dialog box titled "Display Group (Vision Services)". It has several input fields: "Name" with the value "Other HR", "Description" with "Salary and compensation lines", "Row Set" with "Income Statement-Ser", and "Column Set" which is empty. Below these are "From Sequence" with "170" and "To Sequence" with "210". At the bottom center is a button labeled "Define Display Set".

### ► To define a display group:

1. Navigate to the Display Group window.
2. Enter the Name and Description of the display group.
3. Enter the name of a Row Set or Column Set. To create a generic display group, leave these fields blank.

4. Enter the From and To Sequence numbers in your row or column display range.  
For example, if you specify a row set and choose 10 through 40 as your sequence range, your display group will affect rows 10 through 40.
5. Save your work.

## **See Also**

Defining Financial Reports: page 4 – 72

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## Copying Report Objects

You can copy existing row sets, column sets, content sets, row orders, display sets, reports, and report sets to create new report objects. You can even copy report objects across multiple sets of books if both sets of books share the same account structure.

After you copy a report object, you can modify the new object to meet your reporting needs.

► **To copy a report object:**

1. Navigate to the AutoCopy window.

You can also choose the AutoCopy button from the window for the report object you want to copy.

2. From the Component field, select the type of report object you want to copy.
3. In the Source field, enter the name of the object to copy.
4. In the Target field, enter a name for the new report object.
5. Choose Copy. General Ledger launches a concurrent process to copy the report objects.

When the concurrent process is completed, you can query and modify the copied objects as necessary.

## Defining Financial Reports

A report is defined by specifying the report objects FSG should use to build the report. The simplest reports are defined by a row set and a standard column set. Optionally, you can specify your own custom column set. Also, you can add a content set, row order, and/or display set to enhance the report or refine the information in the report. You can also specify the budget, encumbrance types, and currencies to include on a report.

Once you define and save a report, you can use it any time — to run the report, define a report set, or copy and save it as a new report.

**Note:** You can also define ad hoc financial reports, as necessary, to meet one-time reporting needs. You create ad hoc reports from the Run Financial Reports window.

### Prerequisites

- Define a row set.
- Optionally, define column sets, row orders, content sets, and display sets.

The screenshot shows the 'Define Financial Report (Vision Services)' window. The 'Name' field is 'Income Statement (Vision)', 'Title' is 'Vision Services Income Statement', and 'Description' is 'Income statement report definition'. Under 'Required Components', 'Row Set' is 'Income Statement-Servi' and 'Column Set' is 'Annual Comparative QTD'. Under 'Optional Components', 'Content Set', 'Row Order', and 'Display Set' are empty. Under 'Other Options', 'Segment Override' and 'Currency' are empty, 'Rounding Option' is 'Calculate Then Round', 'Level of Detail' is 'Financial Analyst', and 'Output Option' is 'Text'. At the bottom, there are buttons for 'Control Values', 'Run Report', 'Define Report Set', and 'AutoCopy'.

### ► To define a financial report:

1. Navigate to the Define Financial Report window.

2. Enter a Name, report Title, and Description for your report. The report title is what FSG will print at the top of the report.
3. Enter the Row Set and Column Set to use for the report.
4. (Optional) Enter the Content Set, Row Order, and/or Display Set to use for the report.
5. (Optional) Enter Segment Override values for the account segments you want to override. When you enter a segment override value, FSG produces a report for the specific value you specify. For example, assume you have a report definition which produces a combined assets report for four companies. If you modify the report definition to add a segment override for company 02, then FSG will print an assets report for company 02 only.

**Note:** If a segment you override is subsequently disabled, the Segment Override definition becomes invalid and you must redefine your report.

6. (Optional) Enter a default Currency for the report. FSG uses this currency only for those rows and columns to which you did not assign a currency when you defined row and column sets.
7. (Optional) Select a Rounding Option to use for calculations in the report:

**Calculate Then Round:** FSG performs calculations before any rounding.

**Round Then Calculate:** FSG rounds values before they are used in calculations.

8. (Optional) Select a Level of Detail for the report. There are three options, which correspond to the levels of detail you can assign to rows and columns. If you specify a level of detail for your report, FSG will only print those rows and columns with matching levels of detail.

**Note:** If you do not enter a level of detail for a report, the system will assume the level of detail is Financial Analyst.

9. Enter an Output Option for your report:

**Text:** Produces a report in standard text form (no tab-delimited columns). If you download the report to a spreadsheet, you must manually parse the report columns. The default is Text.

**Tab-Delimited:** Produces a report whose columns are delimited by tabs, making it easier to import the report into a spreadsheet.

**Spreadsheet:** Produces a report designed specifically for downloading to Applications Desktop Integrator.

10. If the row or column set has control values assigned, you can assign budgets, encumbrance types, and currencies to those values.
11. Save your work.
12. Choose Run Report.

## See Also

Running Financial Reports: page 4 – 84

Defining Financial Report Sets: page 4 – 77

Defining Row Sets: page 4 – 43

Defining Column Sets: page 4 – 51

Copying Report Objects: page 4 – 71

Defining Ad Hoc Reports: page 4 – 89

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## Including Budgets, Encumbrances, and Currencies in an FSG Report

To include budgets, encumbrance types, and currencies in a report, your report definition must specify a row set or column set that has control values specified in the Balance Control options. When you use such row sets or column sets in a report definition, you assign the control values to specific budgets, encumbrances, or currencies.

When you assign a Budget to a control value number, FSG automatically prints the appropriate budget amounts in the budget-related rows or columns that are assigned that control value number. For example, if you assigned the number 1 to a column with the PTD-Budget amount type and the number 3 to a column with the PTD-Encumbrance amount type, you must assign a budget to the control value number 1 and an encumbrance to the control value number 3. This same logic applies to currency types.

### Notes:

- You must assign the same budget, encumbrance type, or currency to intersecting row and column control values.
- You cannot enter currencies in the report definition if the report does not contain a row and/or column set with a currency control value.
- You must specify a budget or encumbrance when your report includes rows or columns which use related amount types, such as PTD-Budget or PTD-Encumbrance.

### ► To assign a budget, encumbrance, or currency to a financial report:

1. Assign a budget, encumbrance, or currency control value to the row set or column set you will use for your report.
2. Define a financial report using the row set or column set from step 1.
3. From the Define Financial Report window, choose Control Values.
4. Enter the Control Value number you assigned to the related rows or columns when you defined the row set and/or column set.
5. Enter the Budget name, Encumbrance Type, or Currency to associate with the control value number.
6. (Currency only) Select the Currency Type (Entered or Translated) for the accounts referenced in the rows and/or columns in the report.
7. Save your work.

## See Also

Balance Control Options: page 4 – 105

Row Set Advanced Options: page 4 – 107

Column Set Advanced Options: page 4 – 108

---

## Defining Financial Report Sets

Use financial report sets to group FSG reports that you run together frequently. You can only assign predefined reports to a report set.

You can copy a financial report set that you have already defined, then modify the new report set as needed.

**Note:** If the Run Financial Statement Generator program is assigned to your responsibility, you can also combine predefined FSG reports with standard reports, listings, and programs in request sets.

► **To define a report set:**

1. Navigate to the Financial Report Set window.

You can also choose the Define Report Set button from the Define Financial Report window.

2. Enter the Name and Description of the report set.
3. Enter a Sequence number for each report you assign to the report set to control the sequence in which reports are submitted at runtime.
4. Enter the Name of each report you want to include in the report set.
5. Save your work.
6. Choose the Run Report button to navigate to the Run Financial Reports window.

### See Also

Defining Financial Reports: page 4 – 72

Copying Report Objects: page 4 – 71

Running Financial Report Sets: page 4 – 86

Running FSG Reports with Standard Requests: page 4 – 86

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## Copying Report Objects From Another Database (FSG Transfer Program)

Run the FSG Transfer program to copy report objects from one General Ledger database to another. You can copy row sets, column sets, reports, report sets, content sets, row orders, display sets, and display groups.

For example, when you implement General Ledger, you might also define all of your FSG objects in a test database. Once your production database is fully functional, you can easily copy the FSG objects from your test database by using the FSG Transfer program.

### Prerequisites

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- You or your System Administrator must define database links.
- The chart of accounts in your source database must be identical to the chart of accounts in your target database.
- Any currencies and sets of books referred to by the row sets and column sets being copied must exist in the target database.
- Report details, such as budgets and encumbrance types, referred to by copied reports must exist in the target database.
- You must be logged in to General Ledger and connected to the target database.

► **To run the FSG Transfer program:**

1. Navigate to the Submit Request window.
2. Select the concurrent program named Program – FSG Transfer.
3. Enter the program parameters.
4. Submit the request.
5. When the concurrent request finishes, review the report for any warnings and error messages. If there are errors, correct them, then rerun the FSG Transfer program.

### Other Considerations

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The report produced by the FSG Transfer concurrent request identifies any warnings and error messages which occurred when the program ran. Some of the reasons for warnings include:

- **Name collisions:** If a report object you are trying to copy already exists in your target database, you will get a warning message and the report object will not be copied.
- **Row and column set references:** If any of the copied row or column sets refer to a currency or set of books which doesn't exist in the target database, you will get a warning message and the reference will be excluded from the copied row or column set.
- **Report details:** If any copied FSG reports refer to report details, such as budgets and encumbrance types, which don't exist in the target database, you will get a warning message and the reference will be excluded from the copied report.

If the FSG Transfer program is interrupted, you can resubmit the program with the same parameters. Note that the program will produce warning messages for any report objects that were successfully transferred during the interrupted run. You can ignore these warnings.

---

## FSG Transfer Program Parameters

When you run the FSG Transfer program, you specify the following parameters:

<b>Component Type</b>	The type of object you want to copy. For example, select Row Set to copy a row set from the source database. Alternatively, select All to copy all report objects.
<b>Component Name</b>	To copy a single object of the type specified, enter its name. To copy all objects of the type specified, leave this field blank. If you entered All for component type, the program ignores the Component Name field.  To copy selective multiple objects of the same type, you can enter a percent sign (%) as a wildcard character in the component name. For example, if the Component Type is Row Set and you enter <i>Sales%</i> for the Component Name, the program will copy the row sets named Sales01, Sales02, and Sales03.
<b>Source DB Chart of Accounts</b>	The name of the chart of accounts from which you want to copy report objects. The name must be

entered exactly as it is defined in the source database, since the name will not be validated.

The chart of accounts size, data type, segment separator, and segment assignments must be identical to the target database chart of accounts.

**Target DB Chart of Accounts**

Enter the name of the chart of accounts to which you want to copy report objects. The chart of accounts size, data type, segment separator, and segment assignments must be identical to the source database chart of accounts.

**Source Database**

Enter the name of the database from which you want to copy report objects. The database name is created when you define the link to the source database.

**See Also**

Defining Database Links: page 4 – 81

Copying Report Objects: page 4 – 71

Submitting a Request

*(Oracle Applications User's Guide)*

## Defining Database Links

You can define links to other General Ledger databases by using the Define Database Links window. You give each linked database a name, which you can then use for copying FSG report objects from the linked database into your current database.

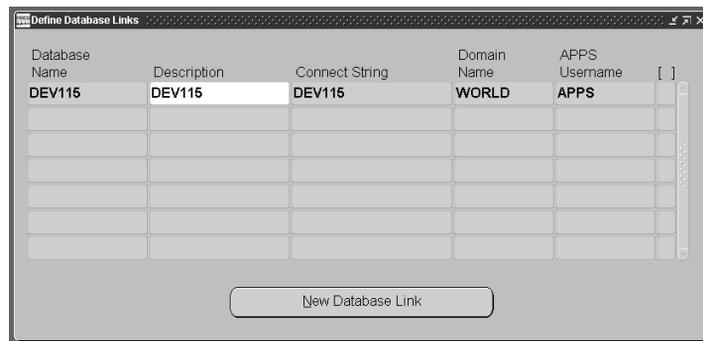
For example, when you implement General Ledger, you might define all of your FSG report objects in a test database. Once your production database is fully functional, you will probably want to transfer your report objects to it. To do this, you first create a link from the production (target) database to the test (source) database. Once the link is established, you can copy the report objects by using the FSG Transfer program.

### Prerequisites

- For both the source and target databases, you or your database administrator must set the `DISTRIBUTED_TRANSACTIONS` parameter to a number greater than zero. The parameter is located in the `init.ora` file on the database server.
- You or your database administrator must grant permission for database link creation in the target database by executing the following SQL statement:

```
grant create database link to <APPS account>
```

where `<APPS account>` is your APPS account name.



#### ► To create a link to a General Ledger database:

1. Navigate to the Define Database Links window.

2. Enter the Database Name and optional Description for the linked database. You must also supply the Database Name to the FSG Transfer program.

You can find the database name by executing the following query in the source database:

```
SELECT value FROM v$parameter
WHERE UPPER(name) = 'DB_NAME';
```

3. Enter the following additional information for the database. If you do not know what to enter, ask your System Administrator.

**Connect String:** The network connect string to point to the General Ledger database.

**Domain Name:** The domain of the remote General Ledger database to which this link connects.

You can find the domain name by executing the following query in the source database:

```
SELECT value FROM v$parameter
WHERE UPPER(name) = 'DB_DOMAIN';
```

**APPS Username:** The name of the Oracle Applications account that has read access to the General Ledger database tables. Note that this is not the username you enter to login to Oracle Applications.

**APPS Password:** The password for the above username. Note that, for security reasons, when you enter the password General Ledger will display asterisks instead of the actual characters in the password.

See: *Creating Database Links (Oracle 7 Server SQL Reference, Release 7.3)*

4. Save your work.

► **To delete a database link:**

1. Navigate to the Define Database Links window.
2. Query the database name you want to delete.
3. Choose Delete Record from the Edit menu.
4. Choose Yes to delete the database link.

**See Also**

FSG Transfer Program: page 4 – 78

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## Running Financial Reports

To generate FSG reports you must request that FSG run them. You can request an individual report, all or part of a report set, or several report sets. If you request an individual report, you can either run a predefined report or request that FSG run an ad hoc report. For ad hoc reports, you select report objects and other report parameters during the report submission process.

When you request a predefined report, you can either run the report with the parameters you saved in the report definition, or you can change the parameters at runtime. However, if you change the parameters at runtime, FSG will not save them in the stored report definition.

You can request reports from the Run Financial Reports window or through standard request submission (Submit Requests window). The advantage of requesting reports through standard request submission is that you can schedule the reports to run automatically. You can also combine FSG reports with standard reports, listings, and programs. The disadvantage is that you cannot run report sets through standard request submission.

---

### Prerequisites

- To control the print orientation of reports that are less than or equal to 80 characters wide, set the user profile option FSG:Allow Portrait Print Style.
- To limit what financial information can be printed by specific users on their FSG reports, define security rules and enable them for use with FSG.

See: Enabling FSG Security: page 4 – 88

- To run reports through standard request submission, your System Administrator must assign the Financial Statement Generator program to the report security group for your responsibility.



**Suggestion:** We recommend that you run the General Ledger Optimizer program before you run your monthly reports. This will help your financial reporting processes run faster.

See: Running the Optimizer Program: page D – 4.

Report	Period	Date	Currency	Request ID	Segr [ ]
<input checked="" type="checkbox"/> CG Income Statement	FEB-99	02/28/1999	USD		
<input checked="" type="checkbox"/> Income Statement	FEB-99	02/28/1999	USD		01---
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Row Set and Column Set

Row Set:  Column Set:

► **To run an individual report:**

1. Navigate to the Run Financial Reports window.  
You can also choose the Run Report button from the Define Financial Report window.
2. Choose Individual Reports from the poplist.
3. Enter the Report name.
4. Enter your report parameters.
5. Choose the Submit button.

**Note:** If, when you review your report output, you find that some of the financial information you expected to see is missing, it may be because your responsibility is excluded from accessing and viewing certain accounts. The security rules that are active when you run your reports will be listed in the FSG log file.

► **To run an ad hoc report:**

1. Define and save your ad hoc report.
2. Complete the steps for running an individual report.

**Note:** After running ad hoc reports, you can delete them using the Delete Ad Hoc Reports program.

## Running FSG Reports from Standard Request Submission

- ▶ **To run a defined FSG report from the Submit Requests window:**
  1. Navigate to the Submit Requests window.
  2. Select the concurrent program named Program – Run Financial Statement Generator.
  3. Select the FSG report you want to run.
  4. Accept or change the report parameters FSG displays (based on the report definition).
  5. To schedule the report to run later or periodically, set the run options.
  6. Submit the request. When you run the Financial Statement Generator Program, it generates a concurrent request. However, if the FSG report you submit uses a content set with the parallel option, the report submission first generates a concurrent request for the FSG Controller.

## Running Financial Report Sets

- ▶ **To run all or part of a report set:**
  1. Navigate to the Run Financial Reports window.
  2. Choose Single Report Set from the poplist.
  3. Enter the Report Set name. Each report in the report set appears in the main reports region.
  4. Optionally, change the default Report Parameters, Period, effective Date, and Currency, then choose Apply. These defaults will appear for each report listing.
  5. Select which reports you want to run by:
    - Checking the checkbox to the left of each report's listing.
    - Checking the Select All Reports checkbox to run all the reports.

**Additional Information:** To deselect individual reports, uncheck the checkbox to the left of the report listing.

6. Enter the report parameters you need for this run of the report set.
7. Choose Submit.

► **To run multiple report sets:**

1. Navigate to the Run Financial Reports window.
2. Choose Multiple Report Sets.
3. Enter the Report Set names.
4. Enter the report parameters you need for the report sets.
5. Choose Submit.

## **Error Message Log Files**

You can easily control the degree of detail which appears in the error message log file during your report runs. General Ledger divides error messages into three categories:

**Catalog I:** Includes all detail memory figures, detail timings, and SQL statements which are useful for report and program debugging.

**Catalog II:** Includes all file and function names, and all messages which give process information. This is useful for finding out where a process failed.

**Catalog III:** Only includes error messages and other important messages, giving the least amount of information for report and program debugging.

You specify the level of detail for your error message log file by setting the user profile option FSG:Message Detail to one of the following values:

**None:** No messages.

**Minimal:** Catalog III messages.

**Normal:** Catalog II and III messages.

**Full:** Catalog I, II, and III messages.

## **See Also**

FSG Report Parameters: page 4 – 115

Defining Financial Reports: page 4 – 72

Defining Ad Hoc Reports: page 4 – 89

Deleting Ad Hoc Reports: page 4 – 91

Setting General Ledger Profile Options: page B – 2

Defining Request Sets

Submitting a Request

Submitting a Request Set

*(Oracle Applications User's Guide)*

Overview (of Average Balance Processing): page 13 – 1

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## Enabling FSG Security

If you have System Administrator responsibility, you can define security rules to control what financial information specific users can print when they run FSG reports.

► **To enable FSG security:**

1. Define security rules for specific account segment values.
2. Assign your security rules to specific responsibilities.
3. Set the profile option FSG: Enforce Segment Value Security to Yes.

## See Also

Setting General Ledger Profile Options: page B – 2

Defining Security Rules

Assigning Security Rules

Overview of Flexfield Value Security

*(Oracle Applications Flexfields Guide)*

## Defining Ad Hoc Reports

You can define ad hoc financial reports as necessary to meet special reporting needs. An ad hoc report is one you define at the time you run financial reports. You do not assign a name to an ad hoc report. Instead, General Ledger automatically names ad hoc reports as follows: FSG-AD HOC-<Sequence Generated Number>.



**Suggestion:** We recommend that you delete ad hoc reports periodically to improve system performance.

### Prerequisite

- Define a row set.
- Define a column set.

The screenshot shows the 'Define Ad Hoc Report' dialog box. The Title field is 'Interim Balance Sheet Report'. The Row Set field is 'AMS1'. The Column Set field is '{AMS Column Set 1 \*\*\*\*\*}'. The dialog has three sections: Budgets, Encumbrances, and Currencies. Each section has a table with columns for Control Value and a description field. The Currencies section has a Currency Type dropdown menu with 'Entered' selected. There are OK and Cancel buttons at the bottom.

### ► To define and run an ad hoc financial report:

1. Navigate to the Run Financial Reports window.
2. Choose the Define Ad Hoc Report button.
3. Enter a name for your report Title. If this field is empty, the report title will default to the Row Set Description. If Row Set Description is empty, the report title will default to Row Set Name.
4. Enter the Row Set and Column Set to use for the report.

5. Enter any additional report information, including Level of Detail and Budget, Encumbrance, and Currency control values.
6. Choose OK to return to the Run Financial Reports window.

## **See Also**

Running Financial Reports: page 4 – 84

Deleting Ad Hoc Reports: page 4 – 91

Defining Financial Reports: page 4 – 72

Running FSG Reports from Standard Request Submission: page 4 – 86

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## Deleting Ad Hoc Reports

Ad hoc reports are not deleted automatically. Therefore, it is a good idea to periodically do so manually. When you run the Delete Ad Hoc Reports program, you instruct FSG to delete any ad hoc reports which haven't been run in a specified number of days.

If you run this program as the System Administrator, FSG deletes all specified ad hoc reports, regardless of who last requested the reports. If you run this program from a user responsibility, FSG deletes only those specified ad hoc reports that were created under your responsibility.

► **To delete ad hoc reports:**

1. Navigate to the Submit Requests window.
2. Select Request as the request Type.
3. Select the Delete Ad Hoc Reports program.
4. Enter the number of Days Old to delete reports that you have not run within that amount of time.
5. Submit the request.

### See Also

Defining Ad Hoc Reports: page 4 – 89

Submitting a Request (*Oracle Applications User's Guide*)

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## Downloading Financial Reports

You can download your Financial Statement Generator reports into a spreadsheet on your personal computer. When you define the report, or when you run the report, choose Spreadsheet as the output option. FSG produces the report in a tab-delimited format, which facilitates formatting when you load the report information into a spreadsheet.

**Note:** This feature may not be available in your version of the Financial Statement Generator.

### Prerequisite

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- Install your file transfer software on your host computer.
- Define a report with the Output Option set to Spreadsheet. You can also set the Output Option when you run reports.

#### ► To download financial reports:

1. Run the reports you want to download. If you did not define the reports with the Spreadsheet output option, set the Output Option to Spreadsheet when you run the reports.
2. Use a file transfer program to transfer your report output from the host system to your PC.
3. Start your spreadsheet software, and open the output file in a spreadsheet. Set the import options to indicate that each column of report information is delimited by tabs.

### See Also

Applications Desktop Integrator Report Wizard  
(*Oracle Applications Desktop Integrator User's Guide*)

---

## FSG Reference Information

This section contains information you will want to refer to throughout the process of building FSG reports and report objects. The following reference information is included:

- Row Set Format Options: page 4 – 93
- Downloading Financial Reports: page 4 – 92
- Row Set Display Types: page 4 – 95
- Content Set Display Types: page 4 – 96
- Standard Column Sets: page 4 – 97
- Amount Types: page 4 – 99
- Column Set Builder Toolbar: page 4 – 101
- Format Masks: page 4 – 102
- Balance Control Options: page 4 – 105
- Row Set Advanced Options: page 4 – 107
- Column Set Advanced Options: page 4 – 108
- Display Options: page 4 – 109
- Relative Headings: page 4 – 111
- Row and Column Overrides: page 4 – 113
- FSG Report Parameters: page 4 – 115

---

### Row Set Format Options

With row set format options, you can set basic formatting for your report rows, including indentation, line spacing, underline characters and page breaks.

**Indent:** Every report line generated by the row definition will be indented this number of spaces from the left margin of your report.

**Lines to Skip:** Number of blank lines that FSG will place on your report Before and After the row.

**Note:** This applies to the entire row, not to the individual lines which are generated by the row definition.

**Underline Character:** You can specify an underline character to print on your report Before and After the row. For example, if your row

definition is a calculation that sums all of the rows above it, you can specify that FSG print an underline of single dashes above the total and an underline of double dashes below the total, as follows:

	-----
Total	\$ 3,254,000
	=====

**Page Break:** Check the Before or After checkboxes to indicate whether FSG should insert a page break before and/or after printing the row.

---

## Row Set Display Types

You can assign one of three display types to your account segments in an account assignment. You can override these display types with a content set.

**E:** (Expand) Expand the range and display all segment values, creating multiple rows from a single row definition. If you enter a parent segment value for your range, FSG displays all child values for that parent. Do not select summary reporting to display all the child values in your report.

**Note:** Use the profile option FSG:Expand Parent Value to control the expansion of parent values when requesting summary balances.

**T:** (Total) Total the range and display only a total balance for the segment values, limiting the number of rows that appear on your report. If you enter a parent segment value for your range, FSG totals all of the child values for that parent.

**Note:** If you assign accounts to a column, you must use a display type of T (Total) for each segment. You must also specify a display type of T for all segments if you assign multiple account ranges to a row and you want to total them. Do not enter multiple account ranges for a row containing display types other than T.

**B:** (Both) Expand and total the range and display all segment values and a total balance for the segment values. This option lets you display both detail rows and total rows. If you enter a parent segment value for your range, FSG totals all of the child values for that parent. Do not select summary reporting to display all the child values in your report.

### See Also

Display Types: page 4 – 8

Setting General Ledger Profile Options: page B – 2

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## Content Set Display Types

Use the following content set display types to override row display types:

**N:** (No override) Use the display option from the row set definition.

**RE:** (Row/Expand) Expand the range and display all segment values, creating multiple rows from a single row definition.

**RT:** (Row/Total) Total the range and display only the total balance for the segment values. For example, assume you've defined a report to print project expenses, and that Project is one of your account segments. Your report definition uses a row set containing a single row definition with account assignments for all related project expense accounts. To review expenses for all projects for each department, use the Row/Expand option for the department segment and the Row/Total option for the project segment.

**RB:** (Row/Both) Expand and total the range, displaying each segment value and the total balance for the segment values. Using the same example above (under RT), if you want to produce a report showing individual project revenues with a subtotal of all project revenues for each department, use the Row/Expand option for department and the Row/Both option for project.

**CT:** (Column/Total) Total the range and display only a total balance for the segment values.

**PE:** (Page/Expand) Expand the range and create a separate report for each segment value in the range. You can only use this option for one segment in your account and you must enter a range of values for that segment. If you assign this option to a parent segment value, FSG will generate a separate report for each child value. FSG will also generate a separate report for the parent if you include a parent segment value in the child range.

**PT:** (Page/Total) Override the row set segment value range but retain the row set Expand, Total, or Both display type for each segment. This differs from content display type N since N ignores any new range values you specify for your content set.

---

## Standard Column Sets

You can use the following predefined standard column sets. You can also modify these column sets to meet your reporting needs.



**Suggestion:** We suggest that you do not modify standard column sets directly, since other reports may depend on the standard definitions. Instead, use AutoCopy to make a copy of the standard column set whose definition you want to change. Then, modify the copy as needed before using it in your report definition.

**PTD VARIANCE:** Includes actual, budget, variance, and variance percentage for the current period only.

**QTD VARIANCE:** Includes actual, budget, variance, and variance percentage for the current quarter only.

**PTD, QTD, YTD VARIANCE:** Includes actual, budget, variance, and variance percentage for the current period, quarter-to-date, and year-to-date. Amounts are in thousands.

**PTD, QTD, YTD ACTUAL:** Includes actual current period, quarter-to-date, and year-to-date.

**MONTHLY ACTUAL:** Includes monthly actuals for each month of the fiscal year plus a year-to-date total. Amounts are in thousands.

**MONTHLY BUDGET:** Includes monthly budget amounts for each month of the fiscal year plus a year-to-date total. Amounts are in thousands.

**QUARTERLY ACTUAL:** Includes quarterly actuals for each quarter of the fiscal year plus a year-to-date total.

**QUARTERLY BUDGET :** Includes quarterly budget amounts for each quarter of the fiscal year plus a year-to-date total.

**ROLLING MONTHLY:** Includes actual amounts for the current month and the preceding 11 months. Amounts are in thousands.

**ROLLING QUARTERLY:** Includes actual amounts for the current quarter and the preceding 4 quarters. Amounts are in thousands.

**MONTHLY COMPARATIVE YTD:** Includes current year-to-date and prior period year-to-date.

**QUARTERLY COMPARATIVE YTD:** Includes year-to-date balance for the current quarter and the previous three quarters.

**ANNUAL COMPARATIVE QTD, YTD** : Includes actual amounts for the current quarter, prior year same quarter, variance, and variance percentage. Also includes actual amounts for current year-to-date, prior year-to-date, variance, and variance percentage.

**FUNDS AVAILABLE**: Includes year-to-date funds available based on posted actuals, budgets, and encumbrances. Also includes total budget for year and the percentage of total budget remaining. You can use this column set to show your obligations for encumbrance reports.

## See Also

Copying Report Objects: page 4 – 71

---

## Amount Types

General Ledger provides the following amount types, which can be specified in the Balance Control region of a FSG row or column definition:

**BAL-Actual (FY Start):** Balance sheet balance at start of fiscal year

**EOD:** End-of-day balances

**PATD:** Period Average-to-date balances

**PTD-Actual:** Period-to-date actual balances

**PTD-Budget:** Period-to-date budget balances

**PTD-Encumbrance:** Period-to-date encumbrance balances

**PTD-Variance:** Period-to-date variance (budget – actual)

**PTD-Variance%:** Period-to-date variance percentage  
(variance/budget)

**Project-Actual:** Project-to-date actual balances

**Project-Budget:** Project-to-date budget balances

**Project-Encumbrance:** Project-to-date encumbrance balances

**Project-Variance:** Project-to-date variance (budget – actual)

**Project-Variance%:** Project-to-date variance percentage  
(variance/budget)

**QATD:** Quarter Average-to-date balances

**QTD-Actual:** Quarter-to-date actual balances

**QTD-Budget:** Quarter-to-date budget balances

**QTD-Encumbrance:** Quarter-to-date encumbrance balances

**QTD-Variance:** Quarter-to-date variance (budget – actual)

**QTD-Variance%:** Quarter-to-date variance percentage  
(variance/budget)

**YATD:** Year Average-to-date balances

**YTD-Actual:** Year-to-date actual balances

**YTD-Budget:** Year-to-date budget balances

**YTD-Budget (FY End):** Budget for full fiscal year. You should first budget to all periods in your fiscal year, including an adjustment period if you have defined one.

**YTD–Encumbrance:** Year–to–date encumbrance balances

**YTD–Encumbrance (FY End):** Encumbrance balances for full fiscal year.

**YTD–Variance:** Year–to–date variance (budget – actual)

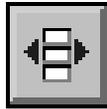
**YTD–Variance%:** Year–to–date variance percentage (variance/budget)

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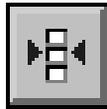
## Column Set Builder Toolbar



The Column Set Builder toolbar provides pushbutton shortcuts for various layout commands, as follows:



Increase column width



Decrease column width



Add column



Delete column



Move column left



Move column right

### See Also

Using the Column Set Builder: page 4 – 56

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## Format Masks

Format masks, which are specified in your row and column definitions, define how FSG prints numerical values on your reports. With a format mask, you can control:

- Number of digits displayed on both sides of the decimal point.
- Currency symbol.
- Symbol used to separate thousands.
- Symbol used as the decimal indicator.
- Other information you want printed before or after your amounts.

### Format Mask Control Characters

A format mask is comprised of control characters representing the various formatting features you can control. These control characters are:

**Number Indicator:** This is always the numeric digit "9". For each 9 which appears in the format mask, FSG will print one number of a value. For example, a format mask of 9999 will print four numbers.

**Decimal Symbol:** Most countries use a period as the symbol for a decimal point. Some countries do not. With a format mask, you can specify what symbol to use for numbers displayed in specific rows and columns. For example, the format mask 999.99 uses a period, while the format mask 999,99 uses a comma as the decimal point.

**Thousands Symbol:** Most countries use a comma to separate thousands. Some countries do not. With a format mask, you can specify what symbol to use for numbers displayed in specific rows and columns. For example, the format mask 99,999 uses a comma, while the format mask 99\*999 uses an asterisk as the thousands separator.

**Note:** For the thousands symbol to have meaning, you must enable the General Ledger profile option Currency: Thousands Separator.

**Currency Symbol:** As with the decimal and thousands symbol, you can specify whatever symbol you need for currency values. For example, to display U.S. dollars, you can specify a dollar sign. To display British pounds, you can specify a pound sign.

**Other Characters:** You can include any other leading and/or trailing characters in a format mask. For example, you could have each number print with the phrase "(estimated)" immediately following it.

## Example Format Masks

The table below shows how the number 4234941 would be displayed using different format masks:

Format Mask	Displayed As . . .
9999999	4234941
99,999,999	4,234,941
\$ 99,999,999	\$ 4,234,941
£ 99,999,999.99	£ 4,234,941.00
99.999.999,99	4.234.941,00
DM 99,999,999 (translated)	DM 4,234,941 (translated)

Table 4 – 9 Example Format Masks (Page 1 of 1)

## Column Width

Since format masks affect how FSG displays values on your reports, you must take your format masks into consideration when determining the widths of the columns in your column sets.

If you define both a row and column format mask, FSG uses the smaller of the column format width or position width for printing report values. The row format width is ignored.

- **Format width** — is the total number of print positions represented by the format mask, including number indicators, decimal symbol, thousands symbol, currency symbol, and other characters.
- **Position width** — is the number of print positions you specified in your column definitions. It is computed as the difference between the starting positions of two adjacent columns, less one space, which is automatically reserved by FSG to ensure there is always at least one space between columns. For example, if you used 50 as the starting position for Column 1 and 70 as the starting position for Column 2, the position width of Column 1 is 19.

## Printing Rules

If the column width is too small to accommodate a formatted amount (including any leading and trailing characters), FSG will try to alter the formatting so the value can be printed on your report. FSG follows these printing rules, in order, when trying to alter the amount format:

- Print as many leading characters as will fit in the column.
- Print as many trailing characters as will fit in the column.  
Any remaining spaces are used to print the formatted numeric value. Formatting continues to be stripped, as necessary, according to the next three rules.
- Omit thousands separators.
- Omit the positive and negative currency format characters specified in the General Ledger user profile options Currency: Negative Format and Currency: Positive Format. For example, if you specified the negative format [XXX], FSG omits the brackets and substitutes the negative format -XXX instead.
- If, after all printing rules have been applied, the column width is still too small to accommodate the number, FSG will print pound signs instead of the amount.

**Note:** FSG will never alter an amount by truncating it.

## Currency Formats

Currency formats override any formatting options you specify in your row and/or column sets, except for precision, leading characters, and trailing characters. You specify a currency format by setting:

- Standard and extended precision in the Currencies window.
- Currency profile options in the Personal Profile Values window.

Accordingly, when you create format masks and determine column positions for your FSG reports, you should consider how you defined your currency formats.

## See Also

Setting General Ledger Profile Options: page B – 2

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## Balance Control Options

**Amount Type:** Defines the types of values to include in a row or column. General Ledger provides numerous amount types, such as actual, end-of-day, average-to-date, budget, or encumbrance; or calculated amounts, such as variances, for single or multiple periods. The amount type is typically assigned to column definitions.

**Notes:**

- If you assign an amount type to a row or column, you must also assign an offset.
- If you enter a budget, encumbrance, or variance amount type, you should enter a Control Value to assign budgets and encumbrance types to the report definition.

**Currency:** To report translated account balances for a specific currency, enter the currency. If you want to report on amounts entered in a foreign currency rather than translated amounts, enter a control value number. Then when you define your report, assign the currency and a currency type of Entered to that control value number.

The currency you enter when you define or request a report serves as the default currency for columns without a currency in the column set definition.



**Suggestion:** For column sets, if you assign a different currency to each of your columns, put the currency code in each column heading so you can correctly identify the currencies on your report.

**Control Value:** Used to include budgets, encumbrance types, and currencies in a report.

**Offset:** Enter the relative Offset if you want to report on a period or effective date before or after your runtime period or effective date. If your specified Amount Type refers to a period, such as PTD–Actual, then the Offset will be in number of periods. However, if your specified Amount Type refers to days, such as PATD, then the Offset will be in number of days.

FSG determines the amounts to display based on the offset and the period or effective date you enter at runtime. For example, enter 0 (zero) to display amounts for the runtime effective date or enter –1 to display amounts one day before the runtime effective date.

**Note:** You must specify offsets at the same level (row or column) at which you specified amount types and control value numbers.

## See Also

Amount Types: page 4 – 99

Assigning Control Values: page 4 – 75

Overview of Average Balance Processing: page 13 – 1

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## Row Set Advanced Options

You can assign advanced options to a row. Note that the balance control options are typically defined in column sets.

**Row Name:** Use this name to reference this row when defining calculations or using other forms. This name does not appear on any reports.

**Note:** If you plan to use row names in calculations, make sure the row names are unique within the row set.

**Percent of Row:** Enter a value for a percentage column. This value is the sequence number of the row you want to use as the percentage denominator. For example, if you want to define the report below, enter the sequence number of the total sales row (40) in the Percent of Row field for every row. Then in your column set, define a calculation column which calculates percent on the sales column, using the operator % and the column sequence 10.

	Column 10 <u>Sales</u>	Column 20 <u>% of Total Sales</u>
Row 10	100	10
Row 20	400	40
Row 30	<u>500</u>	<u>50</u>
Row 40 (Total)	1000	100

**Override Column Calculations:** Select this option if you want your row calculation to take precedence over any conflicting column calculations. For example, you may define a column that is the sum of the other columns in your column set and a row set that has a gross margin percentage row. However, since the gross margin percentage in the total column is not the sum of the percentages in each column, you should override the column calculation.

### See Also

Column Set Advanced Options: page 4 – 108

Defining Report Calculations: page 4 – 48

Assigning Control Values: page 4 – 75

---

## Column Set Advanced Options

**Column Name:** Use this name to reference this column when defining calculations or using other forms. This name does not appear on any reports.

**Note:** If you plan to use column names in calculations, make sure the column names are unique within the column set.

**Description:** Column descriptions appear in other FSG windows, making it easier to remember what the column represents.

**Percent of Column:** The sequence number of the column you want to use as the denominator for a percentage column.

**Override Value:** If you assigned an override segment to your column set, you enter the segment value here. For example, if you entered Department as your override segment, enter a segment value to select the specific department you want displayed in this column of your report.

See: Override Segments: page 4 – 18.



**Suggestion:** If you report consolidated financial results, we recommend that you define a consolidating column set. By entering Company as your override segment, you can produce a column set with a column for each company, a column for eliminating entries, and a consolidated total.

**Override Row Calculations:** Select this option if you want your column calculation to take precedence over any conflicting row calculations.

### See Also

Row Set Advanced Options: page 4 – 107

Defining Report Calculations: page 4 – 48

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## Display Options

Use display options to specify how you want to display rows and columns. Since display options can affect how a number is going to appear on your report, make sure you allow enough printing positions when you define your columns.

**Format Mask:** Enter a format mask for displaying row values, if you want to override the column level format mask.

**Factor:** The factor (Billions, Millions, Thousands, Units, or Percentiles) determines how to display numeric values. The row set factor overrides the column level factor.

**Level of Detail:** You assign level of detail for individual rows and columns, as well as for a report. When you run the report, FSG prints only those rows and columns whose level of detail matches that specified for the report. There are three options that control the level of detail FSG prints on your report:

**Financial Analyst:** Includes all levels of detail.

**Supervisor:** Includes only rows and columns defined for Supervisor or Controller level of detail.

**Controller:** Includes only rows and columns defined for the Controller level of detail.

**Note:** If you do not enter a level of detail for a row or column, the system will assume the level of detail is Controller.

**Display Row or Display Column:** If a column is defined but not displayed, FSG still prints your column heading description and does not reposition other columns or their headings on your report. However, that column will not be visible in the Column Set Builder. For rows that are defined but not displayed, FSG hides the rows and repositions all other rows.

**Display Zero:** Use to print the row or column when it has a zero balance. If you do not choose this option, the row or column is suppressed on reports when it has a zero balance.

**Change Sign:** Use to change the sign on balances for display purposes only. General Ledger stores credits as negative amounts and debits as positive amounts. Therefore, change the sign for rows or columns with credit balances to print the credit balances as positive numbers. This option is typically defined for rows.

**Change Sign on Variance:** Use to change the sign on balances with a variance amount type for display purposes only. Note that variance is

calculated as budget minus actual. This option typically applies to rows.

---

## Relative Headings

You use relative headings to create dynamic column headings whose content changes depending on the period you specify when you run the report. You define relative headings by combining:

- **An ampersand (&)** — Identifies the following token and number as a relative heading.
- **A token** — Representing period of interest (POI), budget (BUDGET), encumbrance (ENCUMBRANCE), or currency (CURRENCY). The most often used token is POI.
- **A number** — For POI relative headings, the number is a period offset. For budgets, encumbrances, and currencies, the number is an associated control value.

**Note:** The number is expressed as a positive or negative value. For negative values, the minus sign (-) is required. For positive values, the plus sign (+) is optional.

Here are the relative headings you can use in a report:

**&POI:** Enter `&POI` (period of interest), followed by a number from -999 to +999 that refers to the relative period offset of your column. For example, enter `&POI0` to display amounts for the period you specify at runtime, enter `&POI-1` to display amounts one period before the period you specify at runtime, and so on. Generally, the relative period offset you use to define a `&POI` heading corresponds to the period offset of the column.

**&DOI:** Enter `&DOI` (day of interest), followed by a number from -999 to +999 that refers to the relative offset of your column. For example, enter `&DOI0` to display amounts for the effective date you specify at runtime, enter `&DOI-1` to display amounts one day before the effective date you specify at runtime, and so on. Generally, the relative offset you use to define a `&DOI` heading corresponds to the offset of the column.

**&BUDGET:** Enter `&BUDGET` followed by a control value number to print the budget name assigned to the control value number when you define your report.

**&ENCUMBRANCE:** Enter `&ENCUMBRANCE` followed by a control value number to print the encumbrance type assigned to the control value number when you define your report.

**&CURRENCY:** Enter `&CURRENCY` followed by a control value number to print the currency assigned to the control value number when you define your report.

If you define multiple relative column headings and enter text for a particular column set, and there is insufficient space to print all the values, FSG applies the following rules:

- Relative column headings to the right override the one to the left.
- Relative column headings override text.

## Row and Column Overrides

If you enter different values for the same option in both your row set and column set, there is a conflict. Use the following table to determine which report object takes precedence, or to determine the behavior of the objects when a conflict exists:

<b>Row Set vs. Column Set Override Summary</b>			
<b>Option</b>	<b>Row Overrides Column</b>	<b>Column Overrides Row</b>	<b>Comments</b>
Amount Type	Yes	No	Must specify amount type at Row level OR Column level.  When you specify an amount type, you must also specify the period offset and any control values.
Offset	Yes	No	
Control Value	Yes	No	Must assign same currency, budget or encumbrance type at row and column level
Format	Yes	No	
Factor	Yes	No	
Display Zero	Yes	No	
Level of Detail	Yes	No	
Override Row/Column Calculations	No	Yes	A conflict exists only for those report cells where calculations are defined for both the intersecting row and column.
Activity (Dr, Cr, Net)	No	Yes	
Accounts	N/A	N/A	Report uses intersecting accounts
Summary	N/A	N/A	Must assign same summary option at row and column level
Currency	N/A	N/A	Must assign same currency to intersecting rows and columns; otherwise 0 (zero) appears in place of an amount.

<b>Option</b>	<b>Row Overrides Column</b>	<b>Column Overrides Row</b>	<b>Comments</b>
Change Sign	N/A	N/A	Yes overrides No
Change Sign on Variance	N/A	N/A	Yes overrides No

---

## FSG Report Parameters

**Period:** Enter the accounting period for which you want to run your report. FSG prints the accounting period name at the top of your report with your set of books name and report title. If you don't specify a period, FSG will print a report for the latest open period for your set of books.

**Additional Information:** The period you specify has a direct effect on any relative headings and period offsets which are defined as part of your report. For example, assume your report has two columns — one defined as &POI0 and one defined as &POI-6. If you enter DEC-96 as the Period, your report will include one column of values for December 1996 and one column of values for June 1996.

**Date:** Enter the effective Date for your report.

**Currency:** Enter the currency to use for the report. If you do not enter a currency, FSG uses the currency you assigned when you defined the report. If you did not assign a currency when you defined your report, FSG uses the functional currency for your set of books.

**Segment Override:** Enter values for the account segments you want to override. When you enter an override segment value, FSG produces a report for the specific company, cost center, product or other value associated with that segment. If you don't provide a segment override, FSG uses the one specified in the report definition, if any.

**Content Set:** Choose the content set for your report. Leave this entry blank if you want to use the content set stored with the report definition or if you don't want to use a content set.

**Row Order:** Choose a row order for your report. Leave this entry blank if you want to use the row order stored with the report definition or if you don't want to use a row order.

**Display Set:** Choose a display set for your report. Leave this entry blank if you want to use the display set stored with the report definition or if you don't want to use a display set.

**Rounding Option:** Choose the rounding option you want FSG to use for calculations in your report. If you do not provide an option, FSG uses the rounding option you specified in the report definition.

**Exceptions:** Enter Yes if you want your report to display only the rows that meet the exceptions you defined in your column set. If you enter No or leave this field blank, FSG will display a complete report with your exception rows flagged.

**Output Option:** Choose Standard to generate normal FSG reports. Choose Spreadsheet to create tab-delimited reports which you can then download into a spreadsheet program.

**Level of Detail:** Enter the display detail level you want in the report. If you enter a level of detail, only those rows and columns with that level of detail and higher appear on the report.

**Note:** The level of detail option only appears if you request your report by using the program named Program – Run Financial Statement Generator.

## See Also

Running Financial Reports: page 4 – 84

Running FSG Reports from Standard Request Submission: page 4 – 86

CHAPTER

# 5



## Accounting For Multiple Companies Using a Single Set of Books

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## Accounting for Multiple Companies Using a Single Set of Books

This section explains how multiple companies in your enterprise can share the same set of books for accounting operations, consolidations, and reporting. The following topics are discussed in this chapter:

- General information to consider as you set up multiple companies in your enterprise to share the same set of books
- How to create a single set of books for multiple companies in your enterprise
- How to set up intercompany transaction processing for your subsidiaries that satisfies your enterprise and subsidiary business, accounting, and reporting needs.
- How to enter intercompany transactions
- How to consolidate multiple companies that share the same set of books
- Reporting and analyzing financial results

---

### Overview

You can maintain one set of books for multiple companies as long as the companies share the same account structure, accounting calendar, and functional currency. When setting up the account structure for your set of books, use the segment representing all your companies as the balancing segment. This ensures that each company is always in balance, which makes it easy for you to maintain and report on multiple companies as stand-alone entities when you maintain all their accounting records in the same set of books.

Optionally, you can define an intercompany segment in your chart of accounts. You can use this segment to track intercompany transactions by company or trading partner. The intercompany segment helps your reconciliations by identifying all transactions for each subsidiary company.

You can also create summary accounts that maintain balances for faster reporting and online inquiry. For example, you can see summarized cash balances, or nonexempt salaries across all companies.

If you set up your accounts to capture the appropriate information, you can use the Financial Statement Generator (FSG) to report separately on different companies, foreign operations and export sales, and major

customers—in accordance with national accounting standards, including SFAS #14 (U.S.).

**Additional Information:** You can use GCS Automatic Eliminations to automate your intercompany eliminations in a single set of books. Note: GCS Automatic Eliminations eliminates standard balances only (i.e. P-T-D) not average balances (i.e. P-A-T-D). See: Automatic Eliminations: page 7 – 46, Global Consolidation System chapter.

## See Also

Defining Sets of Books: page 9 – 66

Defining Summary Accounts: page 9 – 107

Defining Intercompany Accounts: page 9 – 90

### ► To create a single set of books for multiple companies:

1. Define the account structure, accounting calendar, functional currency, and set of books, as described in the setup chapter.

See: Overview of Setting Up: page 9 – 2

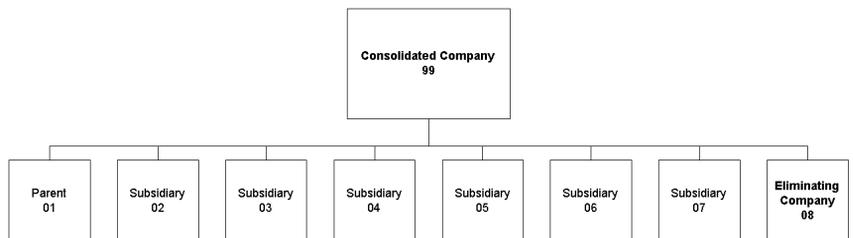
- When you define the account structure, identify your company segment as the balancing segment.
- (Optional), Define an intercompany segment to help you track intercompany transactions during period end reconciliations.

See: Intercompany Accounting: page 5 – 4

See: Defining Intercompany Accounts: page 9 – 90

See: Designing Your Accounting Flexfield: page 9 – 27

2. Set up a separate company segment value for your eliminating entries. You can then automatically generate elimination entries for this company during the consolidation process.



3. Set up a parent company segment value that includes as children all the company segment values you want to consolidate. Be sure to include the eliminating entries company you set up in the previous step. For example, if you want to consolidate companies 01 through 07 and your eliminating entries are made to company 08, define a consolidated company 99 whose children are companies 01 through 08.
4. Include the parent company you defined in Step 3 in a rollup group. Use this roll up group when defining summary templates. Summary templates create your summary accounts, whose balances are the sums of multiple detail accounts. When consolidating your financial results with summary accounts, you can:
  - Perform online summary inquiries when viewing the sum of all your subsidiaries' balances
  - Improve performance when generating consolidated financial reports

---

## Intercompany Accounting for Multiple Companies with a Single Set of Books

Depending upon your company and subsidiary business needs, General Ledger offers a number of solutions to automatically account for intercompany transactions within a single set of books.

General Ledger can automatically balance intercompany journals based on accounts you define in the Intercompany Accounts window. General Ledger creates balancing journal lines when you post, using the appropriate intercompany accounts you specify for the source, category, and balancing segment.

For General Ledger to automatically balance intercompany journals, you must enable the Balance Intercompany Journals option in the Set of Books window.

(Optional) You can create an intercompany segment in your chart of accounts structure. The intercompany segment shares the same value set as the balancing segment and is used in the account code combination General Ledger creates to balance intercompany journals. The intercompany balancing segment provides more detail for reporting and reconciliation.

To set up the Intercompany Balancing Segment in your chart of accounts, see: *Designing Your Accounting Flexfield*: page 9 – 27.

Below are four scenarios and setup examples to consider as you determine how to best meet your specific needs.

### 1. Standard Intercompany Balancing

General Ledger can create generic balancing lines against the intercompany accounts that you have defined for specific sources and categories. This method does not track payable and receivable balances for trading subsidiaries.

Assume you define the following intercompany accounts for a specific source and category:

Account	Description
xx.000.1600.000	intercompany receivables
xx.000.2600.000	intercompany payables

Table 5 – 1 (Page 1 of 1) Standard Intercompany Balancing, setup

You post the following transaction, using the same source and category, to transfer an asset from company 1 to companies 2 and 3.

Transaction	Amount
02.000.1725.000	300
03.000.1725.000	400
01.000.1725.000	700

Table 5 – 2 (Page 1 of 1) Standard Intercompany Balancing, transaction

General Ledger creates the following journal lines to record an intercompany receivable for company 1 and intercompany payables for companies 2 and 3.

Transaction	Amount
01.000.1600.000	700
02.000.2600.000	300
03.000.2600.000	400

Table 5 – 3 (Page 1 of 1) Table 5 – 4 Standard Intercompany Balancing, results

► **To set up standard intercompany balancing:**

1. Navigate to the Intercompany Accounts window.
2. Specify the Source and Category that applies to the intercompany account you are defining.
3. Select Summary or Detail balancing.
4. in the Clearing Company Usage tab, select Many to Many Intercompany Transactions Only.
5. In the Default Options tab, check Use Default Balancing Account.

In the detail region below, leave the balancing segment column blank. General Ledger completes this field with All Other. All Other includes all values for the balancing segment not specified. In this example, All Other includes all participating subsidiary companies.

6. In the Due From field, enter the debit account you want to use.
7. In the Due To field, enter the credit account you want to use.
8. Save your work.

General Ledger automatically balances your intercompany journals using the appropriate intercompany accounts. This method mimics intercompany balancing functionality in Oracle General Ledger, Release 11.0.

## **2. Enhanced Intercompany Balancing**

---

You can define separate intercompany accounts to record more detail for your intercompany journals and track intercompany balances.

Assume you define the following accounts:

<b>Intercompany Type</b>	<b>Account</b>	<b>Description</b>
Receivables	xx.000.1601.000	due from company 01
	xx.000.1602.000	due from company 02
	xx000.1603.000	due from company 03
	xx.000.1600.000	due from Other
Payables	xx.000.2601.000	due to company 01

**Table 5 – 5 (Page 1 of 2) Enhanced Intercompany Balancing, setup**

Intercompany Type	Account	Description
	xx.000.2602.000	due to company 02
	xx.000.2603.000	due to company 03
	xx.000.2600.000	due to Other

**Table 5 – 5 (Page 2 of 2) Enhanced Intercompany Balancing, setup**

You post the following transaction:

Account	Amount
02.000.1725.000	300
03.000.1725.000	400
01.000.1725.000	700

**Table 5 – 6 (Page 1 of 1) Enhanced Intercompany Balancing, transaction**

General Ledger creates the following journal lines:

Account	Amount
01.000.1602.000	300
01.000.1603.000	400
02.000.2601.000	300
03.000.2601.000	400

**Table 5 – 7 (Page 1 of 1) Enhanced Intercompany Balancing, results**

This method illustrates that company 1 has intercompany receivables of 700: 300 from company 2 and 400 from company 3. It also indicates that company 2 has an intercompany payable to company 1 of 300 and company 3 has an intercompany payable to company 1 of 400.

You may require this level of detail for your business operation.

### **3. Intercompany Segment Balancing**

Instead of using different natural accounts to track intercompany balances, you can use an intercompany segment in your chart of

accounts to record the same detail as enhanced intercompany balancing.

To set up the intercompany balancing segment in your chart of accounts, see: *Designing Your Accounting Flexfield*: page 9 – 27.

Assume your chart of accounts has the following structure:

CO – CC – ACCT – IC, where...

CC	is the cost center segment
ACCT	is the natural account segment
IC	is the intercompany segment

Assume you define the following accounts:

Account	Description
xx.000.1600.000	intercompany receivables
xx.000.2600.000	intercompany payables

**Table 5 – 8 (Page 1 of 1) Intercompany Segment Balancing, setup**

You post the following transaction:

Transaction	Amount
02.000.1725.000	300
03.000.1725.000	400
01.000.1725.000	700

**Table 5 – 9 (Page 1 of 1) Intercompany Segment Balancing, transaction**

General Ledger creates the following journal lines:

Transaction	Amount
01.000.1600.02	300
01.000.1600.03	400

**Table 5 – 10 (Page 1 of 2) Intercompany Segment Balancing, results**

Transaction	Amount
02.000.2600.01	300
03.000.2600.01	400

**Table 5 – 10 (Page 2 of 2) Intercompany Segment Balancing, results**

**Note:** General Ledger automatically populates the intercompany segment in the balancing line account code combination.

This method records information similar to that of the enhanced balancing method. The results of the above transactions show that company 1 has intercompany receivables of 700: 300 from company 2 and 400 from company 3. We can also tell that company 2 has an intercompany payable to company 1 of 300 and company 3 has an intercompany payable to company 1 of 400.

► **To set up enhanced intercompany balancing and intercompany segment balancing:**

Prerequisite

The intercompany segment is enabled in your chart of accounts.

1. Navigate to the Intercompany Accounts window.
2. Specify the Source and Category that applies to the intercompany accounts you are defining.
3. Select Summary or Detail balancing.
4. Select one of the following combinations from the table below:

Clearing Company Usage tab	Default Options tab	Other instructions	Result
Always Use Clearing Company	Use Default Clearing Company	specify a default clearing company in the Default Clearing Company field.	If you create any intercompany journal and you do not specify the clearing company in the Enter Journal window, the transaction posts against the default clearing company.
Many To Many Intercompany Transactions Only	Use Default Clearing Company	specify a default clearing company in the Default Clearing Company field.	If you create any intercompany journal and you do not specify the clearing company in the Enter Journal window, the transaction posts against the default clearing company.
Many To Many Intercompany Transactions Only	Use Default Balancing Account	specify the default accounts you want to use in the Intercompany Detail region. Enter the balancing segment in the first column. In the Due From and Due To columns, enter the debit and credit accounts you want to use for the balancing segment.	If you create an intercompany journal involving many companies and do not specify the clearing company in the Enter Journals window, the transaction posts against the default accounts you specify in the Intercompany Detail region.

Table 5 – 11 (Page 1 of 1)

5. Save your work.

#### **4. Originating Companies**

Your organization can designate one company to act as an operational unit for all subsidiary companies in the organization for certain kinds of transactions. Intercompany Balancing in General Ledger supports this kind of operational decision.

For example, company 01 among your subsidiary companies may provide the accounts payable function for your entire organization. All accounts payable transactions originate from company 01. When you create an originating company like this, you can:

- Consolidate the accounts payable activities for the entire company

- Automatically balance multi company intercompany transactions
- Track the amounts each individual subsidiary owes to each other subsidiary

► **To set up an originating company using enhanced intercompany accounting:**

1. Define the following accounts:

Intercompany Type	Account	Description
Receivables	xx.000.1601.000	due from company 01
	xx.000.1602.000	due from company 02
	xx.000.1603.000	due from company 03
	xx.000.1604.000	due from company 04
	xx.000.1600.000	due from All Other
Payables	xx.000.2601.000	due to company 01
	xx.000.2602.000	due to company 02
	xx.000.2603.000	due to company 03
	xx.000.2604.000	due to company 04
	xx.000.2600.000	due to All Other

**Table 5 – 12 (Page 1 of 1) Originating Company, setup**

2. Navigate to the Intercompany Accounts window.

3. Complete the following:

**Source:** Accounts Payable

**Category:** *Your choice*

**Clearing Company Usage tab:** Select Always Use Clearing Company.

**Default Options tab:** Select Use Default Clearing Company. Enter 04 as the default clearing company. The default 04 originating company is valid for this example only.

4. You post the following transaction:

Account	Amount
02.000.1725.000	300
03.000.1725.000	400
01.000.1725.000	700

**Table 5 – 13 (Page 1 of 1) Originating Company, transaction**

General Ledger creates the following journal lines:

Account	Amount
04.000.1602.000	300
04.000.1603.000	400
01.000.1604.000	700
02.000.2604.000	300
03.000.2604.000	400
04.000.2601.000	700

**Table 5 – 14 (Page 1 of 1) Originating Company, result**

The result tells us that company 1 has intercompany receivables of 700: 300 from company 2 and 400 from company 3. It also tells us that company 2 has an intercompany payable to company 4 of 300 and company 3 has an intercompany payable to company 4 of 400. Company 1 has intercompany receivables of 700 from company 4. Company 4 has an intercompany payable to company 1 of 700. Companies 1 through 3 balance against the originating company, 04.

If you create an intercompany journal and you do not specify the clearing company in the Enter Journals window, the transaction posts against the default accounts you specify in the default clearing company field. You may require this level of detail for your business operation.

**Note:** The examples above are illustrative and are not intended to be exhaustive. you can use variations or combinations of the above methods to meet your specific accounting needs.

► **To set up an originating company using the Intercompany Segment:**

Prerequisite

The intercompany balancing segment is enabled in your chart of accounts.

1. Navigate to the Intercompany Accounts window.

2. Complete the following:

**Source:** Accounts Payable

**Category:** *Your choice*

**Balance by Detail:** Balance by journal line

**Clearing Company Usage tab:** Select Many to Many Intercompany Transaction Only

**Default Options tab:** Select Use Default Clearing Company

**Balancing Segment column:** Press the tab key. All Other appears. All Other includes all balancing segments not defined in this column.

**Due To and Due From columns:** Enter the following accounts in the Due From and Due To columns:

Due From: 01.100.1600.00 to specify a debit entry

Due To: 01.100.2600.00 to specify a credit entry

3. Save your work.

4. You create multiple debit entries and two balancing credit entries as follows:

Acocunt	Amount
02.000.5300.00	500
03.000.2400.00	100
04.000.3500.00	300

**Table 5 – 15 (Page 1 of 20) Originating Company Using Intercompany Segment, transaction**

Account	Amount
01.000.1000.000	700
02.000.1000.000	200

**Table 5 – 15 (Page 2 of 20) Originating Company Using Intercompany Segment, transaction**

When you post the transaction, General Ledger automatically creates these additional balancing entries with the following account code combinations:

Account	Amount
06.000.1600.02	debit 500
06.000.1600.03	debit 100
06.000.1600.04	debit 300
01.000.1600.06	debit 700
05.000.1600.06	debit 200
02.000.2600.06	credit 500
03.000.2600.06	credit 100
04.000.2600.06	credit 300
06.000.2600.01	credit 700
06.000.2600.05	credit 200

**Table 5 – 16 (Page 1 of 1) Originating Company Using Intercompany Segment, results**

If you create an intercompany journal involving many companies and you do not specify the clearing company in the Enter Journals window, the transaction posts against the default accounts you specify in the Intercompany Detail Region. General Ledger automatically uses the intercompany segment in the account code combination to track balances.

The automatic intercompany balancing account entries clarify the payable and receivable relationships between other subsidiary companies and the accounts payable subsidiary.

## Intercompany Transactions

When you establish how you want your intercompany journal lines to be automatically balanced, you can easily enter intercompany transactions.

- ▶ **To enter intercompany transactions:**
  - Navigate to the Enter Journals window. Enter your intercompany journals. If you enabled automatic intercompany balancing in the Set of Books window, General Ledger offsets your intercompany journal entries automatically and records balancing entries to the appropriate intercompany accounts for each subsidiary.

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## Consolidating Multiple Companies using a Single Set of Books

To consolidate multiple companies with a single set of books, first complete your eliminating entries. and then create reports on the consolidated parent.

For setup information, See: Multiple Companies with a Single Set of Books: page 5 – 2.

## Creating Automatic Eliminating Entries

To complete your eliminating entries for multiple companies using a single set of books, you can use the following General Ledger features:

- Automatic Eliminating Entries
- Recurring Journals

### **Automatic Eliminating Entries**

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With the Automatic Intercompany Eliminations program you can eliminate intercompany balances and transactions that are based on mapping rules you have defined in the Elimination Sets window. To use automatic eliminations, see: Eliminating Entries: page 7 – 46.

If you maintain multiple companies within one set of books, you can define automatic entries to eliminate intercompany receivables and payables, investments in subsidiaries, intercompany sales, and so on.

**Note:** The Automatic Intercompany Eliminations program eliminates standard balances, not average balances. See: Recurring Journals: page 5 – 16.

To expedite consolidations and enhance consolidation reporting, define a separate company for your eliminating entries. Post eliminating entries to this elimination company so you do not have to reverse them later. You can also prepare financial statements to clearly identify consolidating and eliminating amounts to ease reconciliation of your consolidated balances.

**Note:** If you define a separate company for your eliminating entries, be sure to include it as a child of your consolidated company.

## See Also

Eliminating Entries: page 7 – 46.

### **Recurring Journals**

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You can also create Recurring Journal formulas or MassAllocations to create elimination entries. These formulas can be simple or complex. Each formula uses fixed amounts and/or balances that include:

- Standard, end-of-day, or average balances
- Actual or budget amounts
- Statistics and period-to-date or year-to-date balances from the current period, prior period, or same period last year

You can quickly create new recurring formulas by copying and modifying existing formulas.

This method is most beneficial for elimination entries that require complex formulas, such as eliminating minority interest or eliminating costs of goods sold. Calculate the amounts for your eliminating entries by using the accounts in your consolidating companies as formula factors. For example, define amounts for a journal entry line affecting your investment in subsidiary account by summing your subsidiary equity accounts in your formula calculations. See: Creating Recurring Journal Formula Batches: page 1 – 60.

**Note:** You must use this method to eliminate average balances.

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## Creating Consolidated Reports

If you maintain multiple companies within one set of books, you can use the Financial Statement Generator (FSG) or the report definition

tool in the Applications Desktop Integrator (ADI) to create and generate consolidated financial statements using the consolidated parent accounts.

### **Financial Statement Generator**

You can use FSG to create a consolidating report — a side-by-side listing of all your consolidating companies. You may find this useful when reconciling your subsidiaries' totals to the consolidated total. For example, a consolidating report might show your report line items down the left side and present each subsidiary and your consolidated totals in separate columns:

	<b>U.S. Operations</b>	<b>U.K. Operations</b>	<b>Japan Operations</b>	<b>Eliminating Entries</b>	<b>Consolidated Total</b>
<b>Cash</b>	\$ 1,250,000	\$ 750,253	\$ 1,345,253	–	\$ 3,345,506
<b>Investments</b>	2,725,000	1,152,750	856,253	350,425	4,383,578
<b>Receivables</b>	4,523,795	885,952	1,648,253	\$ 25,000	7,033,000
<b>Fixed Assets</b>	24,354,253	2,425,253	8,152,425	854,125	34,077,806
....	....	....	....	....	....
....	....	....	....	....	....
<b>Retained Earnings</b>	115,895,452	12,752,200	22,452,887	1,758,665	149,341,874

Table 5 – 17 (Page 1 of 1) Sample Consolidating Report. U.S. Dollars.

► **To create a consolidating trial balance report with the Financial Statement Generator:**

1. Define your balance sheet row set. Include rows for your intercompany receivables and payables, your investments in subsidiaries, and your intercompany amounts.
2. Create a column set that has separate columns for each company. If you enter your eliminating entries in a separate company, also define a column for that company.
3. Define a total consolidated column by adding all the columns for each of your companies, including the eliminating company.
4. Edit the column headings to show the names of each company.
5. Run the consolidating report with the consolidating row and column sets. Note that to get a consolidating income statement report, you can simply define a consolidating income statement row set and run it with the same consolidating column set.

## **Applications Desktop Integrator**

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You can extend consolidation reporting to the spreadsheet environment using Applications Desktop Integrator (ADI). With ADI you can create standard reports in a spreadsheet and publish them in HTML format to the Internet or your corporate intranet, distributing consolidation information throughout the organization at once. Authorized users can enter a password to log on to a secure web site or download a spreadsheet version of the report to perform additional analysis.

### **See Also**

Creating Consolidating Reports: page 5 – 16

*Applications Desktop Integrator User's Guide*

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## **Analyzing Balances**

Once your consolidation is complete, you can inquire about and analyze consolidated balances in the same way you do with other balances. For inquiry, enter the parent summary account when requesting an online inquiry or accounting reports, or when defining and requesting financial statements.

With Oracle Financial Analyzer (OFA) you can analyze your consolidated information. You can pivot your financial information to analyze your data through different what-if and what-happened scenarios. You do not need to create multiple reports.

### **See Also**

Defining Sets of Books: page 9 – 66

Defining Summary Accounts: page 9 – 107

Defining Intercompany Accounts: page 9 – 90

Creating Recurring Journal Formula Batches: page 1 – 60

Overview of the Financial Statement Generator: page 4 – 3

Overview of Average Balance Processing: page 13 – 1

Designing Your Accounting Flexfield: page 9 – 27

Defining Segment Values  
(*Oracle Applications Flexfields Guide*)

CHAPTER

# 6



## Accounting For Multiple Companies Using Multiple Sets of Books

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## Accounting for Multiple Companies Using Multiple Sets of Books

This section explains how your enterprise can set up subsidiary companies on separate sets of books. You use the Global Intercompany System (GIS) to facilitate intercompany transactions among diverse charts of accounts. You use the Global Consolidation System (GCS) to consolidate disparate sets of books. The following topics are discussed in detail below:

- General information to consider as you set up multiple sets of books for the companies in your enterprise.
- How to create multiple sets of books.
- How to set up intercompany transaction processing to satisfy your enterprise and local company business, accounting, and reporting needs. We recommend you use the Global Intercompany System (GIS) for intercompany transactions.
- How to enter intercompany transactions.
- How to consolidate financial results from multiple sets of books. We recommend you use the Global Consolidation System (GCS) to move financial data from diverse sets of books and data sources into a single consolidation set of books.
- The Consolidation Process and general steps to follow to consolidate financial results for your enterprise.
- Notes on consolidating average balances.

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### Overview

If your companies have different account structures, accounting calendars, or functional currencies, you will need to create a set of books for each company. You also need separate sets of books if you use multiple Oracle Applications instances for your companies.

This section presents a broad overview of accounting for multiple companies with multiple sets of books. Read this section, the Global Consolidation System Overview: page 7 – 2, and the Global Intercompany System Overview: page 8 – 2, before you choose how to set up your enterprise.

When you are ready to consolidate and report on your multiple companies, see the Global Consolidation System (GCS) chapter. This details how to create elimination entries, consolidate your companies and generate meaningful financial reports.

When you are ready to process intercompany transactions, see the Global Intercompany System (GIS) chapter. This chapter explains how to manage intercompany transactions among diverse sets of books.

► **To create multiple sets of books for multiple companies:**

1. Define value sets to enter your segment values once and use them for multiple sets of books within the same Applications instance. This enables you to access existing segment values when defining a new chart of accounts, and facilitates mapping segments or accounts during consolidation.
2. Define the account structure, calendar, and functional currency you want to use for each set of books. Optionally, you can use the same structure, calendar, or currency more than once if the sets of books reside in the same Applications instance.

**Note:** If you want to consolidate budgets, your parent and subsidiary sets of books must share the same calendar.

3. Define a set of books for each subsidiary company, as well as for the parent company.

See: Defining Sets of Books: page 9 – 66.

**Note:** You can create consolidated reports only in your parent set of books. If you define a separate consolidation set of books with a unique chart of accounts, you will have to define new reports in that consolidation set of books.

**Caution:** Anyone with access to your parent set of books will be able to view consolidated data from your subsidiary sets of books.



**Suggestion:** If your subsidiary has local currency reporting needs, consider using General Ledger's Multiple Reporting Currencies (MRC) feature to define both a primary and reporting set of books for the subsidiary. Use your parent company's functional currency as the reporting currency for the reporting set of books.

See: Multiple Reporting Currencies Overview: page 11 – 54

4. Complete your setup tasks.

See: Overview of Setting Up: page 9 – 2

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## Entering Intercompany Transactions

General Ledger's Global Intercompany System (GIS) feature helps you manage your intercompany transactions through a highly centralized process. With GIS, your parent and subsidiaries can send intercompany transactions to one another for review and approval, before the transactions are posted in each company's set of books.

See: Global Intercompany System (GIS): page 8 – 2

We generally recommend that you use GIS for your intercompany transaction needs. However, if you prefer a decentralized approach where each subsidiary enters intercompany transactions autonomously, you can choose not to use GIS. In this case, each subsidiary enters intercompany transactions directly into their set of books.

► **To enter intercompany transactions without using GIS:**

You must enter separate transactions in each subsidiary set of books to reflect each subsidiary's portion of a multi-company transaction. For each subsidiary:

1. Choose the subsidiary set of books by selecting a responsibility that has access to the set of books.
2. Enter the subsidiary's portion of the multi-company transaction, making sure to balance the entry against an intercompany account. Post the transaction when complete.

For example, to record a cash sale from Company A to Company B (subsidiaries of the same parent), you might make the following entries:

Company A's set of books:

Cash.....	25,000
Intercompany Sales.....	25,000

Company B's set of books:

Intercompany Purchases...	25,000
Cash.....	25,000

The intercompany accounts should be eliminated during the consolidation process.

**Note:** You can only consolidate subsidiary account balances or journal batches to your parent set of books. See: Posting Journal Batches: page 1 – 146.

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## Consolidation Methods

To consolidate multiple companies whose accounting information is maintained in separate sets of books in one Applications instance, use the Global Consolidation System (GCS).

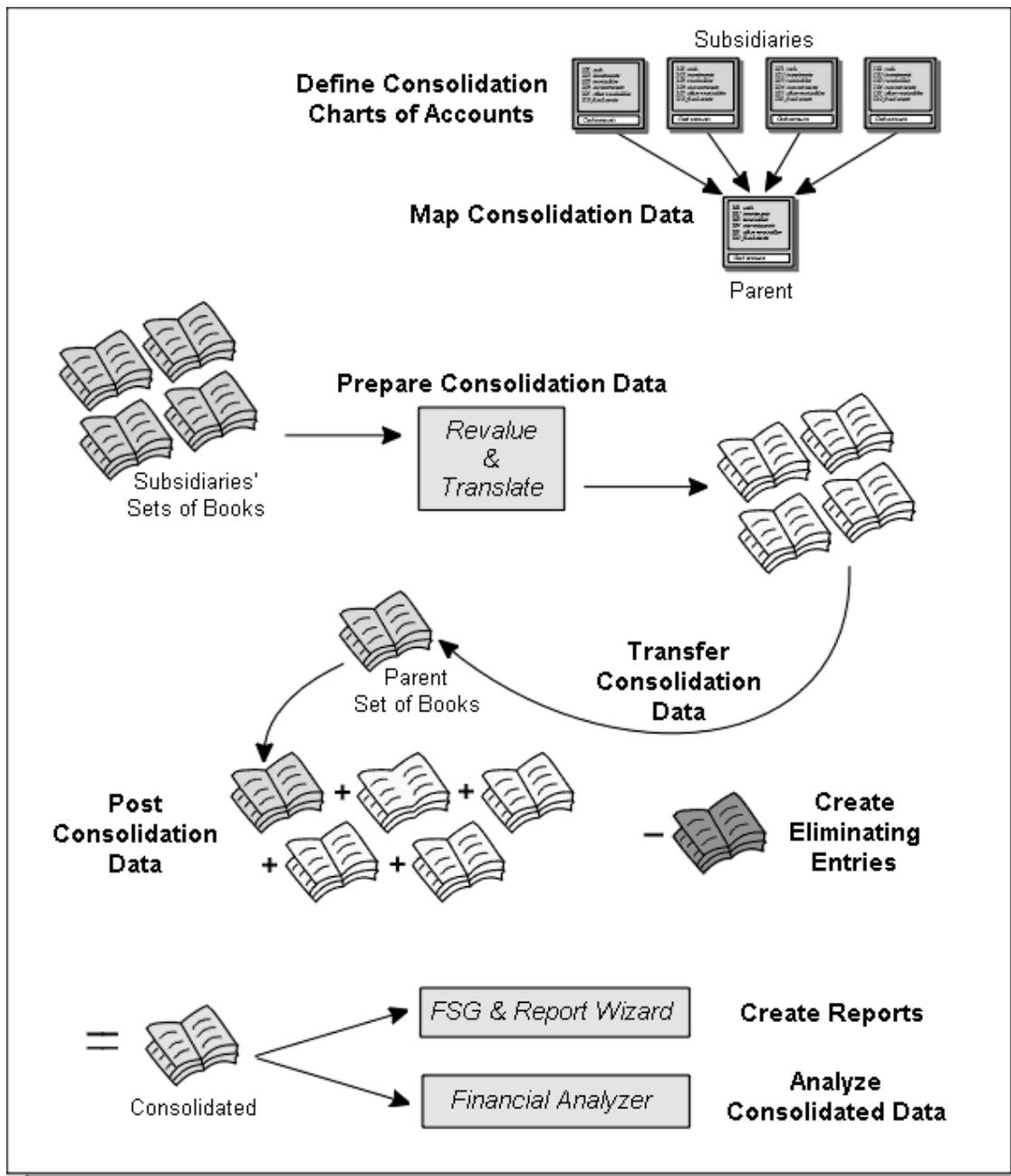
See: Global Consolidation System: page 8 – 2

You can also use the Global Consolidation System if you maintain multiple sets of books in multiple Applications instances. However, you must maintain dummy sets of books for those subsidiaries whose sets of books are located external to the Applications instance where you plan to perform your consolidation activities.



**Suggestion:** If you maintain multiple sets of books in multiple Applications instances, we suggest that you discuss your consolidation needs with an Oracle consultant.

Figure 6 – 1 Consolidation Process



## Consolidation Process

To consolidate your financial results in an orderly manner, the table below lists our recommended consolidation steps.

Consolidation Step	Description
<p><b>Define a Consolidation Chart of Accounts:</b></p> <p>Define and maintain flexible charts of accounts to accommodate your unique business needs.</p>	<p>Each subsidiary will require their own set of books or their own applications instance to meet their operational or local accounting needs. You must define a standard consolidation chart of accounts for the consolidated parent set of books.</p>
<p><b>Map Data:</b></p> <p>Define how your subsidiaries' accounts map to the parent set of books.</p>	<p>Mapping determines how your subsidiary balances roll up into the consolidated parent ledger.</p>
<p><b>Gather Data:</b></p> <p>Collect data from disparate systems into the GCS application.</p>	<p>If using multiple database instances, use SQL Loader or the customizable spreadsheet front-end to load data from diverse sources into the GCS open interface.</p>
<p><b>Prepare Subsidiary Data:</b></p> <p>Prepare your subsidiary balances before you transfer them to the parent.</p>	<p>Revalue and translate foreign subsidiaries' account balances to update functional currency equivalents before you transfer balances to the parent.</p> <p><b>Note:</b> If you use Multiple Reporting Currencies, you may be able to bypass the translation step by consolidating directly from a subsidiary reporting set of books to your consolidated parent set of books. See: Preparing Subsidiary Data: page 7 – 33.</p>
<p><b>Transfer Data:</b></p> <p>Transfer subsidiary financial information to the consolidated parent set of books.</p>	<p>Simplify transfer balances or transactions from your subsidiaries to the consolidated parent set of books.</p>
<p><b>Post Consolidated Data:</b></p> <p>Post the consolidation journals in the parent set of books to update consolidated balances.</p>	<p>Each consolidation journal submitted by each of the subsidiaries needs to be posted to the parent set of books to update its balances.</p>
<p><b>Eliminate Balances:</b></p> <p>Eliminate intercompany balances and minority interests related to internal transactions.</p>	<p>Use automatic intercompany eliminations to generate elimination sets. For formula-based eliminations, you can also use recurring journals.</p>

Table 6 – 1 (Page 1 of 2) Consolidation Process

Consolidation Step	Description
<p><b>Report:</b> Deliver consolidated financial information throughout the enterprise.</p>	<p>Use the Financial Statement Generator (FSG) to create a consolidated report from the parent set of books, or create separate reports in each of the subsidiary sets of books.</p> <p>You can also use Applications Desktop Integrator (ADI) to extend reporting to a spreadsheet environment. Use ADI to create printed reports or create your reports in HTML to publish to the web or your corporate intranet.</p>
<p><b>Analyze:</b> Review and analyze your consolidated reports to assess the effectiveness of your company's global strategies.</p>	<p>Use GCS to drill from consolidated balances in the parent set of books directly to the subsidiary set of books within the same instance. You can also drill between a subsidiary's translated balance to its original balance. GCS provides you with the flexibility to drill between summary accounts, detail accounts, and the original journal entries.</p> <p>Directly link your data to Oracle Financial Analyzer, an online analytical processing application, to analyze consolidated balances and prepare operational and financial analyses for your management team.</p>

Table 6 – 1 (Page 2 of 2) Consolidation Process

**Additional Information:** If you maintain your parent and all of its subsidiaries within one set of books *and* you do not have average balance processing enabled, you do not need to use GCS to view and report on your consolidated financial information. See: Accounting for Multiple Companies Using a Single Set of Books: page 5 – 2.

**See Also**

Accounting for Multiple Companies Using a Single Set of Books: page 5 – 2.

Multiple Reporting Currencies Overview: page 11 – 54

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## Reporting Set of Book's Beginning Balances

If you choose to use MRC for reporting in multiple currencies, you must initialize the beginning balances in your reporting sets of books. We recommend that you use Translation and Consolidation to initialize your reporting set of books.

See: Initializing Reporting Set of Book's Balances: page 11 – 58.

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## Notes on Consolidating Average Balances

There are some special considerations, discussed below, that you should be aware of when consolidating sets of books that have average balance processing enabled in General Ledger.

### Linked Versus Non-linked Average Balances

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In a typical set of books where average balance processing is enabled, standard and average balances are linked, since the average balances are derived from the standard balances. To enforce this linkage, General Ledger prevents you from creating journal entries that directly manipulate average balances. However, to view and report on consolidated average balances, you need to do exactly what General Ledger prevents you from doing.

Therefore, you need a way to break the linkage so you can create eliminating entries that change your average balances. You do this by defining your parent as a Consolidation Set of Books. In a consolidation set of books you can still view and report on average balances, but the links between standard and average balances are not enforced. As a result, you can create and post eliminating entries directly against your average balances.

See: Set of Books Average Balance Options: page 9 – 72.

A consolidation set of books is used only for the balances consolidation method. To use the transactions method, which consolidates actual journal detail from a subsidiary set of books, you should use a non-consolidation set of books (with average balance processing enabled) as your parent. When you post consolidating journal entries in this parent set of books, General Ledger will calculate average balances automatically, and will enforce the link between standard and average balances.

## Consolidation Journal Entries

---

When you consolidate average balances into a consolidation set of books, General Ledger creates separate consolidation journal entries for standard and average balances, with the following properties:

	Standard Balance Consolidation Journal Entry	Average Balance Consolidation Journal Entry
Journal Source:	Consolidation	Average Consolidation
Effective Date:	Period	First day of the period
Updates when posted:	Standard balances in table GL_BALANCES	Average balances in table GL_DAILY_BALANCES

Table 6 – 2 (Page 1 of 1) Consolidation Journal Entries

## Consolidating QATD and YATD Balances

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Quarter average-to-date balances are always consolidated into the first period of a quarter. Year average-to-date balances are always consolidated into the first period of a year. Balances roll forward through the entire quarter or year, so every day in the quarter or year will show the same average balances.

## Usage Types, Amount Types, Dates, and Periods

---

You can choose to consolidate standard balances only, average balances only, or both standard & average balances. These three options are referred to as the Usage type. The Usage type you select will also affect amount types, dates, and periods, as noted in the table below:

	Standard Usage Type	Average Usage Type	Standard & Average Usage Type
Amount Type	PTD, QTD, YTD, PJTD, EOD	PATD, QATD, YATD	PTD/PATD, QTD/QATD, YTD/YATD, EOD/PATD
Date	Disabled unless amount type is EOD, then date is closest business day in the subsidiary Period.	Closest business day in the subsidiary Period.	Closest business day in the subsidiary Period.
Period	Standard Period can be any open or future enterable period in parent set of books. Average Period is disabled.	Standard Period is disabled. Average Period depends on the amount type: PATD — any open or future enterable period in parent set of books. QATD — first non-adjusting period of a quarter in parent set of books. Must be open or future enterable. YATD — first non-adjusting period of a year in parent set of books. Must be open or future enterable.	Standard Period can be any open or future enterable period in parent set of books. Average Period is display only, must be open or future enterable, and depends on the amount type: PTD/PATD — same as the Standard Period. QTD/QATD — the first non-adjusting period of the quarter containing the Standard Period. YTD/YATD — the first non-adjusting period of the year containing the Standard Period.

Table 6 – 3 (Page 1 of 1) Consolidating Average Balances

**Note:** Consolidation uses the standard balances for the subsidiary Period specified on the Transfer Consolidation Data window. Consolidation uses average balances for the specified subsidiary Date.

Standard balances are consolidated into the parent set of books in the Standard Period specified on the Transfer Consolidation Data window. Average balances are consolidated into the specified Average Period.

Note also that EOD balances are stored as standard balances within a consolidation set of books, rather than as average balances.

## See Also

Global Consolidation System: page 7 – 2

Defining Sets of Books: page 9 – 66

Defining Consolidations: page 7 – 20

Consolidating Sets of Books: page 7 – 36

Overview of Average Balance Processing: page 13 – 1

Overview of Flexfield Value Security

Defining Value Sets

*(Oracle Applications Flexfields Guide)*

CHAPTER

# 7



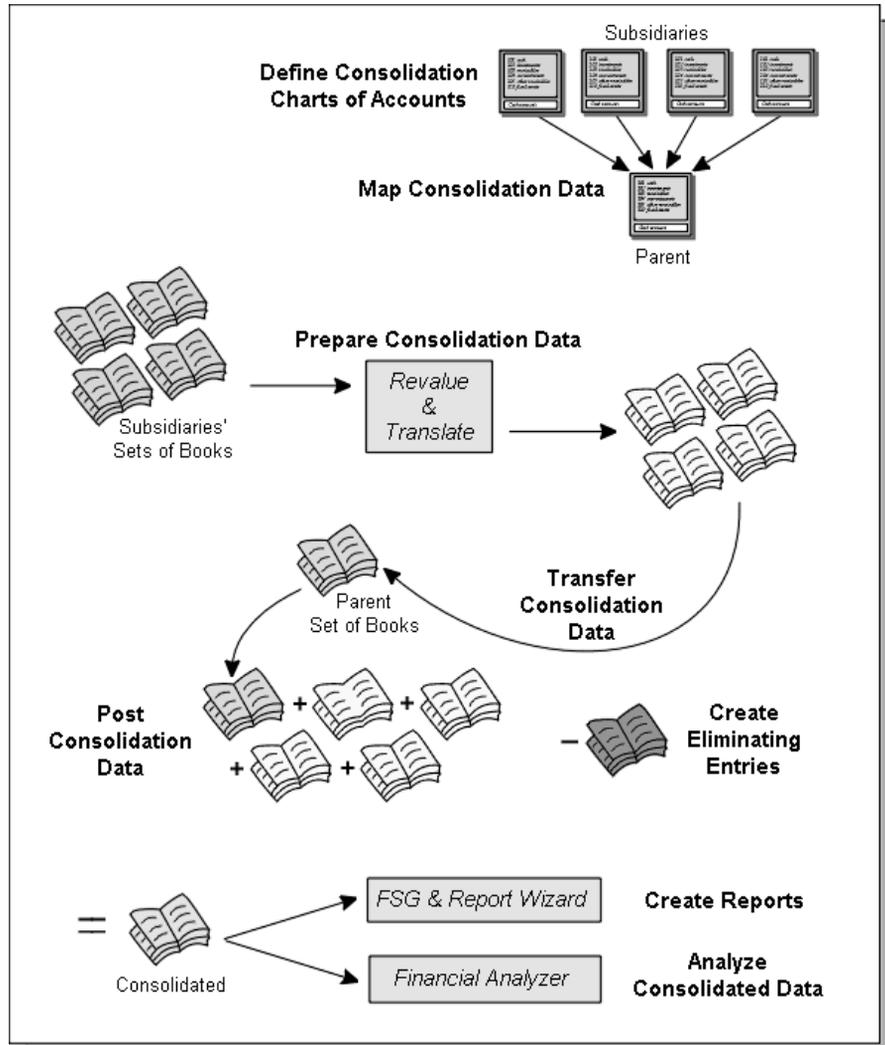
# Global Consolidation System

# Global Consolidation System

Consolidation is the period-end process of combining the financial results of separate subsidiaries with the parent company to form a single, combined statement of financial results. The Global Consolidation System (GCS) provides the flexibility to help you manage your consolidation needs regardless of your company structure.

Figure 7 – 1

Global Consolidation System



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## Overview

The flexibility of the Global Consolidation System (GCS) allows you to manage financial information within any company structure. You can maintain multiple companies with similar or different accounting structures, and consolidate their results for meaningful financial reporting. GCS is best suited for global companies that have multiple companies using their own set of books to meet the needs of regional accounting practices.

**Note:** If your companies are sharing a single set of books for operational accounting purposes, you do not need to use GCS. You can use the Financial Statement Generator (FSG) to create consolidated financial reports. See: Accounting for Multiple Companies with a Single Set of Books: page 5 – 2.

You can consolidate budgets in addition to actual balances. If you plan to consolidate budgets, your subsidiary and parent sets of books must share the same calendar.

You should use GCS if one of the following is true in your organization:

- Your companies require different account structures. For example, one company may need a six segment chart of accounts, while another needs only a four segment chart of accounts.
- Your companies use different accounting calendars. For example, one company may use a weekly calendar and another may use a monthly calendar.
- Your companies operate in different countries requiring them to use their own local currencies.

**Note:** If you want to consolidate average balances across sets of books with average daily balances enabled, the parent set of books must have the consolidation option enabled. See: Defining Sets of Books: page 9 – 66.

There are two methods you can use to achieve consolidated results with Oracle Applications:

- **Reporting Consolidations:** Define an FSG report which consolidates data stored in a single set of books or which sums data across separate sets of books on the same applications instance.
- **Data Transfer Consolidations:** Serves global enterprises with multiple sets of books or multiple applications instances. With

data transfer consolidations, you move your financial data from diverse sets of books and data sources into a single consolidation set of books. You can report on and analyze consolidated financial information from this consolidated set of books.

---

## What You Can Consolidate

With GCS, you can consolidate any business dimension at any level of detail from any point of view:

**Any Source:** Data from any source system, including ledger, databases, or other accounting systems can be consolidated with GCS. Use the customizable spreadsheet front-end or the open consolidation interface to upload your data into GCS.

**Any Chart of Accounts:** Subsidiaries can use separate chart of accounts from the parent to address unique operational accounting practices and meet local statutory requirements. GCS enables you to consolidate across diverse charts of accounts.

**Any Calendar:** Subsidiaries can use different accounting calendars from the parent. GCS enables you to consolidate across calendars.

**Any Currency:** Subsidiaries can use a functional currency which differs from the functional currency of the parent. GCS revalues and translates all subsidiary balances to ensure consistent consolidated results.

**Any Level of Detail:** Consolidate detail transactions, detail balances, and summary balances.

- Consolidate transactions when you want the convenience of accessing detailed information in the consolidated ledger.
- Consolidate balances when you want the flexibility to transfer account details for only selected accounts.
- Consolidate summary balances when you only want to transfer aggregated account balances to the consolidated ledger. This method requires fewer resources and enhances processing performance.

**Any Balance Type:** Consolidate any balance type; including actual, average, translated, budget, and statistical balances.

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## Implementation Options

The consolidation you choose depends upon how many sets of books you use to full the requirements of your global accounting operation.

### Sets of Books

A set of books include three components: the functional currency, accounting calendar, and chart of accounts.

---

#### Accounting Operations Using a Single Set of Books

If your subsidiaries all share the same set of books with the parent company and all reside on the same applications instance, you can consolidate financial results using the Financial Statement Generator reporting engine.

---

#### Accounting Operations Using Multing Sets of Books

If each of your subsidiaries use their own set of books you must perform a data transfer consolidation using the Global Consolidation System to manage your consolidation process.

---

#### Accounting Operations Using Multiple Applications Instances

If some of your subsidiaries use different sets of books that reside on separate database instances or use non-Oracle applications for their accounting operations, you must perform a data transfer consolidation using the Global Consolidation System to manage your consolidation process.

**Note:** Additional steps are required to import data into the GCS instance.



**Suggestion:** If you maintain multiple sets of books in multiple applications instances, we suggest that you discuss your consolidation needs with an Oracle consultant.

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## Consolidation Process Steps

Every company must complete common consolidation steps in order to consolidate financial results. The following table details each consolidation implementation option:

Consolidation Step	Reporting Only (Single Set of Books)	Data Transfer (Multiple Sets of Books) Single Instance	Data Transfer (Multiple Sets of Books) Multiple Instances
<b>1. Define Sets of Books</b>	All subsidiaries share a single set of books which consists of the same chart of accounts, accounting calendar, and currency.	Each subsidiary and the parent company require their own set of books to meet their operational or local accounting needs.	Create dummy sets of books within the GCS parent's database instance. Each of these sets of books represent the subsidiary sets of books on disparate application instances.  <b>Hint:</b> Group similar sets of books together to limit the number of dummy sets of books.
<b>2. Map Data</b>	<b>No Action Required</b>	<b>Required</b>	<b>Required</b>
	The account mappings are already implicit in your chart of accounts.	Map your subsidiaries' account values to the consolidated parent values to determine how your subsidiary balances roll up into the parent.	Map your subsidiaries' account values from the dummy sets of books to the parent.
	<b>Note:</b> Because this method does not require the use of mapping sets, you will not be able to use the Consolidation Hierarchy Viewer.	<b>Note:</b> Use mapping sets to group your mapping rules in order to utilize the Consolidation Hierarchy Viewer.	<b>Note:</b> Use mapping sets to group your mapping rules in order to utilize the Consolidation Hierarchy Viewer.
<b>3. Gather Data from disparate instances or non-Oracle General Ledger systems</b>	<b>No Action Required</b>	<b>No Action Required</b>	<b>Required</b>
	Consolidation data is already maintained in a single set of books in the same instance.	Consolidation data is already maintained in different sets of books in the same instance.	1. Import each set of book's data into the corresponding dummy set of books using ADI's journal spreadsheet or SQL Loader to load data from diverse sources into the GCS open interface.
			2. Post the journals in each of the dummy sets of books.
<b>4. Prepare Your Subsidiary Data</b>	Revalue foreign currency balances. Optionally, translate your functional currency amounts to foreign currencies for reporting.	Revalue and translate foreign subsidiaries' account balances to the parent's functional currency before you transfer balances to the parent.	Same as single instance.

Table 7 – 1 (Page 1 of 3)

Consolidation Step	Reporting Only (Single Set of Books)	Data Transfer (Multiple Sets of Books) Single Instance	Data Transfer (Multiple Sets of Books) Multiple Instances
		<b>Note:</b> If you use Multiple Reporting Currencies, you may be able to bypass the translation step by consolidating directly from a subsidiary reporting set of books to your parent set of books. See: Preparing Subsidiary Data	
<b>5. Transfer Data</b>	<b>No Action Required</b>	<b>Required</b>	<b>Required</b>
	All subsidiary transactions and balances are already maintained in the same set of books.	Transfer balances or transactions from your subsidiaries to the parent set of books. Each transfer creates a consolidation journal in the parent set of books.	Same as single instance.
<b>6. Post Consolidated Data</b>	<b>No Action Required</b>	<b>Required</b>	<b>Required</b>
		Each consolidation journal needs to be posted in the parent set of books to update its balances.	Same as single instance.
<b>7. Eliminate Balances</b>	Use the automatic intercompany eliminations functionality to generate elimination sets. For formula-based eliminations, you can also use recurring journals.	Same as Reporting Only method	Same as Reporting Only method
<b>8. Report</b>	Use the Financial Statement Generator (FSG) as the mechanism to sum up the subsidiaries to produce consolidated results.	Use FSG's to report on consolidated results.	Same as Single Instance
	Use the Application Desktop Integrator (ADI) to extend reporting to the spreadsheet environment. ADI allows you to create and publish consolidated reports in HTML format to the Internet or your corporate intranet.	Use the Application Desktop Integrator (ADI) to extend reporting to the spreadsheet environment. ADI allows you to create and publish consolidated reports in HTML format to the Internet or your corporate intranet.	

Table 7 – 1 (Page 2 of 3)

<b>Consolidation Step</b>	<b>Reporting Only</b> <b>(Single Set of Books)</b>	<b>Data Transfer</b> <b>(Multiple Sets of Books)</b> <b>Single Instance</b>	<b>Data Transfer</b> <b>(Multiple Sets of Books)</b> <b>Multiple Instances</b>
9. Analyze	Use full drilldown capabilities to drill from consolidated balances down to subsidiary journal lines and subledger detail.	GCS enables you to drill from consolidated balances in the parent set of books directly to the subsidiary set of books within the same instance.	Same as Single Instance except you cannot drilldown to the subledger detail.
	Directly link your data to Oracle Financial Analyzer, an online analytical processing (OLAP) application, to analyze consolidated balance and prepare operational and financial analyses for your management team.	You can also drill between a subsidiary's translated balance to its original balance. GCS also provides you with the ability to drill between summary accounts, detail accounts, and the original journal entries, down to the subledger detail.	

**Table 7 – 1 (Page 3 of 3)**

## See Also

See: Accounting for Multiple Companies Using a Single Set of Books: page 5 – 2.

See: Accounting for Multiple Companies Using Multiple Sets of Books: page 6 – 2.

Multiple Reporting Currencies Overview: page 11 – 54

# Consolidation Workbench

The Consolidation Workbench provides a central point of control for consolidating an unlimited number of subsidiaries to your parent, while keeping you informed about each subsidiary's consolidation status. The workbench also monitors subsidiary account balances for any changes that occur after the subsidiary data has already been transferred to your parent set of books.

The screenshot shows a window titled "Find Consolidation Processes" with the following fields and values:

- Parent: Vision Corporation
- Parent Period: December-01
- Balance Type: Any
- Preparation/Transfer**
  - Mapping Set: Vision Operations
  - Mapping: Services to Corporate
  - Subsidiary: Vision Services (USA)
  - Status: Not Transferred
- Elimination**
  - Elimination Set: Intercompany Revenue
  - Status: Not Transferred

Buttons: Clear, Find

## Monitoring Consolidations

When you navigate to the Consolidation Workbench, the Find Consolidations Processes window opens. Use this window to query consolidation and elimination processes. Your query results appear in the Consolidation Workbench. You can complete as many fields as you like to narrow your query.

**Parent:** Choose a parent from the list of values.

**Parent Period:** Enter or choose a consolidation period from the list of values.

**Balance Type:** Choose from Actual, Balance, or Any.

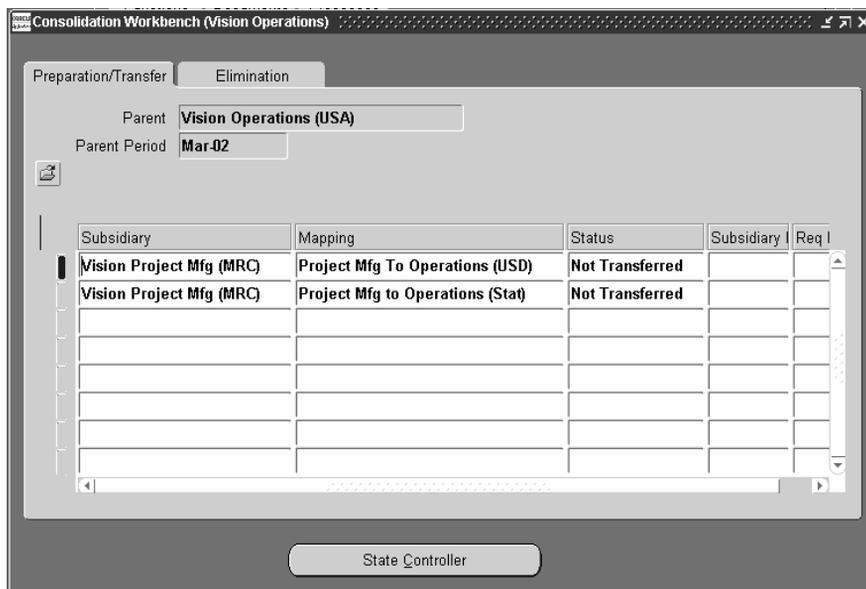
### Preparation/Transfer Region

Choose from the list of values for each of the following fields to query on consolidations from a subsidiary: Mapping Set, Mapping, Subsidiary, and Status.

## Elimination Region

Complete the Elimination Set and Status fields in this region to find elimination sets.

Use the Find Consolidation Processing window in tandem with the Consolidation Workbench. When you generate, post, or reverse consolidation journals, navigate to the Find Consolidation Processing window and choose the Find button to refresh the data displayed in the Consolidation Workbench. Alternatively, choose View > Find All from the menu bar.



The Consolidation Workbench monitors the activity of all your subsidiaries to display the status of each process you submit. The table below lists all possible statuses for consolidation processes displayed in the status column:

Status	Description
Journal Deleted	Your consolidation journal has been deleted.
Imported	Your consolidation journal has been imported
Import Failed	Your consolidation journal import has failed.

**Table 7 – 2 (Page 1 of 2) Consolidation Status**

Status	Description
Importing	A consolidation journal is being imported.
No Data Transferred	There are no subsidiary balances to transfer.
No Data Imported	There are no entries in the interface table to import.
Not Transferred	Data was not transferred from the subsidiary to the parent.
Posted	Your consolidation journal has successfully posted.
Posting Failed	Your consolidation journal failed to post.
Posting	Your consolidation journal is posting.
Selected for Posting	Your consolidation journal is selected for posting.
Reversed	Your consolidation journal has been reversed.
Transferred	Your subsidiary balances have been transferred to the parent.
Transfer Failed	Your consolidation transfer process has failed.
Transferring	Your subsidiary balances are being transferred.
Selected for Transfer	The consolidation process is selected for transfer.

**Table 7 – 2 (Page 2 of 2) Consolidation Status**

In addition, the Transferred Balances column lists the following statuses for each consolidation process you submit:

**Current:** The consolidated data from the subsidiary to parent is current. The status is always current before a consolidation is transferred.

**Obsolete:** Any account balance for your subsidiary has changed after a transfer of subsidiary data to the parent.

**Note:** Even if a particular consolidation is only for a partial account range of the subsidiary, any account updated in the subsidiary will result in an obsolete status for that consolidation process.

The obsolete status lets you know that subsidiary balances no longer agree with balances previously transferred to the parent. You must reverse the original consolidation process, then initiate another consolidation transfer. The status of the new transfer will be Current.

## Consolidation Reversals

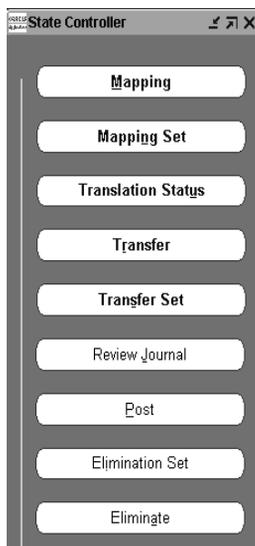
If you reverse a subsidiary consolidation process, the Status column displays Reversed for that process if all the following conditions have been met:

- You must post the original consolidation journal
- You must generate a reversal of the original consolidation journal
- You must post the generated reversal consolidation journal

These operations can be completed in any order but they must all be complete for a status display of Reversed.

## State Controller

From the Consolidation Workbench you access the State Controller, a navigation tool to guide you through the consolidation process.



From the State Controller, you can quickly select the consolidation step you want to perform. Each State Controller button corresponds to one of the functional steps of a consolidation:

Functional Step	State Controller Buttons
Map Data	Mapping; Mapping Set
Prepare Subsidiary Data	Translation Status
Transfer Data	Transfer; Transfer Set
Post Consolidated Data	Review Journal; Post
Eliminating Entries	Eliminate; Elimination Set
Report on Consolidated Balances	Report

---

## Using the State Controller

Selecting the State Controller button will open the General Ledger window related to the consolidation step you need to complete. The section below provides a functional overview of the consolidation steps, an outline of the related State Controller actions you need to

perform to complete a consolidation step, and references to the detailed task descriptions for each action.

**Blue:** represents a recommended step.

**Gray:** represents a step that is not recommended. Optionally, the button might be disabled instead of colored gray.

**Red:** represents a warning. For example, a red Translation Status button indicates that the subsidiary's translated balances are out of date.

When you select a subsidiary from the Consolidation Workbench, the State Controller's buttons change color based on which steps you've performed or need to perform for that subsidiary. After you successfully complete a consolidation step, the State Controller's buttons may change color to reflect the current status. For example, the Review Journal button is gray until you have successfully transferred your subsidiary data to your parent and imported the consolidation journal. After these steps complete successfully, the color of the Review Journal button changes to blue, to indicate that reviewing the consolidation journal is now a recommended step.

---

### Define Your Consolidation Chart of Accounts

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- Carefully plan your parent and subsidiary charts of accounts. This helps simplify the consolidation process. We recommend that you review the suggestions presented earlier in this chapter for creating multiple sets of books for multiple companies. See: Accounting for Multiple Companies with Multiple Sets of Books: page 6 – 2.

---

### Map Consolidation Data (Mapping; Mapping Set)

---

1. Choose the State Controller's Mapping button to define (or modify, as needed) a consolidation mapping for each subsidiary set of books you want to consolidate to your parent. When you define the mapping, choose a consolidation method. You can consolidate actual, average, translated, budget, or statistical balances. You can also consolidate actual journal entry transaction details from a subsidiary set of books. See: Mapping Subsidiaries to Your Parent: page 7 – 20.

**Note:** If you have average balance processing enabled, your choice of consolidation method determines whether you should consolidate into a consolidation or non-consolidation set of books.

2. Select rules to specify how to map accounts from each subsidiary into your parent. You can choose to transfer subsidiary balances or transactions. See: *Selecting Mapping Rules: page 7 – 22.*
3. (Optional) After you have defined consolidation mappings for all your subsidiaries, choose the State Controller’s Mapping Set button to group them into a mapping set. Mapping sets allow you to transfer subsidiary data more quickly because you can transfer a group of subsidiaries simultaneously, instead of one at a time. See: *Transferring Data* below.



**Suggestion:** If you used mapping sets in the previous step, use the Consolidation Hierarchy Viewer to display your multilevel consolidation structure in graphical format. You can view the relationships between the parent company and its subsidiaries, including set of books information, such as the currency, calendar, and chart of accounts structure used by each subsidiary.

## Gathering Data

1. Run a trial balance report from your remote accounting system and place the data in a flat file.
2. Copy the flat file balances to a spreadsheet format. Use the Applications Desktop Integrator (ADI) to work in a spreadsheet environment and upload the data into GCS.
3. Alternatively, SQL load the contents of the flat file into the GL\_INTERFACE table and upload the data into GCS through journal import.

## See Also

Gathering Subsidiary Data from Multiple Instances: page 7 – 17

### Preparing Subsidiary Data (Translation Status)

1. If any of your sets of books have balance sheet accounts that are denominated in a foreign currency, revalue the balances to reflect the impact of any changes in exchange rates. Post the resulting revaluation journal. See: *Preparing Subsidiary Data: page 7 – 33.*
2. Choose the State Controller’s Translation Status button to check the current status of your subsidiary translations. Translate the account balances for any subsidiary set of books whose functional currency

differs from the parent. Translate to the functional currency of the parent set of books. See: Preparing Subsidiary Data: page 7 – 33.

3. Run a trial balance report for each subsidiary set of books, using the parent set of book's functional currency. These reports help you reconcile your subsidiaries to the parent.

### **Transferring Data (Transfer; Transfer Set)**

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1. Open the accounting period in your parent set of books that you want to use for your consolidation. See: Opening and Closing Accounting Periods: page 9 – 180.

If you used mapping sets, choose the State Controller's Transfer Set button to transfer consolidation data from multiple subsidiaries at the same time. See: Transferring Consolidation Sets: page 7 – 41.

If you did not use mapping sets, choose the State Controller's Transfer button to transfer your consolidation data. GCS creates an unposted consolidation journal in your parent set of books. See: Transferring Subsidiary Data to Your Parent: page 7 – 36.

2. If you use the audit mode when transferring your consolidation data, review the consolidation audit reports.
3. If you use audit mode, purge the consolidation audit data to delete the audit details associated with your consolidation. See: Purging Consolidation Audit Data: page 7 – 59.

**Note:** If you are importing your subsidiary data directly into the consolidated parent set of books, transferring data is not required for that subsidiary.



**Suggestion:** If you maintain multiple sets of books in multiple Applications instances, we suggest that you discuss your consolidation needs with an Oracle consultant.

### **Posting Consolidated Data (Review Journal; Post)**

---

1. Choose the State Controller's Review Journal button to review or modify the unposted consolidation journal batch. See: Posting Subsidiary Data: page 7 – 44.
2. Choose the State Controller's Post button to post your consolidation batch to your parent set of books. See: Posting Subsidiary Data: page 7 – 44.
3. Review the results of your consolidation.

- Request standard listings and accounting reports or run FSG reports to review the consolidated results.

## See Also

Running Standard Reports and Listings: page 14 – 2.

Running Financial Reports: page 4 – 84

### **Eliminating Intercompany Balances (Elimination Set, Eliminate)**

1. Choose the State Controller's Elimination Sets button to create the necessary elimination journal entries in your parent set of books for your consolidation eliminations. See: *Creating Eliminating Entries*: page 7 – 46.
2. Select Eliminate to generate the elimination entries.
3. Post the eliminating entries. The Consolidation Workbench displays the elimination status as Eliminations Posted.

### **Report on Consolidated Balances (Report)**

1. Choose the State Controller's Report button to run your consolidated and consolidating reports. You can also run standard reports using the Financial Statement Generator or Applications Desktop Integrator's Report Definition tool to define custom consolidated reports for your parent set of books.

See: *Overview of the Financial Statement Generator*: page 4 – 3.

See: *Oracle Applications Desktop Integrator User's Guide*.

**Note:** You can report on multiple sets of books in the same report as long as each set of books shares the same account structure and calendar and resides in the same instance.

2. If you use audit mode, purge the consolidation audit data to delete the audit details associated with your consolidation. See: *Purging Consolidation Audit Data*:

### **Analyze Balances**

1. Navigate to the Account Inquiry form to drill from consolidated balances directly to the subsidiary balances. If using GCS as a direct consolidation extension of an Oracle operational accounting system, you can further drill down to the subledger detail. If your subsidiaries operate in functional currencies different from the

parent company, you can drill between translated balances and entered balances for each subsidiary as well. You can also drill between summary accounts, detail accounts, and the complete journal lines.

2. Link your consolidated data to online analytical process (OLAP) tools, such as Oracle Financial Analyzer. You can review and analyze your consolidated reports, and prepare operational and financial analyses for your management team. See: , *Integrating Financial Analyzer with Oracle General Ledger*.

---

## Gathering Subsidiary Data from Multiple Instances

GCS provides a convenient interface to allow you to import subsidiary data from any external source, such as a separate database instance of Oracle General Ledger, or an entirely separate non-Oracle accounting system. There are two options available for gathering data from diverse sources:

- You can use Applications Desktop Integrator (ADI) to work in a spreadsheet environment. Simply transfer the subsidiary information from the external system into ADI's journal worksheet. Then upload the entries to the GCS system where it can be posted to the parent subsidiary.
- You can use SQL Loader to load data from diverse sources into the GCS open interface.

### ► To Import Data from an External Source

1. Signon to ADI and the Request Center.
2. Select the appropriate responsibility for each of the subsidiary dummy sets of books in the consolidating parent's instance.
3. Choose Ledger from the ADI toolbar.
4. Select Enter Journals to create a Functional Journal Type template.
5. Select Single for the number of journals to create the worksheet in a new workbook.
6. Click the Edit Layout button to further customize your journal worksheet.
7. Click the Header tab and include the Optional Field of the Journal Name and Journal Description.

8. (Optional) To rearrange the order in which the Required and Optional fields appear on the journal template, choose an item, then use the up or down arrows to change its position.
9. Click OK twice to apply your selections and to create the journal worksheet in Excel.
10. Remove the worksheet protection by selecting Tools > Protection > Unprotect Sheet from the Excel menu. This allows you to insert additional journal lines to the template.
11. Insert as many lines as you need.
12. Use copy and paste commands to copy data from your external system into the worksheet.
13. Select the Upload to interface button on the ADI toolbar to upload the balances to the subsidiary dummy sets of books in GCS.
14. Specify the following options:
  - Upload all rows with full validation
  - Upload only valid rows
  - Start Journal Import
15. Click OK to start the upload process.

ADI validates your journals and gives you feedback on the success of the upload process. It also submits a journal import request.

ADI's Request Center monitors the Journal Import request and alerts you when the process has completed. This process creates a postable journal entry in your GCS dummy set of books. To Post your entry, see: Posting Journals: page 1 – 146.

Now your data is ready for you to use GCS mapping rules to map account values from each of your dummy set of books into the GCS parent.

► **To use SQL Loader to Load Data from an External Source**

1. Use SQL Loader or another Loader program to prepare your data to load into the GL\_INTERFACE table.

For more information, on the GL\_INTERFACE table and its columns, see: Importing Journals: page 1 – 137.

2. Load each system's data into the corresponding dummy set of books.

3. Run Journal Import for each subsidiary dummy set of books to import transactions. Journal import validates and converts your data into postable journal entries in the subsidiary's dummy set of books.
4. Post the journals in each subsidiary dummy set of books to update balances.

Now your data is ready for you to use GCS mapping rules to map account values from each of your dummy set of books into the GCS parent.

## See Also

Global Consolidation System: page 7 – 2

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Transferring Consolidation Sets: page 7 – 41

Creating Eliminating Entries: page 7 – 46

Purging Consolidation Audit Data: page 7 – 59

Posting Journals: page 1 – 146

Importing Journals: page 1 – 137

*Oracle Applications Desktop Integrator User's Guide*

## Mapping Subsidiaries to Your Parent

To consolidate multiple sets of books that have different functional currencies, accounting calendars, or charts of accounts, you must first map your subsidiaries' charts of accounts to your parent's chart of accounts.

A consolidation mapping is a set of instructions for mapping accounts or entire account segments from a subsidiary set of books to the parent set of books. When you subsequently transfer amounts from a subsidiary to your parent, General Ledger creates an unposted consolidation journal batch in your parent set of books based on the subsidiary's mapping information.

**Additional Information:** You define one consolidation mapping for each subsidiary. If you want to change how a subsidiary consolidates to your parent, change the subsidiary's consolidation mapping before you transfer the data.

You can group multiple consolidation mappings into a consolidation mapping set. You can then transfer the mapping set to your parent rather than transferring each subsidiary's data separately. See: *Creating Mapping Sets*: page 7 – 30.

The screenshot shows the 'Consolidation Mappings (Project Mfg EURO)' window. It contains the following fields and options:

- Mapping:** Services to Corporate
- Method:** Balances
- Description:** Consolidate Vision Services to Corporate
- Set of Books:**
  - Subsidiary: Vision Services (USA)
  - Parent: Vision Corporation (UK)
  - Currency: GBP
- Effective Dates:**
  - From: 01/JAN/1998
  - To: 31/DEC/1998
- Usage:** Standard
- Run Options:**
  - Run Journal Import
  - Create Summary Journals
  - Audit Mode

Buttons at the bottom: Segment Rules, Account Rules, Mapping Set, Transfer.

### Prerequisites

- Define your parent and subsidiary sets of books. If you have average balance processing enabled, determine if the parent set of books needs to be a consolidation or non-consolidation set of books.

#### ► To define a consolidation mapping:

1. Navigate to the Consolidation Mappings window.

2. Enter a Mapping name.
3. Choose a consolidation Method.

**Balances:** Consolidate actual, average, translated, budget, or statistical balances. This method does not include journal entry detail. If you have average balance processing enabled, your parent should be defined as a consolidation set of books with average balances enabled. Note that you are consolidating average balances.

**Transactions:** Consolidate actual journal entry detail from a subsidiary set of books. You can use this method only if both sets of books have the same functional currency. You cannot use this method for budgets. If you have average balance processing enabled, your parent should be defined as a non-consolidation set of books with average balances enabled. Note that you are averaging balances once you consolidate detail from your subsidiaries sets of books.

4. (Optional) Enter a Description for the mapping.
5. Enter the name of the Subsidiary set of books you will be consolidating.
6. Enter the Parent set of books name.
7. Enter the Currency to use for the consolidation:
  - If you are consolidating balances, enter the parent set of book's functional currency. Optionally, enter STAT to consolidate statistical balances.
  - If you are consolidating transactions, enter the parent set of book's functional currency. This must be the same as the subsidiary set of book's functional currency.
8. Enter a range of Effective Dates for which the consolidation mapping can be used. If you use the mapping to transfer consolidation data for periods that fall outside the effective date range, the transfer will fail.
9. If you have average balance processing enabled, select a default Usage type from the poplist.

**Standard:** Only standard balances are transferred to the parent set of books.

**Average:** Only average balances are transferred to the parent set of books.

**Standard & Average:** Both standard and average balances are transferred to the parent set of books.

**Additional Information:** You can create separate consolidation mappings for standard and average balances. This is helpful if you want to use different mapping rules to get different levels of detail. For example, you might map standard balances so you can view consolidated totals for each cost center within each company. However, you might map your average balances so you can view consolidated details for each cost center.

**Note:** If you choose Transactions as your consolidation method, General Ledger enters Standard as the Usage type. You cannot override this when you transfer your subsidiary data.

10. Select your consolidation run options. See: Consolidation Run Options: page 7 – 28. You can change these when you transfer your subsidiary data.
11. Choose the Segment Rules button to define rules to map subsidiary account segments into parent account segments. Choose the Account Rules button to define rules to map subsidiary accounts into parent accounts.
12. Save your work.

## Selecting Mapping Rules

Use segment rules, account rules, or a combination of both to specify how to consolidate balances or transactions from your subsidiary to your parent.

**Segment rules:** map subsidiary account segments to parent account segments. For example, you can map your subsidiary's Department segment to your parent's Cost Center segment.

**Account rules:** map a specific subsidiary account or a range of accounts to a specific account in your parent set of books. For example, you can map subsidiary account 02.300.5400.100 to account 01.100.3000.000.000 in your parent set of books. Or, you might map the entire range of subsidiary accounts 02.300.5400.100 through 02.300.6999.100 to account 01.100.3000.000.000 in your parent set of books.

**Notes:**

- You must define a segment rule action for each segment in your parent's chart of accounts. You cannot define more than one action per parent segment.
- Segment rules are preferable to account rules because:
  - It's fast and easy to create a consolidation by using segment rules. For example, if your parent account has only three segments, you can map a subsidiary's entire chart of accounts with just three segment rules.
  - Consolidations based on segment rules process faster.



**Suggestion:** Use account rules only for specific exceptions where a subsidiary account cannot be mapped correctly with a segment rule.

- Account rules override segment rules if there is any conflict.
- If you define segment rules for dependent segments in your chart of accounts, the list of values for the dependent segment value may appear to contain duplicate entries (if you have defined the same dependent value and description for different independent segment values). Choose any entry with the appropriate value; the Global Consolidation System does not use the description.

► **To enter segment rules:**

1. Navigate to the Consolidation Mappings window.
2. Enter or query a consolidation mapping.
3. Choose the Segment Rules button.

Segment Rules (Services to Corporate) - Vision Corporation <- Vision Services

Parent: Vision Corporation (UK)      Action      Subsidiary: Vision Services (USA)

Company	Assign Single Value	03
Department	Use Rollup Rules From	Services Department
Account	Use Rollup Rules From	Services Account
Intercompany	Not Assigned	

Rollup Rules

Parent Segment Detail Value	Transfer Level	Using	Subsidiary Segment Parent Value
1001	Detail	Parent	4000
1110	Detail	Detail Ranges	
1130	Summary	Parent Ranges	

Subsidiary Segment Ranges

Low	High
1130	1200

- For each subsidiary segment being mapped, enter the Parent segment name to which it will map, an Action, and the Subsidiary segment name. You can use only one action for each parent segment. Possible Actions include:

**Copy Value From:** Copy all values in your subsidiary segment to the same values in your parent segment. The segments do not have to use the same value set, but must use the same segment values.

**Note:** This action produces the same result as the Copy Value segment rule in earlier versions of General Ledger.

**Assign Single Value:** Assign one specific value that will be used for the parent segment. You must enter the value that the parent chart of accounts will use.



**Suggestion:** Use this action when your parent account has more segments than your subsidiary account.

**Note:** This action produces the same result as the Single Value segment rule in earlier versions of General Ledger.

**Use Rollup Rules From:** Map values from your subsidiary segments to your parent segments using the rule specified in the Rollup Rules region.

- If you chose the Use Rollup Rules From action in the previous step, enter the mapping rules in the Rollup Rules region.

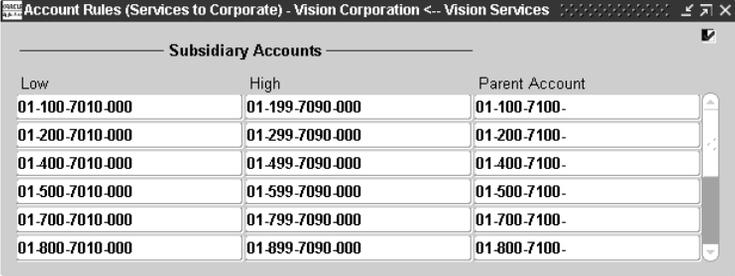
See: Rollup Rules: page 7 – 26

- Save your work.

**Additional Information:** Once you save your work, you cannot modify your rollup rules, except to change the parent and subsidiary segment detail values. To change a rollup rule, delete it then create a new one.

► **To enter account rules:**

1. Navigate to the Consolidation Mappings window.
2. Enter or query a consolidation mapping.
3. Choose the Account Rules button.



The screenshot shows a window titled "Account Rules (Services to Corporate) - Vision Corporation <-- Vision Services". Inside the window, there is a table titled "Subsidiary Accounts". The table has three columns: "Low", "High", and "Parent Account". Each row represents a range of subsidiary accounts mapped to a specific parent account.

Low	High	Parent Account
01-100-7010-000	01-199-7090-000	01-100-7100-
01-200-7010-000	01-299-7090-000	01-200-7100-
01-400-7010-000	01-499-7090-000	01-400-7100-
01-500-7010-000	01-599-7090-000	01-500-7100-
01-700-7010-000	01-799-7090-000	01-700-7100-
01-800-7010-000	01-899-7090-000	01-800-7100-

4. Enter the Subsidiary Accounts that you want to consolidate. If you enter multiple ranges, they must not overlap.
5. Enter the Parent Account to which you want to map each subsidiary account range.
6. Save your work.

## See Also

Using Summary Accounts: page 7 – 27

Consolidation Run Options: page 7 – 28

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Transferring Subsidiary Data to Your Parent: page 7 – 36

Transferring Consolidation Sets: page 7 – 41

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

Defining Sets of Books: page 9 – 66

## Rollup Rules

You can choose one of four rollup rules when specifying segment rules for your consolidation mapping. A rollup rule consists of a Transfer Level value and a Using value, entered in the Segment Rules window. The four rollup rules are shown in the following table:

Transfer Level	Using	Resulting Effect
Detail	Detail Ranges	Maps a range of detail values from your subsidiary set of books into one detail value in your parent set of books.  <b>Note:</b> This rule produces the same result as the Detail Rollup segment rule in earlier versions of General Ledger.
Detail	Parent	Maps a parent value from your subsidiary set of books into a detail value in your parent set of books.  <b>Note:</b> This rule produces the same result as the Parent Rollup segment rule in earlier versions of General Ledger.
Summary	Parent	Maps a subsidiary segment parent value into a segment value in your parent set of books. This consolidates balances from the summary account associated with the subsidiary segment parent value.  <b>Note:</b> This rollup rule can only be used with the balances consolidation method.
Summary	Parent Ranges	Maps one or more ranges of subsidiary segment parent values into a segment value in your parent set of books. This consolidates balances from the summary accounts associated with the subsidiary segment parent values.  <b>Note:</b> This rollup rule can only be used with the balances consolidation method.

Table 7 – 3 (Page 1 of 1) Rollup Rules

When specifying a rollup rule, you must enter the Parent Segment Detail Value, Transfer Level, and Using fields. If you select the Detail/Parent or Summary/Parent rules, you must also enter a

Subsidiary Segment Parent Value. If you select the Detail/Detail Ranges or Summary/Parent Ranges rules, you must enter Low and High values for the Subsidiary Segment Ranges.

- You can enter multiple rollup rules for a single segment as long as the segment values specified in each rule do not overlap.
- You can enter more than one subsidiary segment range as long as the segment values included in the ranges do not overlap.

## See Also

Consolidation Run Options: page 7 – 28

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Transferring Subsidiary Data to Your Parent: page 7 – 36

Transferring Consolidation Sets: page 7 – 41

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

Defining Sets of Books: page 9 – 66

Notes on Consolidating Average Balances: page 6 – 9

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## Using Summary Accounts

You can choose to consolidate balances from your subsidiaries' summary accounts when you do not want to consolidate detail accounts. A summary consolidation will generally run faster than a detail consolidation because there is less data to transfer.

**Note:** You can only consolidate summary accounts if you are using the balances consolidation method.

When you transfer your subsidiary data for a summary consolidation, General Ledger checks for overlapping accounts. If overlapping accounts are defined solely within your segment rules, the consolidation transfer will fail and the system generates an exception report showing which accounts overlapped.

If accounts defined by your segment rules overlap with accounts defined by your account rules, the account rules override the segment

rules. General Ledger corrects any double-counted balances that result from the overlapped accounts.

If your subsidiary account has more segments than your parent, the additional subsidiary segments are left unmapped. During a summary consolidation, the unmapped segment is treated as a summary account segment with a value of "T".

► **To map subsidiary summary accounts:**

1. Specify segment rules for your consolidation mapping.
2. For your account segments, select the Use Rollup Rules From action.
3. For your rollup rules, use either the Summary/Parent or Summary/Parent Ranges rule.
4. Select your summary accounts. For the Summary/Parent rollup rule, enter the summary account in the Subsidiary Segment Parent Value field. For the Summary/Parent Ranges rollup rule, enter a range of summary accounts in the Low and High fields of the Subsidiary Segment Ranges region.



**Suggestion:** Map summary accounts first before mapping the entire chart of accounts.

## See Also

Rollup Rules: page 7 – 26

Mapping Subsidiaries to Your Parent: page 7 – 20

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

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## Consolidation Run Options

When you create a consolidation mapping or mapping set you can select any of three run options. You can override these selections when you transfer subsidiary data to your parent. The three consolidation run options are:

**Run Journal Import:** Checking this option launches Journal Import after your subsidiary data has been transferred. This creates an unposted consolidation batch in your parent set of books automatically.

General Ledger names your batch in the following format: <Date> <Consolidation Name> Consolidation <Request ID>: <Balance Type> <Group ID>; for example, 31-JAN-95 US to Global Consolidation 50835:A 534. You may not want to run Journal Import if you want to schedule your batch processes to run later or if you want to transfer consolidating data across different machines or databases.

If you choose not to run Journal Import, the transfer process populates the GL\_INTERFACE table so that you can run Journal Import later.

**Audit Mode:** Check this option to keep a record of how accounts from your subsidiary set of books map to accounts in your parent set of books. You can then run the Consolidation Audit Report, the Disabled Parent Accounts Report, and the Unmapped Subsidiary Accounts Report to see consolidation audit information.



**Suggestion:** Use audit mode for new consolidations to ensure that your definition is correct and your sets of books are mapping as you expected. Once you have verified this, you can improve performance by disabling audit mode.

After your subsidiary data has been transferred and you have requested the audit reports, purge your consolidation audit data using the Purge Consolidation Audit Data window.

**Create Summary Journals:** Check this option to summarize all journal lines that affect the same account into two lines in the parent set of books. General Ledger creates one journal entry line for debits and one for credits to each account.

## See Also

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

Importing Journals: page 1 – 137

Purging Consolidation Audit Data: page 7 – 59

## Creating Mapping Sets

Create a mapping set to transfer consolidation data for multiple subsidiaries simultaneously.

Mapping	Subsidiary	Child Mapping Set
Operations to Corporate	Vision Operations (USA)	Vision Operations Mapping
Services to Corporate	Vision Services (USA)	
Distribution to Corporate	Vision Distribution (SNG)	

► **To create a consolidation mapping set:**

1. Navigate to the Consolidation Mapping Sets window.
2. Enter a Mapping Set name, Parent set of books name, and Description of the mapping set.
3. Choose a consolidation Method.
4. Select your consolidation Run Options.
5. Enter the Mapping name for each subsidiary-to-parent mapping you want to include in the set. The mappings must use the same consolidation method you selected above.  
  
(Optional) To view or modify existing mappings or to create new mappings, choose the Mapping button. See: Mapping Subsidiaries to Your Parent: page 7 – 20.
6. (Optional) After you have finished entering mappings, choose the Transfer Set button to open the Transfer Consolidation Data Set window. From this window, you can enter your transfer set parameters then start the process of transferring the data from the subsidiaries in your mapping set to your parent set of books. If you don't want to transfer data now, go to the next step.

7. Save your work.

## See Also

Consolidation Run Options: page 7 – 28

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

Importing Journals: page 1 – 137

Purging Consolidation Audit Data: page 7 – 59

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## Consolidation Hierarchy Viewer

Use the Consolidation Hierarchy Viewer to display your multilevel consolidation structure in a graphical format. The Viewer makes it easy to visualize and analyze your consolidation structure, even if the structure includes multiple intermediate parents.

The Consolidation Hierarchy Viewer displays mapping information that allows you to analyze the relationship between the parent company and its subsidiaries as well as information about the currency, calendar, and chart of accounts used by each subsidiary.

If you used mapping sets in the previous step, use the Consolidation Hierarchy Viewer to display the relationships you defined between subsidiaries and other subsidiaries or subsidiaries and the parent for each consolidation mapping. The Consolidation Hierarchy Viewer displays information about each subsidiary set of books, such as the currency, calendar, and chart of accounts structure.

The consolidation hierarchy is displayed vertically. You can expand or collapse the hierarchy at individual nodes to meet your viewing needs.

► **To view consolidation hierarchies:**

1. Navigate to the Consolidation Mapping Sets window.

2. Query the mapping set you would like to view as a hierarchy.
3. Choose the View Consolidation Hierarchy button.  
The Display Option window appears.
4. Select one of the following three display options:

Option	Description
Set of Books Only	Displays your hierarchy using only the company's set of books name plus the three components that make up that set of books: the currency, calendar, and chart of accounts structure.
Sets and Mappings Only	Displays your hierarchy using only the consolidation mapping rules name that comprise the mapping set.
Both	Displays your hierarchy using both the company's set of books name and components and the mapping rules name.

**Table 7 – 4 (Page 1 of 1)**

Your web browser is launched so you can view your information in a hierarchical, graphical format.

To change display options while viewing your mapping set information, simply close your browser and repeat steps 3 and 4.

5. When you are finished viewing the hierarchy, close the Consolidation Hierarchy Viewer window.

## See Also

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

Importing Journals: page 1 – 137

Purging Consolidation Audit Data: page 7 – 59

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## Preparing Subsidiary Data

Prepare your subsidiary data by revaluing and translating balances before you transfer the balances to your parent.

### Revalue Balances

If any of your subsidiary sets of books have balance sheet accounts that are denominated in a foreign currency, revalue the balances to reflect the impact of any changes in exchange rates. Post the resulting revaluation journal.

See: Revaluing Balances: page 11 – 34

### Translate Balances

If any of your subsidiary sets of books uses a functional currency different from your parent, you should translate the account balances before you transfer the subsidiary data to your parent. You should translate into the parent set of books' functional currency.

You can use the Global Consolidation System to check the translation status of any subsidiary set of books. Also, from the Translation Statuses window you can submit a request to rerun a translation.

**Note:** From the Consolidation Workbench, you can only rerun translations that have already been run at least once for the period. You cannot modify a translation or define new translations. To define new translations, use the Translate Balances window.

See: Translating Balances: page 11 – 41

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### Multiple Reporting Currencies

If you use Multiple Reporting Currencies, you may be able to bypass the translation step by consolidating directly from a subsidiary's reporting set of books to your parent set of books. You still need to run revaluation on the primary and reporting set of books before you consolidate.

The primary issue to consider when deciding whether to consolidate directly from a subsidiary's reporting set of books is:

**What accounting rules govern the parent's and subsidiary's business environments?** Since MRC is modeled after multiple national accounting standards, including SFAS #52 (U.S.), consider whether any differences between such standards make it

impractical to consolidate from the subsidiary's reporting set of books.

Translation Statuses (Project Mfg To Operations (USD))

**Subsidiary**  
 Set of Books: Vision Project Mfg (A)  
 Currency: ANY  
 Period: DEC-98

**Parent**  
 Set of Books: Vision Operations (U)  
 Currency: USD  
 Period: Jan-02

Translate	Balance Type	Usage	Balancing Segment Value	Translation Status	Date Last Run	Budget	Req ID
<input type="checkbox"/>	Actual	Standard	101	Current	08-JAN-01		
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Submit All

Translate

- ▶ **To check translation status for a subsidiary set of books:**
  1. Navigate to the Consolidation Workbench.
  2. Query the consolidation mapping of the subsidiary whose translation status you want to check.
  3. Choose the Translation Status button from the State Controller.
  4. Review the information on the Translation Statuses window. The Translation Status column indicates whether a translation is Current or Not Current. The Date Last Run column displays the date that translation was last run.
  
- ▶ **To submit a translation:**
  1. From the Translation Statuses window, select the translation you want to run by marking the Translate check box.
  2. Choose the Translate button.

## See Also

Revaluing Balances: page 11 – 34

Translating Balances: page 11 – 41

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Transferring Subsidiary Data to Your Parent: page 7 – 36

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

## Transferring Subsidiary Data to Your Parent

Transfer the balances or transactions to be consolidated from your subsidiary set of books to your parent. General Ledger accumulates your subsidiary information based on the mapping rules you defined, then populates the GL\_INTERFACE table with the consolidation data. You must then run Journal Import, either at the time you transfer your subsidiary data or later, using the Import Journals window, to create an unposted consolidation journal batch in your parent set of books.

**Note:** You can initiate a subsidiary-to-parent transfer from the subsidiary set of books or from the parent set of books.

The screenshot shows the 'Transfer Consolidation Data (Vision Operations)' window. It contains the following fields and options:

- Mapping:** Vision Project Mfg & Opns (dropdown), Balance Type: Actual (dropdown), Usage: Standard (dropdown).
- Method:** Balances (dropdown), Currency: USD (dropdown), Amount Type: PTD (dropdown).
- Subsidiary:** Set of Books: Vision Operations (dropdown), Budget: (empty), Period: DEC-98 (dropdown), Date: (empty).
- Parent:** Set of Books: Global Operations (dropdown), Budget: (empty), Standard Period: DEC-98 (dropdown), Average Period: (empty).
- Run Options:**  Run Journal Import,  Create Summary Journals,  Audit Mode.
- Buttons:** Mapping, Eliminate, Select Accounts, Transfer.

### Prerequisites

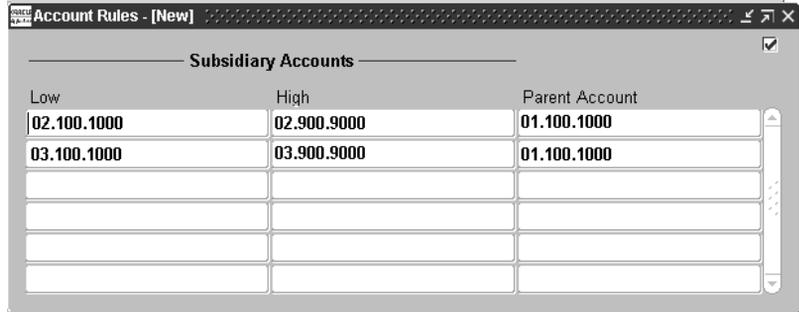
- Define a consolidation mapping for each subsidiary set of books you want to consolidate to your parent.
- Enter and post journals to your subsidiary set of books during the normal course of business.
- Revalue balances for any set of books with balance sheet accounts that are denominated in a foreign currency.
- If the subsidiary and parent sets of books have different functional currencies, translate the subsidiary set of book's balances into the parent set of book's functional currency.

## Consolidating Balances

► **To consolidate actual balances:**

1. Navigate to the Consolidation Workbench window.
2. Select the consolidation mapping you want to transfer. The mapping must use the balances consolidation method.
3. Choose the Transfer button from the State Controller.  

The Transfer Consolidation Data window appears, displaying the Method, Currency and Set of Books information defined for this mapping. If you have average balance processing enabled, the system also displays the default Usage type you selected.
4. Select Actual for the Balance Type.
5. If you have average balance processing enabled, select a Usage type to indicate what balances to consolidate; Standard, Average, or Standard & Average.
6. Enter the Amount Type of balances you want to consolidate, such as year-to-date (YTD) or period-to-date (PTD).
7. Enter the subsidiary's accounting Period that you want to consolidate.
8. Enter the Standard Period to which you want to consolidate in your parent set of books. You can consolidate to any period that is open or future enterable.
9. If you have average balance processing enabled, enter the Date of the subsidiary's average balances that you want to consolidate.
10. If you have average balance processing enabled, enter the Average Period to which you want to consolidate in your parent set of books.
11. (Optional) If desired, change your consolidation Run Options.



12. Choose the Select Accounts button to specify the account ranges you want to consolidate. Enter the Account Low and High for each range you want to consolidate.

When you submit the transfer process with the Run Journal Import option enabled, General Ledger creates an unposted consolidation journal batch in your parent set of books that includes all the valid subsidiary accounts within the range. If your consolidation range excludes some accounts from your subsidiary set of books, and your consolidation is run in audit mode, you can review any excluded accounts in the Unmapped Subsidiary Accounts Report.

The range(s) you specify for this consolidation transfer will be the default range the next time you transfer data using the selected consolidation mapping.

13. Choose Transfer to launch a concurrent process to transfer your subsidiary data to your parent.
14. If you did not choose the Run Journal Import option for your transfer, use the Import Journals window after the transfer completes to create the consolidation journal batch in your parent set of books.

► **To consolidate budget balances:**

1. Navigate to the Consolidation Workbench window.
2. Select the consolidation mapping you want to transfer. The mapping must use the balances consolidation method.
3. Choose the Transfer button from the State Controller.
4. Select Budget for the Balance Type. The Usage type changes to Standard since General Ledger does not maintain average balance information for budgets. The Date and Average Period fields are also disabled.

5. Enter the Amount Type of budget balances you want to consolidate, such as year-to-date (YTD) or period-to-date (PTD).
6. Specify a Budget name for both your subsidiary set of books and your parent set of books. Both budgets must be open or current. Your parent and subsidiary budgets must share the same periods.
7. Enter the subsidiary's budget Period and the parent's Standard Period to which you want to consolidate.  
  
Accept the default period ALL if you want to consolidate budget balances for all periods in the budget. You must enter a Budget Fiscal Year if you consolidate for all periods.
8. (Optional) If desired, change your consolidation Run Options.
9. Choose the Select Accounts button to specify the account ranges you want to consolidate. Enter the Account Low and High for each range you want to consolidate.
10. Choose Transfer to launch a concurrent process to transfer your subsidiary data to your parent.
11. If you did not choose the Run Journal Import option for your transfer, use the Import Journals window after the transfer completes to create the consolidation journal batch in your parent set of books.

## Consolidating Transactions

You can consolidate transactions only if you use the Balance Type of Actual for the consolidation. If you have average balance processing enabled, you should consolidate into a non-consolidation set of books with average balances enabled.

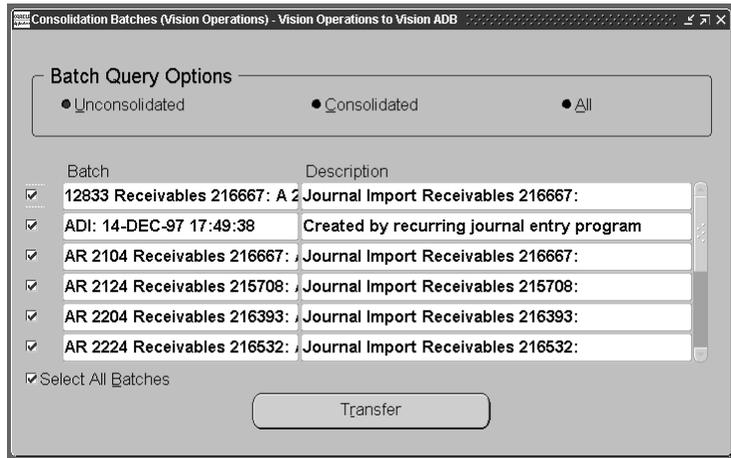
► **To consolidate transactions:**

1. Navigate to the Consolidation Workbench window.
2. Select the consolidation mapping you want to transfer. The mapping must use the transactions consolidation method.
3. Choose the Transfer button from the State Controller.

The Transfer Consolidation Data window appears, displaying the Method, Currency and Set of Books information defined for this mapping.

**Note:** General Ledger automatically enters Actual for the Balance Type, Standard for the Usage type and PTD for the Amount Type.

4. Enter the subsidiary's accounting Period from which you want to consolidate.
5. Enter the Standard Period to which you want to consolidate in your parent set of books. You can consolidate to any period that is open or future enterable.
6. Select your consolidation Run Options.
7. Choose the Select Batches button to specify which journal batches you want to consolidate.



8. Choose a Batch Query Option:
  - Unconsolidated:** to query those batches in your subsidiary set of books that have not been previously consolidated.
  - Consolidated:** to query batches that have been previously consolidated.
  - All:** to query both previously consolidated and unconsolidated batches.
9. Choose Transfer to launch a concurrent process to transfer your subsidiary data to your parent.
10. If you did not choose the Run Journal Import option for your transfer, use the Import Journals window after the transfer completes to create the consolidation journal batch in your parent set of books.

## See Also

Consolidation Run Options: page 7 – 28

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

Notes on Consolidating Average Balances: page 6 – 9

Overview of Average Balance Processing: page 13 – 1

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## Transferring Consolidation Sets

You can transfer the data from some or all of the subsidiaries whose consolidation mappings you've included in a mapping set. This is helpful when you have numerous subsidiaries to be consolidated to your parent.

**Transfer Consolidation Data Set (Vision Operations)**

Mapping Set: **Vision Operations Mapping**  
Usage: **Standard**  
Balance Type: **Actual**  
Currency: **USD**  
Method: **Balances**

**Subsidiary**  
Amount Type: **PTD**  
Default Parameters  
Period: **Dec-96**  
Date:   
Apply Defaults

**Parent**  
Set of Books: **Vision Operations (U)**  
Period  
Standard: **Dec-97**  
Average:   
Options...

Mapping	Subsidiary	Subsidiary Period	Subsidiary Date
<input checked="" type="checkbox"/>	Project Mfg To Operations	Vision Project Mfg (MRC)	DEC-97
<input checked="" type="checkbox"/>	Project Mfg to Operations	Vision Project Mfg (MRC)	DEC-97
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Select All  
Mapping Set    Eliminate    Transfer

## Prerequisite

---

- Define a consolidation mapping set.

► **To transfer multiple subsidiaries' data to your parent:**

1. Navigate to the Consolidation Workbench.
2. Choose the Transfer Set button from the State Controller. The Transfer Consolidation Data Set window appears.
3. Enter a Mapping Set name or select one from the list of values.  
General Ledger displays the Balance Type, Usage, Currency, Method, Amount Type, and Parent Set of Books name for the mapping set.
4. (Optional) If you have average balances enabled for your parent set of books and are using the balances consolidation method, you can change the Usage. Select Standard, Average, or Standard & Average.
5. Select the Amount Type for your consolidation.
6. If your parent and subsidiaries share the same accounting calendar, enter the default Subsidiary Period and the Parent Standard Period. If you selected a Usage type of Average or Standard & Average, also enter the default Subsidiary effective Date and the Parent Average Period.
7. Choose the Query Mappings button to display the mappings that are included in the mapping set. General Ledger also displays the Subsidiary Period and Subsidiary Date, depending on the other options you selected above.
8. Select the mappings you want to transfer by marking the check box to the left of each mapping name. If you want to transfer all the mappings, mark the Select All check box.
9. (Optional) Choose the Options button to modify your consolidation Run Options.
10. Choose the Transfer button to launch a concurrent program to transfer your subsidiary data.

## See Also

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

Importing Journals: page 1 – 137

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## Posting Subsidiary Data

Once you have transferred your subsidiary data to your parent set of books, you need to combine the subsidiary and parent data. This involves several steps:

- Run Journal Import if you did not choose it as one of your consolidation run options.
- Review the unposted journal batch created by the transfer and subsequent Journal Import.
- Post your consolidation journal in your parent set of books.

► **To import your consolidation journals:**

- On the Import Journals window, specify Consolidation as the source.

See: Importing Journals: page 1 – 137

► **To review your unposted journal batches:**

1. Navigate to the Consolidation Workbench.
2. Select the consolidation mapping whose journal batch you want to review.
3. Choose the Review Journal button from the State Controller.

General Ledger displays the Batch window with detail information about the consolidation batch. From here you can choose to display additional detail about the journal.

See: Creating Journal Batches: page 1 – 6 and Entering Journals: page 1 – 9.

► **To post your consolidation journals:**

1. Navigate to the Consolidation Workbench.
2. Select the consolidation mappings whose journal batches you want to post, by marking the Post check box to the left of the mapping name.
3. Choose the Post button from the State Controller.

General Ledger launches a concurrent process to post your consolidation journal batches.

**Additional Information:** You can check on the status of each of these process in the Consolidation Journal by choosing the

Find button in the Find Consolidation Processing window. The status results are displayed in the Consolidation Workbench.

## See Also

Posting Journal Batches: page 1 – 146

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Creating Eliminating Entries: page 7 – 46

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## Eliminating Entries

The Oracle General Ledger Automatic Intercompany Eliminations program eliminates intercompany balances. Create an elimination set which is a batch of one or more elimination journal entries.

- Full Eliminations: Elimination sets can optionally use an elimination company to fully eliminate a group of intercompany elimination entries for a set of subsidiaries.
- If your elimination journals are out of balance, you can specify balancing options to either allow out of balance journals to be created or to post the net difference to an alternative account. In addition, threshold rules can be applied to prevent the creation of elimination journals if the net difference exceeds a specific amount, a percentage of a particular account, or a percentage of the total journal.
- You generate the elimination set every period to automatically create the elimination journal entries. You have the option of automatically posting the journal or wait till you review it.
- You can also use the Consolidation Workbench to track the elimination status of your elimination sets and post any generated elimination sets.

**Note:** You cannot use the Automatic Intercompany Eliminations program to eliminate average balances.

- Formula-Based Eliminations: If you have formula-based elimination entries or you want to eliminate average balances, use Oracle General Ledger's recurring journals feature. See: *Creating Recurring Journal Formula Batches*: page 1 – 60.

You can create eliminating entries in ADI's spreadsheet environment. See: *Oracle Applications Desktop Integrator User's Guide*.

The Automatic Intercompany Eliminations program automatically generates eliminating entries per the rules specified in the Define Elimination Account Mapping window.

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## Creating Eliminating Entries

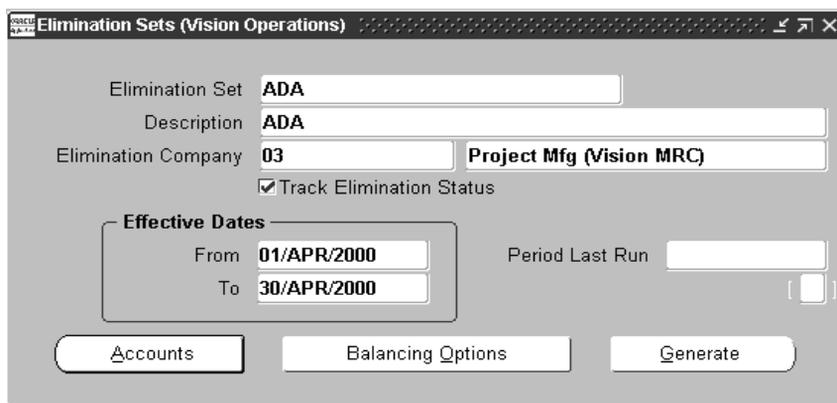
Use General Ledger's standard journal entry functions to create eliminating entries in your parent set of books. You can also use

Applications Desktop Integrator's Journal Wizard to create eliminating entries (See: *Oracle Applications Desktop Integrator User's Guide*).

In addition, you can use the Global Consolidation System to create elimination sets, which are a variation of General Ledger's recurring journals. With elimination sets, you define eliminating entries that repeat every accounting period.

## Creating Elimination Sets

Define an eliminating entry by first creating an elimination set. Your set can contain a single elimination entry, or you can group related entries into the same elimination set. For example, you can logically group all subsidiaries which belong to a particular line of business.



### ► To create an elimination set:

1. Navigate to the Elimination Sets window.
2. Enter a batch name for your elimination set. This name represents a batch of one or more elimination journals.
3. Enter a Description for your elimination set.
4. (Optional) Choose a balancing segment value from the list of values to represent an Elimination Company. This company is used as the target company when booking elimination entries. The description of the company is automatically provided.

**Note:** If you do not want to use an elimination company, leave this field blank.

5. (Optional) Check the Track Elimination Status check box if you want the elimination set to be a part of the checklist for determining which eliminations are completed for the period.

**Note:** An elimination set marked for tracking and generated at least once cannot be deleted.

6. (Optional) Enter effective from and to dates to specify when the elimination set is active.

The Period Last Run field is populated by General Ledger to indicate the last period in which you executed an elimination set.

7. Choose the Accounts button.
8. Enter elimination journals for this elimination set. See: Creating Eliminating Journal Entries: page 7 – 48.
9. Save your work.
10. Choose the Generate button to generate your elimination set and create your elimination entries. See: Generating Eliminations: page 7 – 51.
11. Review and post your eliminating journals.

## Creating Eliminating Journal Entries

You can define an unlimited number of elimination journals, also called mappings, for each elimination set. Elimination entries are comprised of individual lines that fully eliminate account balances from source accounts to target accounts.

### ► To create elimination journals:

1. Navigate to the Elimination Accounts window. You can navigate to this window from the Elimination Sets window by choosing the Accounts button.
2. Enter a journal name for your elimination journal to uniquely identify an elimination journal within the elimination batch.  
The Category is automatically defined as Eliminations
3. Choose a currency from the list of values. You have two choices: functional currency assigned to the consolidated parent set of books or STAT. The currency you specify is for both source and target accounts.

4. In the Amount Type field, enter the balance type to derive the eliminations from. Possible values include PTD, QTD, YTD, and PJTD.

**Note:** Average balances cannot be used.

5. In the Elimination Accounts window, specify the Source. The source account balance will be fully eliminated into the target account. For each account segment, choose a detail account value, a parent account value, or leave the segment blank.

**Note:** Use parent values to reduce maintenance because the elimination set automatically accommodates changes in the children values associated with a particular parent value. Parent values save you time in defining elimination sets because you can specify one elimination line which includes the parent value, instead of multiple lines for each child value. If you use parent values, the elimination functionality automatically loops through each of the child values for those segments and creates its offset in your elimination journal.

6. Specify a target account for your elimination entry. For each account segment, choose a detail account value or leave the segment blank.

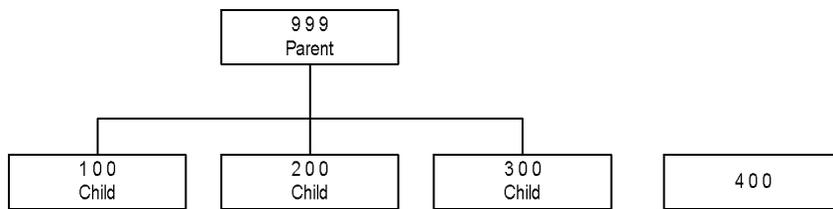
**Note:** If you specify an elimination company in the Elimination Sets form, the balancing segment value is set for you. You cannot override this default.

However, if you do not specify an elimination company in the Elimination Set form, the source account balancing segment value will default as the target balancing segment value. You can override this default.

7. Save your work.

The following example illustrates how the mapping rules work for a single segment, the cost center segment. In this example, the parent cost center value 999 has three children, 100, 200, and 300. The 400 cost center value does not have a parent.

Figure 7 – 2 Eliminations Segment Value Diagram



Source Account	Target Account	Outcome
Null	Null	Source accounts 100, 200, 300, and 400 eliminate into individual target accounts 100, 200, 300, and 400.
Null	100	Source accounts 100, 200, 300, and 400 eliminate into a single target account 100.
200	Null	Source account 200 eliminates into target account 200.
999	Null	Source accounts 100, 200, and 300 (the children of 999) eliminate into individual target accounts of 100, 200, and 300.
200	100	Source account 200 eliminates into target account 100.
999	100	Source accounts 100, 200, and 300 (the children of 999) eliminate into individual target account 100.

Table 7 – 5 (Page 1 of 1)

**Note:** Though this example used one segment value, the same concept applies to all segments in your chart of accounts.

## Balancing Eliminations

When the generated eliminations do not balance, you can define balancing options to correct imbalances. Balancing options selected for each elimination set apply to all journals created for that elimination batch.

### ► To specify balancing options:

1. Navigate to the Balancing Options window. You can select the Balancing Options button from the Define Elimination Set window.
2. Specify the Out of Balance Options you want to use in situations where your elimination journals are out of balance. You have the following options:

**Allow Out of Balance Journal:** Select this option to create an unbalanced journal entry to be reviewed later. If you decide to post the unbalanced journal, or you have set up Autoposting, the set of books suspense posting option applies.

**Balance with Net Difference Accounts:** Select this option to specify an account template to use if the difference is a net debit or a net credit. If multiple balancing segments are involved in the unbalanced journal, General Ledger groups journal lines by balancing segment values and balances each of these groups individually.

**Use Threshold Rules:** If you select the Use Net Difference Accounts option, you can also select this option. Use Threshold Rules allows the program to verify if the net debit and credit amount of the elimination journal exceeds the specified threshold. If the threshold is not exceeded, the program creates a balanced journal entry that you can review.

**Note:** You cannot use this option if you select Allow Out of Balance Journals.

3. If you select the option to Use Net Difference Accounts, specify the Net Difference Debit and Credit accounts to use.
4. If you select the option to Use Net Difference Accounts and Threshold Rules, assign the threshold rule to use. You have three options:

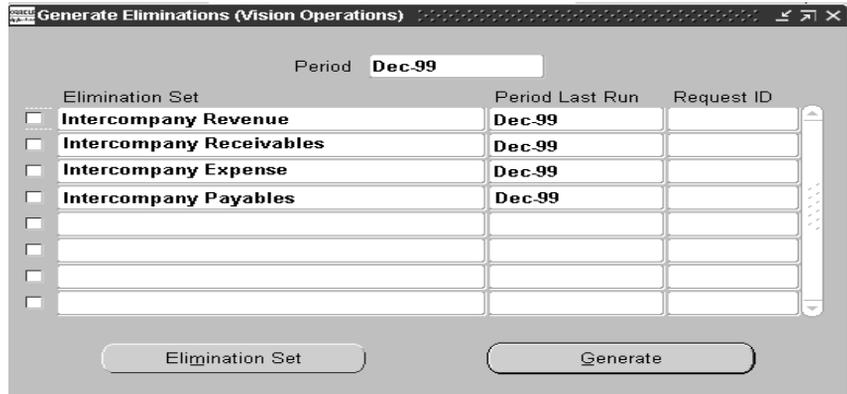
Threshold Rule Option	Action
Constant Amount	Specify a fixed amount.
Percentage of Account	Enter a number and an account. The number represents a percentage of the PTD balance of the account code combination specified. <b>Note:</b> the account must be a detail account.
Percentage of Journal	Enter a number that represents the percentage of the lesser total debit or total credit of the unbalanced journal.

Table 7 – 6 (Page 1 of 1) Threshold Rule table.

5. Save your work.

## Generating Eliminating Journals

You must generate eliminating journals to create unposted journal batches from the eliminating journal formulas you define. Once generated, you can review or edit the eliminating journal batches before posting them.



## Prerequisite

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- Define elimination journals contained in an elimination set.
- Define balancing options for your elimination journals.

### ► To generate unposted batches from eliminating journal formulas:

1. Navigate to the Generate Eliminations window. You can select the Generate button from the Elimination Sets window.
2. Select a Period to run your elimination set.

The Elimination Set field displays all the elimination sets that are active for the selected period.

The Period Last Run field displays when the elimination set was last run.

When the elimination set is submitted, the request ID is displayed in the Request ID field.

3. (Optional) Choose the Elimination Set button to open the Define Elimination Set form to review or modify your elimination definitions.
4. Choose the elimination sets you want to generate by checking the check box to the left of each set name.
5. Choose the Generate button to generate the elimination journals. General Ledger submits a concurrent process to create unposted journal batches based on the selected elimination sets. Note the Request ID assigned to the concurrent process.
6. Post the generated eliminating journal batches to update your parent account balances.

## Consolidation and Elimination Workbench

To check the status of your elimination sets for a specific parent period in the Consolidation Workbench, select the Elimination tab. All active elimination sets you select to track are displayed with their status, the date they were last generated, and the request ID.



The following statuses may be displayed in the Status column for an elimination set:

Status	Description
Select for Generation	Your elimination set is selected for generation.
Generating	Your elimination set is being generated.
Generation Failed	Generation for your selected elimination set failed.
Generated	Your elimination set has been generated.
Deleted	Your elimination set has been deleted.
Select for Posting	Your elimination set has been selected for posting.
Posting	Your elimination set is posting.

Table 7 – 7 (Page 1 of 2)

Status	Description
Posted	Your elimination set has successfully posted.
Failed	Posting for your elimination set has failed.

**Table 7 – 7 (Page 2 of 2)**

## Elimination Workbench

Select the Elimination tab in the workbench window. This view of the window displays the active elimination sets for the period that were checked for elimination status tracking, the elimination company, elimination set status, the date for which the elimination set was last run and the request ID. Each elimination set definition is displayed as a separate row.

The Elimination Workbench is also folder enabled to list additional information such as debit total and credit total for the elimination journal.

The Elimination Workbench indicates the Overall Status of all active elimination sets. Note this is not the status of individual elimination sets.

Status	Description
Not Generated	None of the elimination sets has been generated.
In Process	Generation is started but all elimination sets are not generated and posted. If any elimination set failed to generate or post, the overall status indicates In Process.

**Table 7 – 8 (Page 1 of 2)**

Status	Description
Posted	All elimination sets are generated and posted.
Confirmed	<p>Status displayed if you choose the Confirm button. When you are satisfied that the elimination process has been completed for the period, you can select the Confirm button.</p> <p>When the Overall Status is Confirmed, the Confirm button's label dynamically changes to Cancel Confirmation. Canceling the confirmation returns the Elimination Status back to the previous state or status currently appropriate.</p>

Table 7 – 8 (Page 2 of 2)

**Note:** If you regenerate an elimination set for the same period, the status automatically reverts to In Process.

If you choose to close the period and eliminations are not confirmed, the Confirmed status is automatically set.

If you re-open the period, the Elimination Confirmed status does not change unless you specifically cancel the confirmation.

## See Also

Overview of Average Balance Processing: page 13 – 1

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Transferring Consolidation Sets: page 7 – 41

Posting Subsidiary Data: page 7 – 44

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## Inquiry, Reporting, and Analysis

General Ledger includes powerful online inquiry and reporting features for reviewing and reporting on your consolidated balances. The system also provides sophisticated tools for analyzing your consolidated results.

### **Drilling Down to Subsidiary Detail**

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From your consolidated parent set of books, you can drill between:

- Consolidated and subsidiary entities
- Detail accounts and journal entries
- Summary and detail account balances
- Journals and subledger transactions

General Ledger's "drill anywhere" functionality immediately provides you with a clear perspective of any subsidiary, any account, any journal, or any subledger transaction. You can drill down to account balances, review consolidation journal entries, drill down further to your subsidiary sets of books, review subsidiary account balances, then drill down further to subsidiary journal entries and even to your subsidiaries' subledger details.

For more details on General Ledger's inquiry and drilldown capabilities, see the sections listed below:

Performing a Consolidated Balance Inquiry: page 3 – 33

Performing an Account Inquiry: page 3 – 6

Drilling Down to Journal Detail: page 3 – 11

Drilling Down to Oracle Subledger Detail: page 3 – 16

Performing an Average Balance Inquiry: page 3 – 21

### **Using FSG and ADI**

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From the Global Consolidation System you can access General Ledger standard reports and the Financial Statement Generator. Use these tools to create and run consolidated and consolidating reports for review and analysis by your management. You can also use Applications Desktop Integrator's (ADI) Report Definition tool to create and run your reports within a spreadsheet environment.

See: *Applications Desktop Integrator Report Wizard (Oracle Applications Desktop Integrator User's Guide)*

► **To use GCS to run reports:**

1. Navigate to the Consolidation Workbench window.
2. Select a period for which you have completed consolidation and eliminations.
3. Choose the Report button from the State Controller.
4. From the Reports window, select Financial to run FSG reports or select Standard to run standard reports and listings.
5. The Run Financial Reports window or the Submit Requests window appears, depending on your report type selection above.

See: Running Standard Reports and Listings: page 14 – 2

Overview of the Financial Statement Generator: page 4 – 3

### **Financial Analyzer Integration**

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Oracle Financial Analyzer uses a multi-dimensional data model that is ideal for on-line analytical processing (OLAP). Financial Analyzer provides a complete set of tools for planning, analyzing, and reporting corporate financial data. With the Express multidimensional database at its core, Financial Analyzer lets you set up a customized system that reflects your corporation's unique organizational structure and facilitates the management of your financial data at all business levels. It handles organizational consolidations across multiple hierarchies and automatically performs line item and time aggregations.

General Ledger is tightly integrated with Financial Analyzer so you can analyze your consolidated parent data with the powerful OLAP tools provided by Financial Analyzer.

See: *Integrating Oracle Financial Analyzer with Oracle General Ledger*

### **See Also**

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Transferring Consolidation Sets: page 7 – 41

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

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## Purging Consolidation Audit Data

When you run a consolidation in audit mode, General Ledger maintains an audit trail for the Consolidation Audit Report, the Unmapped Subsidiary Accounts Report, and the Disabled Parent Accounts Report. After you run these reports, you can purge supporting source data from the GL\_CONSOLIDATION\_AUDIT table.

Once you purge your consolidation audit data, you can no longer run the consolidation audit reports. However, you can still review your consolidation journal batch in your parent set of books.

### Prerequisites

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- Run a consolidation in audit mode
- Ensure the consolidation completed successfully.
- Run all necessary audit reports.

► **To purge consolidation audit data:**

1. Navigate to the Purge Consolidation Audit Data window.
2. Select a Consolidation Name and Period to purge. You can purge any consolidation run in audit mode.
3. Choose the Purge button to purge consolidation audit data for the selected consolidations.

### See Also

Global Consolidation System: page 7 – 2

Consolidation Workbench: page 7 – 9

Mapping Subsidiaries to Your Parent: page 7 – 20

Preparing Subsidiary Data: page 7 – 33

Transferring Subsidiary Data to Your Parent: page 7 – 36

Transferring Consolidation Sets: page 7 – 41

Posting Subsidiary Data: page 7 – 44

Creating Eliminating Entries: page 7 – 46

Consolidation Audit Report: page 14 – 30

Unmapped Subsidiary Accounts Report: page 14 – 32



CHAPTER

# 8

# Global Intercompany System

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## Global Intercompany System (GIS)

The Global Intercompany System manages intercompany transactions between multiple subsidiaries within a global organization.

This chapter discusses the following topics:

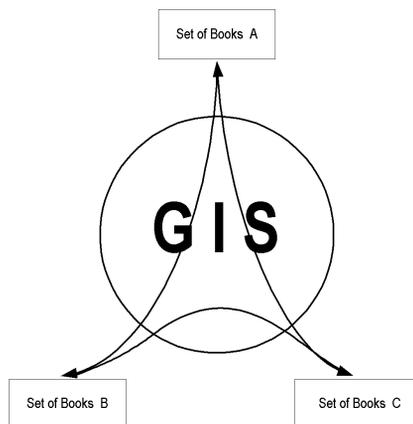
- Overview
- Implementation Scenarios
- Incorporating GIS Into Your Accounting Cycle
- Entering Intercompany Transactions
- Running the Intercompany Transfer Program

**Note:** For GIS setup information, see: Setting Up GIS: page 9 – 135.

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### GIS Overview

The Global Intercompany System (GIS) provides a controlled, central location for subsidiaries to conduct intercompany transactions throughout a global organization. GIS manages intercompany transactions that occur between sets of books.



A sender subsidiary logs in to GIS to enter and submit an intercompany transaction to a receiver subsidiary for review. Once the receiver reviews and approves the transaction, both subsidiaries post the intercompany transaction as a journal entry to their operating sets of books. You can also allow certain subsidiaries to automatically

approve selected intercompany transactions for the receiver, reducing cycle time.

GIS streamlines the intercompany transaction and reconciliation process by preventing out of balance intercompany transactions from occurring. For example, if two subsidiaries record the exchange of services as different amounts, on different dates, or use different exchange rates or currencies, the result is an out of balance intercompany transaction.

GIS requires both sender and receiver subsidiaries to approve the amount, transaction date, and currency of an intercompany transaction. When the transaction is approved, each subsidiary posts the balanced transaction to its operating set of books.

GIS accommodates diverse enterprise structures. Any subset of an organization can be defined as a GIS subsidiary. In the following example, a foreign company subsidiary, a cost center within a subsidiary, or a region of multiple subsidiaries can all be set up as GIS subsidiaries as long as they are associated with a balancing segment value.

GIS Subsidiary Name	Balancing Segment Value
France Subsidiary	010
France Subsidiary – License Cost Center	010
France Subsidiary – Consulting Cost Center	010
Europe Region	100

**Table 8 – 1**

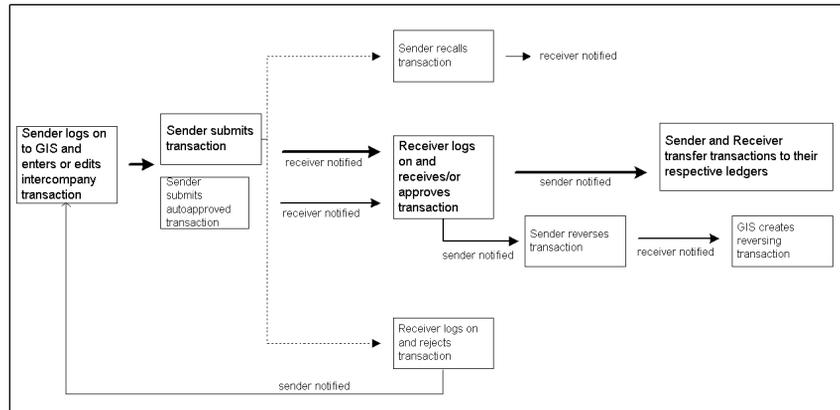
Each subsidiary has a unique name and is associated with a detail balancing segment value.

GIS subsidiaries with different charts of accounts, calendars, currencies, and applications instances can exchange transactions with one another through GIS.

GIS also incorporates Oracle Workflow to send notifications to a defined user or responsibility when a intercompany transaction is initiated. For example, when a sender submits a transaction, the receiver is notified by Workflow to review and approve the transaction. When the receiver approves or rejects the transaction, the sender receives a Workflow notification.

You can control the volume of notifications by defining a threshold amount that a transaction must meet before a notification is sent. You can set a large threshold amount so Workflow notifies the appropriate individual or responsibility when large transactions occur.

Notifications can be sent via e-mail, the web, or Oracle Applications.



GIS Workflow Notifications

Workflow notifications are sent to the defined user or responsibility when the threshold amount is met and any of the following scenarios occur:

- A transaction is submitted.
- A transaction is approved.
- A transaction is rejected.
- A transaction is recalled.
- A transaction is reversed.
- An exchange rate is not available for a transaction.

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## GIS Features

GIS supports your multicompany accounting efforts with the following features:

- **Account Generation:** You can define AutoAccounting rules that establish chart of account relationships between GIS senders and receivers. When you enter intercompany transactions, GIS refers to the AutoAccounting rules to automatically generate account

code combinations and amounts for the sender distribution, receiver distribution, and receiver clearing transaction lines.

- **Security:** Your system administrator can control user access to GIS intercompany transactions to prevent senders and receivers from seeing the details of each other's transactions.
- **Currency Conversion:** When the currency of a GIS transaction is different from the currency of the set of books to which the transaction will be transferred, GIS automatically converts the currency of the GIS transaction to the currency of the target set of books when the transaction is transferred.
- **Intercompany Transaction Import:** GIS includes an open interface table to import and validate intercompany transactions from varied sources into GIS. The GIS Import Intercompany Transactions program automatically creates intercompany transaction lines based on AutoAccounting rules defined in GIS. Upon validation and upload to GIS, you can view the import results in the Enter Intercompany Transactions window.

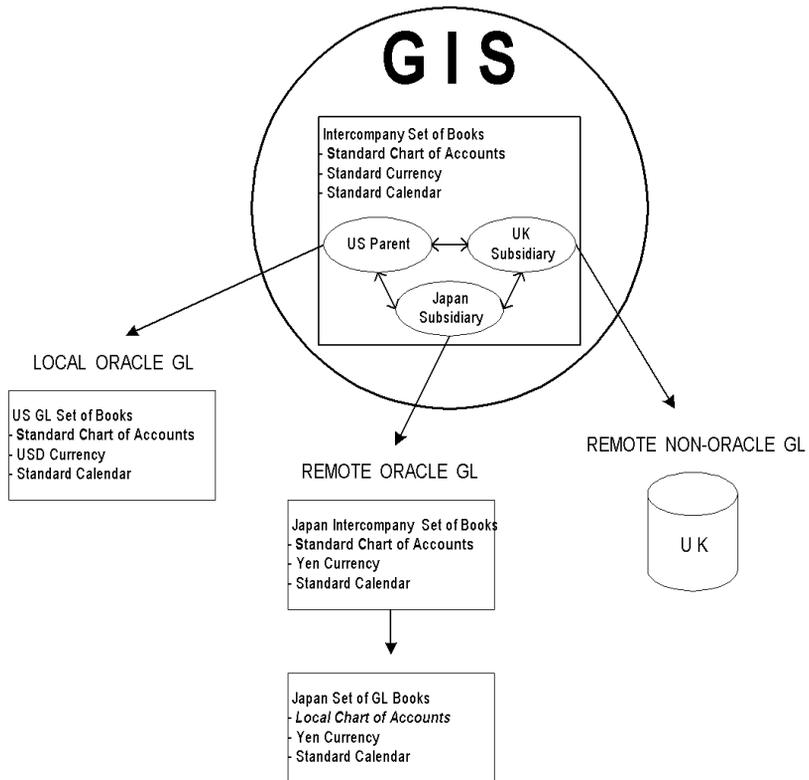
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## Implementation

GIS can be configured to meet the business requirements of your multicompany environment. Two implementation scenarios are described below to help guide your specific GIS implementation.

### Implementing GIS Using a Corporate Standard Chart of Accounts

If all your subsidiaries use a uniform or standard chart of accounts for reporting and consolidating financial data, you can apply the same standard chart of accounts to GIS for intercompany transaction processing. A set of books using the standard chart of accounts is created in GIS. Each subsidiary that transacts in GIS is set up as a GIS subsidiary.



To exchange intercompany transactions, your subsidiary logs on to GIS using its assigned responsibility. After a transaction is submitted and approved, both the sender and receiver GIS subsidiaries transfer and post the intercompany transaction to their own general ledger sets of books. The subsidiary's set of books can be on the same server (local) or different server (remote) as the GIS system, or on a non-Oracle ledger system.

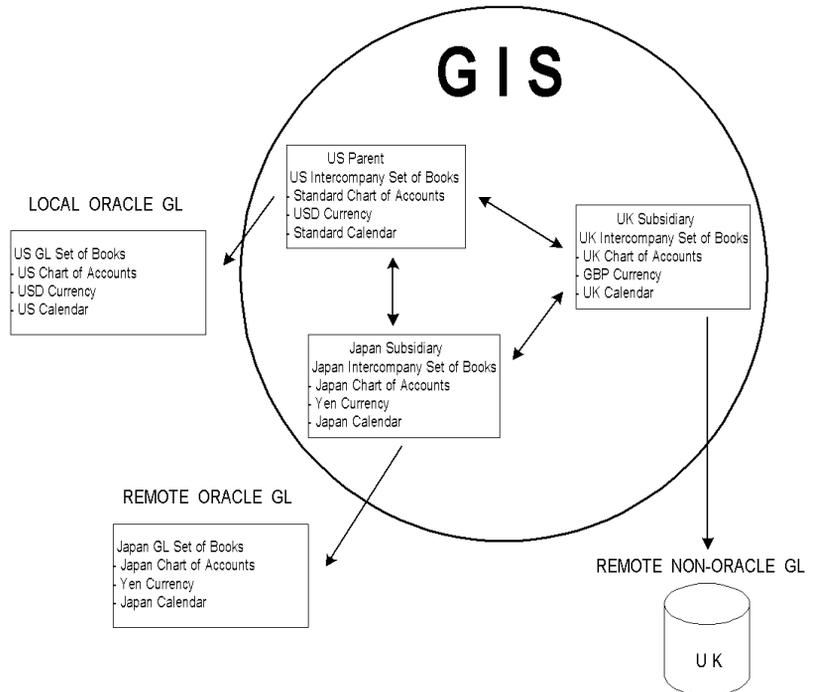
If a subsidiary also maintains financial data in a local set of books using a non-standard chart of accounts, your subsidiary can transfer GIS intercompany account balances to its local set of books. In this case, it is recommended your subsidiary create a separate intercompany set of books with the GIS standard chart of accounts to store GIS transactions. Your subsidiary transfers approved transactions from GIS to its intercompany set of books. Your subsidiary then maps the intercompany account balances to its local set of books.

Implementing GIS using a corporate standard set of books lets a subsidiary transfer intercompany transaction details to its general ledger system if it is remote from the GIS system. A subsidiary can also

maintain its own local chart of accounts without affecting the GIS system.

## Implementing GIS Without a Corporate Standard Chart of Accounts

If all your subsidiaries do not use a standard chart of accounts, they can still exchange intercompany transactions in GIS. For each subsidiary with a unique chart of accounts, you define a corresponding set of books in GIS. Your subsidiaries exchange intercompany transactions with each other among the GIS sets of books.



Non-Standard Chart of Accounts Implementation

To exchange intercompany transactions, your subsidiary logs on to GIS using its assigned responsibility. A sender can exchange intercompany transactions with a receiver who uses a different chart of accounts or calendar. When a transaction is submitted and approved, both the sender and receiver GIS subsidiaries can transfer the intercompany transaction to their own general ledger sets of books. The subsidiary's general ledger set of books may be located on the same server (local), on a different server (remote), or on a non-Oracle ledger system.

If you implement GIS without a corporate standard chart of accounts, a subsidiary can transfer intercompany transaction details to its general ledger system if it is remote from the GIS system. This implementation requires dual maintenance of charts of accounts: changes to the subsidiary chart of accounts in the local system must also be made to the subsidiary chart of accounts in GIS.

## See Also

Setting Up the Global Intercompany System (GIS): page 9 – 135

Defining AutoAccounting Rules: page 9 – 143

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## Incorporating GIS Into Your Accounting Cycle

Described below are typical GIS activities you may want to incorporate into your accounting cycle:

1. GIS subsidiaries can enter and approve intercompany transactions throughout any accounting period. GIS subsidiaries that maintain remote or non-Oracle general ledger systems also log on to the GIS system to enter and approve intercompany transactions.
2. A GIS subsidiary runs the Intercompany Transfer program to transfer approved intercompany journals to its general ledger. See: *Running the Intercompany Transfer Program: page 8 – 28*. This accomplishes two things:
  - If the GIS subsidiary's general ledger is on the same applications instance as GIS, all approved transactions related to that subsidiary are transferred to the `GL_INTERFACE` table. The subsidiary can then upload and post the transferred data to its General Ledger.



**Attention:** If the GIS subsidiary's set of books is on a different Oracle applications instance from the GIS system, all approved transactions related to that subsidiary are transferred to the `GL_INTERFACE` table. You can export the data in the `GL_INTERFACE` table to a file, then import the file to the GIS subsidiary's local general ledger system before running Journal Import.

If the GIS subsidiary's set of books is on a non-Oracle General Ledger system, manually enter the intercompany transactions into that system.



**Suggestion:** Implement a closing policy that requires each subsidiary to periodically run the Intercompany Transfer Program and post intercompany journals to its general ledger as part of monthly closing procedures.

- Transactions that are marked for deletion are removed from the GIS database. These are transactions that were never approved.
- 3. Your parent runs the Intercompany Transactions Detail report for all subsidiaries. This report lists all intercompany transactions and can be used to reconcile intercompany accounts.
- 4. Each subsidiary runs the Intercompany Transactions Detail report to review all transactions for which it was the sender or receiver.
- 5. Each subsidiary creates a period-end report package and sends it to the parent.

**Note:** General Ledger provides three reports related to intercompany transactions:

- Intercompany Transactions Detail
  - Unapproved Intercompany Transactions Listing
  - Intercompany Transactions Activity Summary
6. Your parent verifies that the total intercompany balance included in each subsidiary's report package matches the balance shown in the parent's Intercompany Transactions Detail report.
  7. Periodically, GIS subsidiaries with parent privileges should delete old approved transactions that have already been downloaded to the subsidiary sets of books. To remove these transactions from the database, run the Delete Intercompany Transactions program. See: Deleting Approved Intercompany Transactions: page 8 – 30.

## See Also

Setting Up the Global Intercompany System (GIS): page 9 – 135

Defining AutoAccounting Rules: page 9 – 143

Defining Recurring Intercompany Transactions: page 8 – 24

Generating Recurring Intercompany Transactions: page 8 – 26

Reversing Approved Intercompany Transactions: page 8 – 27

Deleting Approved Intercompany Transactions: page 8 – 30

Running the Intercompany Transfer Program: page 8 – 28

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## Entering Intercompany Transactions

There are several ways to enter intercompany transactions in GIS:

- Manual entry in the Enter Intercompany Transactions window
- Automatic transaction line generation
- Import transactions through the GIS open interface table

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### Manual Entry

Use the Enter Intercompany Transactions window to enter, update, approve, or reject intercompany transactions. You can also mark transactions to be deleted.

#### Prerequisites

---

- Define your GIS subsidiaries.
- Define a responsibility for each of your GIS subsidiaries and have your system administrator set the transaction security for each responsibility.
- Define transaction types.
- Define your subsidiaries' intercompany clearing accounts.



(Optional) Enter the sender's accounting period. GIS automatically enters the last day of the period as the GL transaction date and the appropriate period for the receiver.

6. Enter a transaction type or select one from the list of values.
7. (Optional) Change the currency if you want to use a currency other than your default currency for the transaction.
8. (Optional) Enter a transaction description.
9. (Optional) Enter a control amount. If entered, the amount must be the same as the amount calculated for your clearing account.

**Note:** If the receiver cannot see the total amount of the sender's transaction lines, the sender should complete the control total to inform the receiver of the transaction amount.

10. (Optional) Enter a note.
11. Select the Sender tab and enter your intercompany transaction lines.
12. (Optional) Select the Receiver tab and enter the receiving subsidiary's intercompany transaction lines.

**Note:** When creating an automatically approved transaction, you must enter the receiver's intercompany transaction lines.

**Note:** Your access to the Sender/Receiver tabs is set in the Privileges region of the Subsidiaries window. See your system administrator if your access is restricted.

13. (Optional) You can use the Attachments feature to append text, images, or files to your GIS transactions. See: Using Attachments in General Ledger: page C – 2.
14. Choose Submit to send the intercompany transaction to the GIS system for approval. If you are entering an automatically approved transaction, choose the Approve button.

**Note:** Automatically approved transactions are set up by your system administrator in the Subsidiaries window.

## See Also

Defining AutoAccounting Rules: page 9 – 143

Defining Recurring Intercompany Transactions: page 8 – 24

Generating Recurring Intercompany Transactions: page 8 – 26

Reversing Approved Intercompany Transactions: page 8 – 27

Deleting Approved Intercompany Transactions: page 8 – 30

Running the Intercompany Transfer Program: page 8 – 28

► **To update a previously submitted intercompany transaction:**

1. Navigate to the Find Transactions window.

The screenshot shows a window titled "Find Transactions" with the following fields and values:

- Number: 206589
- Status: Any
- Sender: Distribution
- Receiver: Company Parent
- Type: Internal Invoice
- Currency: USD

Below these are three sections:

- Periods:** Sender: May-99, Receiver: (empty)
- GL Dates:** From: 12/JAN/2001, To: 31/JAN/2001
- Approved Dates:** From: (empty), To: (empty)

At the bottom, there is a "Control" field and three buttons: "Clear", "New", and "Find".

2. Enter your transaction query information. You can search for a transaction based on the transaction number, status, sender, receiver, transaction type, or currency. You can narrow your search by entering ranges of GL dates and approved dates. Finally, you can also enter the transaction control amount.

**Additional Information:** If your subsidiary has parent privileges, you can query transactions for any subsidiary. Otherwise, you can only query transactions for which your subsidiary is the sender or receiver.

3. Choose Find to search for matching transactions. To enter new query information, choose the Clear button.

The Enter Intercompany Transactions window appears, displaying the first matching transaction found.

4. (Sender Only) If the transaction's status is Review, choose the Recall button. The status changes back to New.
5. Modify the transaction details and amounts on the Enter Intercompany Transactions window.

**Additional Information:** If the transaction status is Approved, you can modify only the Note.

**Note:** If you are the receiving subsidiary, you cannot modify the sender's accounts or amounts.

6. (Sender) When you have completed your changes, choose Submit to save your work and submit the transaction to GIS. If you are entering an automatically approved transaction, choose the Approve button.
7. (Receiver) When you are done making changes, choose Approve to save your work and approve the transaction.

**Note:** For Steps 6 and 7 above: You can customize your transaction submission and approval criteria via the custom library. See your System Administrator.

► **(Receiver) To approve or reject an intercompany transaction:**

1. Navigate to the Find Transactions window.
2. Enter your transaction query information.
3. Choose the Find button to search for matching transactions.  
The Enter Intercompany Transactions window appears, displaying the first matching transaction found.
4. Review the transaction information that was sent by the other subsidiary for approval.

*To approve the intercompany transaction:*

- Select Receiver from the poplist, and then enter your subsidiary's intercompany transaction journal lines.
- Choose Approve.

*To reject the intercompany transaction:*

- Choose Reject.



**Suggestion:** Use the Note field to enter your reason for rejecting the transaction.

**Note:** You cannot reject a transaction that was automatically approved by the sender.

► **(Sender) To mark an intercompany transaction for deletion:**

Use these steps to mark a transaction whose status is Review or Rejected for deletion.

**Note:** These steps do not delete approved transactions. See: Deleting Approved Intercompany Transactions: page 8 – 30.

1. Navigate to the Find Transactions window.
2. Enter your transaction query information.
3. Choose Find to search for matching transactions.

The Enter Intercompany Transactions window displays the first matching transaction.

4. Choose Delete. The transaction will be deleted the next time you run the Intercompany Transfer Program.

**Note:** You can delete a transaction only if its status is new or rejected.

## See Also

Entering Intercompany Transactions: page 8 – 10

Defining Recurring Intercompany Transactions: page 8 – 24

Reversing Approved Intercompany Transactions: page 8 – 27

Deleting Approved Intercompany Transactions: page 8 – 30

Running the Intercompany Transfer Program: page 8 – 28

## Entering Intercompany Transaction Lines

Intercompany transaction lines are entered for both the sending and receiving subsidiary. Each subsidiary's completed transaction consists of:

- One or more lines of offset accounts and their amounts.
- One line with the intercompany clearing account and the amount to balance the transaction.

► **To enter intercompany lines:**

1. In the Enter Intercompany Transactions window, select Sender or Receiver from the poplist.

2. For each transaction line, enter the line number, account, and the debit or credit amount.

**Note:** As you enter your transaction lines, GIS calculates the transaction balancing amount and enters it in the appropriate column (Debit or Credit) of the Intercompany Clearing Account line.

3. Enter the Intercompany Clearing Account. The account must have been defined as one of the subsidiary's intercompany clearing accounts.

Once you have completed entering your transaction lines, the intercompany clearing account amount must equal the amount, if any, entered in the Control field. If not, you will receive an error message when you submit the intercompany transaction.

If you are entering the receiving subsidiary's transaction lines, the intercompany clearing account amount must offset the sender's intercompany clearing account amount. For example, if the sender's amount is a debit of \$20,000, your amount must be a credit of \$20,000. If not, when you approve the intercompany transaction, you will receive an error message noting that the transaction is out of balance.

## See Also

Entering Intercompany Transactions: page 8 – 10

Reversing Approved Intercompany Transactions: page 8 – 27

Deleting Approved Intercompany Transactions: page 8 – 30

Running the Intercompany Transfer Program: page 8 – 28

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## Automatic Generation of Intercompany Transactions

You can define AutoAccounting rules that establish chart of account relationships between GIS senders and receivers. When you enter intercompany transactions and choose the Generate or Submit button, GIS refers to the AutoAccounting rules. Based on the rules you have defined and enabled, GIS can automatically generate account code combinations and amounts for any combination of the following: the sender clearing, receiver distribution, and receiver clearing transaction lines.



3. (Optional) Enter a transaction number if you have not enabled automatic transaction numbering. Each transaction number must be unique to the GIS system in which you are entering the transaction.
4. Enter or select the receiver.  
**Note:** GIS automatically enters your subsidiary name in the Sender field.
5. Enter the GL transaction date. GIS automatically enters the appropriate period for the sender and receiver.  
(Optional) Enter the sender's accounting period. GIS automatically enters the last day of the period as the GL date and enters the appropriate period for the receiver.
6. Enter a transaction type or select one from the list of values.
7. (Optional) Change the currency if you want to use a currency other than your default currency for the transaction.
8. (Optional) Enter a transaction description.
9. (Optional) Enter a control amount. If entered, the amount must equal the amount calculated for your clearing account for the completed transaction.

**Note:** If the receiver cannot see the total amount of the sender's transaction lines, the sender should complete the control total to inform the receiver of the transaction amount.

10. (Optional) Enter a note.
11. Select the Sender tab and enter the intercompany transaction lines that will not be generated automatically. The sender distribution lines (offset accounts) must be entered manually.

For example, if you plan to automatically generate the sender and receiver clearing lines, manually enter the sender and receiver distribution lines.

Choose Generate to automatically generate transaction lines using the AutoAccounting rules you defined previously.

**Additional Information:** If the Generate button is not enabled, you either have not defined AutoAccounting rules for the sender and receiver's charts of accounts, or you have not enabled them.

**Additional Information:** Choosing the Generate button does not change the transaction status. The transaction status changes when you submit or approve the transaction.

12. (Optional) Select the Receiver tab and enter the receiving subsidiary's intercompany transaction lines that were not generated automatically, or complete any blank segments on lines that were generated automatically.

**Note:** When creating an automatically approved transaction, you must complete the receiver's intercompany transaction lines.

**Note:** Your access to the Sender/Receiver tabs is set in the privileges region of the Subsidiaries window. See your system administrator if your access is restricted.

**Note:** If the receiver does not have access to the sender's transaction lines to see the total amount of the transaction, the control total field should be filled out to communicate the amount of the transaction to the receiver.



**Warning:** Before you complete your transaction, please carefully read the Automatic Transaction Generation Guidelines after Step 14 above.

13. (Optional) You can use the Attachments feature to append text, images, or files to your GIS transactions. See: Using Attachments in General Ledger: page C – 2.
14. Choose Submit to send the intercompany transaction to GIS for approval. If you are entering an automatically approved transaction, choose the Approve button.

**Note:** After automatically generating transaction lines, if you then edit the sender distribution or clearing lines, choosing the Submit button will regenerate transaction lines that are based on the lines you have edited according to your defined AutoAccounting rules.

### **Automatic Transaction Generation Guidelines:**

GIS can automatically create account code combinations and amounts for intercompany transaction lines if AutoAccounting rules are defined for the sender and receiver charts of accounts.

In the Enter Intercompany Transactions window, you can create an intercompany transaction then choose the Generate button to generate sender clearing, receiver distribution, and receiver clearing lines and amounts based on defined AutoAccounting rules. When you choose the Generate button, your defined AutoAccounting rules can overwrite any sender clearing, receiver distribution, and receiver clearing lines and amounts you may have entered in the window.

Once your transaction has been generated, you can modify the transaction as a manual transaction and choose the Submit or Approve button to initiate the transaction. The following exceptions apply:

- You cannot modify the line number or the amount of an automatically generated receiver line. You can modify the segment values.
- You cannot delete an automatically generated receiver distribution line.

If you modified a generated transaction, you can reapply your AutoAccounting rules to your transaction by choosing the Generate button.

If an automatically generated account combination includes one or more blank segments, you can edit the account combination by entering a valid segment value or selecting one from the list of values. Blank segments are generated when:

- AutoAccounting rules are defined to generate a blank value.
- AutoAccounting rules are not defined for the segment.
- The situation does not match any of the defined AutoAccounting rules.

### **Automatic Generation Rules – Generated Sender Clearing Line**

A sender clearing line is only generated if the AutoAccounting rule is defined, enabled, and one of the following is true:

- The transaction has never been generated.
- The transaction’s sender clearing account field is completely blank.

**Example 1:** You enter two sender distribution lines and a sender clearing line for a transaction:

Line	Account	Debit	Credit	Clearing Line
10	01.100.2000		10,000	sender distribution
20	01.200.4000		10,000	sender distribution
	01.100.<null>	20,000		sender clearing

**Table 8 – 2 (Page 1 of 1) GIS Transaction Generation Guidelines, Example 1**

There are defined AutoAccounting rules that apply to the sender clearing line of your transaction. When you choose the Generate button the first time, the sender clearing account you manually entered is replaced with the account defined by the AutoAccounting rules.

**Example 2:** You enter two sender distribution lines and choose the Generate button to create a sender clearing line based on defined AutoAccounting rules:

Line	Account	Debit	Credit	Clearing Line
10	01.100.2000		10,000	sender distribution
20	01.200.4000		10,000	sender distribution
	01.300.<null>	20,000		sender clearing

**Table 8 – 3 (Page 1 of 1) GIS Transaction Generation Guidelines, Example 2**

You edit the sender clearing line by entering account 1200 in place of <null>. When you choose the Generate or Submit button, the sender clearing account remains unaffected by the AutoAccounting rules and is unchanged, 01.300.1200.

### **Automatic Generation Rules – Generated Receiver Distribution Line**

A receiver distribution line is generated if the AutoAccounting rule is defined, enabled, and one of the following is true:

- The transaction has never been generated.
- A new sender distribution line is entered after the last time a receiver distribution line was generated.
- The corresponding sender distribution line (with the same line number) has been modified since the last time the receiver distribution line was generated.

The automatic generation process deletes previously generated receiver distribution lines that have no matching line number on the sender distribution side.

You can manually enter receiver distribution lines in addition to the generated lines as long as the manually entered lines have unique line numbers and the transaction remains in balance.

**Example 3:** You enter two sender distribution lines and automatically generate the two corresponding receiver distribution lines for a transaction based on defined AutoAccounting rules:

Line	Account	Debit	Credit	Clearing Line
10	01.100.2000		10,000	sender distribution
20	01.200.4000		10,000	sender distribution
10	02.100.2000	10,000		receiver distribution
20	02.300.4000	10,000		receiver distribution

**Table 8 – 4 (Page 1 of 1) GIS Transaction Generation Guidelines, Examples 3, 4, and 5**

After generating the receiver distribution lines, you modify sender distribution line 10 by changing the account from 2000 to 2100. When you choose the Generate or Submit button, the receiver distribution line 10 changes, reflecting how your defined AutoAccounting rules interpret the change you made to the sender distribution line 10.

**Example 4:** You create an intercompany transaction as set up in example 3. You modify the receiver distribution line 20 by changing the account from 4000 to 4100. When you choose the Generate or Submit button, your defined AutoAccounting rules do not affect the receiver distribution line 20 and the account remains 02.200.4100.

**Example 5:** You create an intercompany transaction as set up in example 3. You delete sender distribution line 10 and add a new receiver distribution line 30. When you choose the Generate or Submit button, you get the following results:

The receiver distribution line 10 is deleted because it was originally generated based on the sender distribution line 10 which no longer exists.

The receiver distribution line 30 remains as entered. Note there is no corresponding sender distribution line 30 because you manually entered receiver distribution line 30. It was not generated by the system as a result of your defined AutoAccounting rules.

### **Automatic Generation Rules –Generated Receiver Clearing Line**

A receiver clearing line is generated only if the AutoAccounting rule is defined and enabled and one of the following is true:

- The transaction has never been generated.
- The transaction’s receiver clearing account field is completely blank.

- The sender clearing line has been modified since the last time it was generated.

### **Troubleshooting:**

---

Investigate the following possible causes if you choose the Generate or Submit button and you receive a message indicating that no accounts are generated.

- You did not enable or define any AutoAccounting rules for the sender's and receiver's charts of accounts.
- You did not enter any sender distribution or sender clearing lines.
- The sender lines have not been modified since the last time lines were generated.

Investigate the following possible causes if you choose the Submit or Approve button and you receive a message indicating that you should enter a valid clearing account.

- Your clearing line account combination has one or more blank segments.
- Your clearing account combination violates cross validation, segment security, or other flexfield validation rules.

See Manual Entry: page 8 – 10, to:

Query an intercompany transaction

Update a previously submitted intercompany transaction

Approve or reject an intercompany transaction

Mark an intercompany transaction for deletion

### **See Also**

Defining AutoAccounting Rules: page 9 – 143

Defining Recurring Intercompany Transactions: page 8 – 24

Generating Recurring Intercompany Transactions: page 8 – 26

Reversing Approved Intercompany Transactions: page 8 – 27

Deleting Approved Intercompany Transactions: page 8 – 30

Running the Intercompany Transfer Program: page 8 – 28

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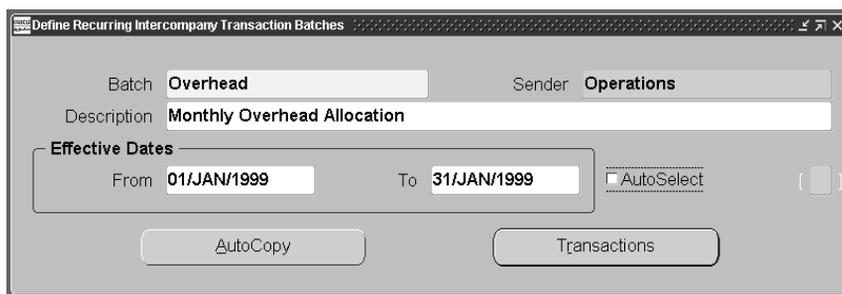
## Importing Intercompany Transactions

To import GIS transactions, see: Importing Intercompany Transactions Using the Open Interface: page 9 – 154. All transactions imported from external systems have a transaction number with a suffix, IMP. You can query your transactions after they are imported in the Enter Intercompany Transactions window.

---

## Defining Recurring Intercompany Transactions

Define recurring intercompany transactions if you regularly execute the same intercompany transactions between subsidiaries. For example, if one of your subsidiaries rents office space owned by the parent, the subsidiary and parent create monthly entries to record the reciprocal intercompany receivable and payable. You can simplify this by defining a recurring intercompany transaction, and then generating the transaction when needed.



- **(Sender) To define a recurring intercompany transaction batch:**
1. Navigate to the Define Recurring Intercompany Transaction Batches window.
  2. (Optional) Enter a description for your recurring batch.
  3. Enter the range of effective dates to limit use of the recurring intercompany transaction to a specific time interval.
  4. Check the AutoSelect check box if you want this recurring intercompany transaction batch to be selected automatically when you generate recurring intercompany transactions in subsequent periods. If you do not check this box, every period you must manually select the batch in the Generate Recurring Transactions window.

5. (Optional) Choose AutoCopy to copy the transactions from an existing recurring intercompany transaction batch. You can only copy recurring transactions if your subsidiary was the sender.
6. Choose Transactions to define the transactions in your recurring intercompany transaction batch.
7. Save your work.

Transaction: Legal Fees      Type: Allocations      Status: New

Receiver: Services      Currency: USD      Control: [ ]

Description: Legal fees from the Vision Operations SoB to the Vision Services SoB.

Note: [ ]

Sender | Receiver

Line	Account	Debit	Credit [ ]
10	01.430.7752.0000.000	10,000.00	
20	01.430.7620.0000.000		5,000.00
30	01.130.2540.0000.000		2,000.00
Intercompany Clearing Account		Debit	Credit
01.000.2980.0000.000			3,000.00

► **(Sender) To define recurring intercompany transactions:**

1. Choose Transactions from the Define Recurring Intercompany Transaction Batches window.

The Define Recurring Intercompany Transactions window appears.

2. Enter a transaction name.
3. Enter a transaction type or select one from the list of values.
4. Enter a transaction status or select one from the list of values.

If you select the status Review, you must complete the sender side of the transaction to save the recurring transaction.

If you select the status Approved, you must complete both the sender and receiver sides of the transaction to save the recurring transaction.

5. Enter or select the receiver. This is the name of the GIS subsidiary that is the other party to your intercompany transaction.
6. Enter the transaction's currency.

7. (Optional) Enter a control amount. If entered, the amount must equal the amount calculated for your clearing account.
8. (Optional) Enter a transaction description.
9. (Optional) Enter a note.
10. Select the Sender tab and enter your intercompany transaction lines. See: Entering Intercompany Transaction Lines: page 8 – 15.
11. (Optional) Select receiver from the poplist, then enter the receiving subsidiary's intercompany transaction lines.

**Note:** When creating an automatically approved transaction, you must enter the receiver's intercompany transaction lines.
12. Save your work.
13. Repeat the steps above for any other transactions in the batch.

## See Also

Entering Intercompany Transactions: page 8 – 10

---

## Generating Recurring Intercompany Transactions

You must generate your recurring intercompany transactions before submitting or approving them. When your transactions are generated, you can view them in the Enter Intercompany Transactions window.

- Transactions with a status of New are subject to AutoAccounting rules that are defined and enabled. The sending subsidiary can review and submit them to the receiver for approval.
- Transactions with a status of Review can be approved or rejected by the receiving subsidiary.
- Transactions with a status of Approved, are automatically approved.

Generate Recurring Transactions (Operations)

GL Date

Batch	Last Run Date	Last Run By
Legal Expenses	20/NOV/2000	VISION

— Description —

- **To generate recurring intercompany transactions:**
1. Navigate to the Generate Recurring Transactions window.
  2. Enter the GL transaction date. This date must be open or future-entertainable in the sender's set of books. The available intercompany transaction batches appear in the window.
  3. Select the batches whose transactions you want to generate.
  4. Choose Generate to submit your transactions.

## See Also

Entering Intercompany Transactions: page 8 – 10

Defining Recurring Intercompany Transactions: page 8 – 24

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## Reversing Approved Intercompany Transactions

Once an intercompany transaction has been approved, the sender can reverse the transaction later.

- **To reverse an approved intercompany transaction:**
1. Navigate to the Find Transactions window.
  2. Enter your transaction query information.
  3. Choose Find to search for matching transactions.
  4. Choose Reverse. This creates a new intercompany transaction.  
The transaction status window appears.
  5. Choose Yes to approve the transaction if the subsidiary has AutoApprove privileges, No to change the transaction status to New.
  6. Query the new transaction. Choose Submit to send the transaction for approval. If you are entering an automatically approved transaction, choose Approve.

## See Also

Entering Intercompany Transactions: page 8 – 10

Defining Recurring Intercompany Transactions: page 8 – 24

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## Running the Intercompany Transfer Program

Run the Intercompany Transfer program to:

- Transfer approved intercompany transactions for your subsidiary from GIS to the GL\_INTERFACE table.
- Remove all transactions with the status of Delete from the central GIS system.
- Automatically run Journal Import after transferring intercompany transactions to the GL\_INTERFACE table if the GIS system is on the same instance as your Oracle General Ledger.

If your GIS subsidiary's general ledger is on the same applications instance as GIS, all approved transactions related to that subsidiary are transferred to the GL\_INTERFACE table. You can then upload and post the transferred data to your General Ledger.

If your GIS subsidiary's set of books is on a different Oracle applications instance from the GIS system, all approved transactions are transferred to the GL\_INTERFACE table. You can export the data in

the GL\_INTERFACE table to a file, then import the file to the your subsidiary's local general ledger system before running Journal Import.



**Suggestion:** Run the Intercompany Transfer program ideally at the end of each parent accounting period, as part of your monthly closing procedures. See: The GIS Accounting Cycle: page 8 – 8.

► **To run the Intercompany Transfer program:**

1. Navigate to the Submit Requests window.
2. Select the concurrent program named Program – Intercompany Transfer.
3. Enter the program parameters, see below.
4. Submit the request.

## See Also

Entering Intercompany Transactions: page 8 – 10

Defining Recurring Intercompany Transactions: page 8 – 24

## Intercompany Transfer Program Parameters

When you run the Intercompany Transfer program, specify the following parameters:

**Run Journal Import:** Enter Yes to run Journal Import immediately after completing the intercompany transfer. Enter No if you want to run Journal Import manually.

**Create Summary Journal:** This option is applicable only if you are running Journal Import. Enter Yes to create summary journals from your intercompany transaction data. Enter No to create detail journals.

**Period:** Enter the period for which you want to transfer intercompany transactions.

**Note:** If the functional currency for your destination set of books is not the same as the currency of the GIS transaction, the transfer program will automatically convert the transaction amounts if the proper exchange rate has been defined.

## See Also

Entering Intercompany Transactions: page 8 – 10

Running the Intercompany Transfer Program: page 8 – 28

Defining Recurring Intercompany Transactions: page 8 – 24

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## Deleting Approved Intercompany Transactions

Periodically, run the Delete Intercompany Transactions program to remove any old approved and transferred intercompany transactions that have already been transferred to your parent or subsidiary sets of books.

**Note:** Only a GIS subsidiary with parent privileges can run the Delete Intercompany Transactions program.

1. Navigate to the Submit Requests window.
2. Select the concurrent program named Program – Delete Intercompany Transactions.
3. In the Parameters window, enter the Cutoff Days. This is the number of days (preceding the current date) for which transactions are retained. GIS deletes all approved and transferred intercompany transactions whose Approved Date precedes the current date less the Cutoff Days.

For example, if the current date is August 31 and you enter 62 as the Cutoff Days, the system deletes all approved and transferred intercompany transactions whose Approved Date precedes July 1.

4. Submit the request.

## See Also

Entering Intercompany Transactions: page 8 – 10

Defining Recurring Intercompany Transactions: page 8 – 24

Reversing Approved Intercompany Transactions: page 8 – 27

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# Oracle® General Ledger User Guide

RELEASE 11i

VOLUME 2

January 2000

ORACLE®

Oracle® General Ledger User Guide, RELEASE 11i VOLUME 2

The part number for this volume is A82849–02.

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CHAPTER

# 9

## Setup

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## Overview of Setting Up

Consider the guidelines in this chapter as you set up General Ledger for your organization. References in this chapter to other areas of this and other Oracle Applications User's Guides can enhance your understanding of how setting up General Ledger affects the behavior of specific features and functions.

This chapter is structured as follows:

- Implementation Considerations
- Planning and Installation
- Setting Up General Ledger
- Related Product Setup Steps
- Setup Checklist
- General Ledger Setup Steps

---

## Implementation Considerations

You need to create and set up one or more sets of books. The number of books you set up depend on various factors, such as:

Whether you have multiple subsidiaries using different calendars, charts of accounts, and currencies requiring multiple sets of books

Whether you have multiple subsidiaries that share the same calendar, chart of accounts, and currencies that allow them to share the same set of books

Your organizational requirements or government reporting requirements may also influence how you setup General Ledger. Following is a brief discussion of issues you should consider before you implement General Ledger. There are references to other sections of this guide for more detailed instructions.

## Accounting for Multiple Companies in General Ledger

General Ledger provides you with the flexibility to manage your financial information within any company structure. You can maintain multiple companies with similar or different accounting structures, and consolidate their results for meaningful financial reporting.

With a multi-company structure, you can:

- Maintain actual, budget, encumbrance, and average balance information for each of your companies.
- Control security over each company's financial information so that only properly authorized individuals can review or change accounting information.
- Create intercompany accounts for combinations of source, category, and balancing segment value to automatically keep your companies properly balanced and provide detail for reconciliation.
- Produce consolidated reports.

---

## Choosing Single vs. Multiple Sets of Books to Account for Multiple Companies in Your Organization

Before you set up your multi-company organization in General Ledger, determine whether you can maintain information about each company in the same set of books, or whether you need to use multiple sets of books.

You need multiple sets of books if one of the following is true:

- You have companies that require different account structures to record information about transactions and balances. For example, one company may need a 6-segment account, while another needs only a 2-segment account.
- You have companies that use different accounting calendars. For example, although companies may share fiscal year calendars, you may want a weekly calendar for one company and a monthly calendar for another.
- You have companies that require different functional currencies. Consider the business activities and reporting requirements of each company. If you must present financial statements in another country and currency, consider the accounting principles to which you must adhere. Based on such considerations, choose the appropriate functional currency for each company.
- You use multiple Oracle Applications instances for your companies.

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## Setting Up General Ledger

### **Oracle Applications Implementation Wizard**

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If you are implementing more than one Oracle Applications product, we recommend that you use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross-product implementation dependencies and reduces redundant setup steps.

You can use the Implementation Wizard to see a graphical overview of setup steps, read online help for a setup activity, and open the appropriate setup window. You can also document your implementation, for further reference and review, by using the Wizard to record comments for each step.

### See Also

*Oracle Applications Implementation Wizard User's Guide*

---

## Related Product Setup Steps

The following steps may need to be performed to implement Oracle General Ledger. These steps are discussed in detail in the Setting Up sections of other Oracle product user's guides. The following table lists steps and a reference to their location within the Application Implementation Wizard (AIW).

### **Set Up Underlying Oracle Applications Technology**

---

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration and flexfields setup. However, if you do not use the Wizard, you need to complete several other setup steps, including:

- performing systemwide setup tasks such as configuring concurrent managers and printers
- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities.

- setting up Oracle Workflow

## See Also

*Oracle Applications Implementation Wizard User's Guide*

*Oracle Applications System Administrator's Guide*

*Oracle Workflow Guide*

### **System Administration Setup Steps**

---

Use the Setting Up Oracle Applications System Administrator section in the *Oracle Applications System Administrator's Guide* for help in completing the following setup steps.

Step	AIW Reference
Set up printers, security, and audit trails. See: <i>Oracle Applications System Administrator's Guide</i> )	Common Applications

### **System Administration Setup Steps**

---

Use the Overview of Setting Up Flexfields section in the *Oracle Applications Flexfields Guide* for help in completing the following setup steps.

Step	AIW Reference
Set up accounting, inventory, and descriptive flexfields. See: <i>Oracle Applications Flexfields Guide</i> )	Common Applications

### **Oracle Human Resources Setup Steps**

---

Use the Setting Up Oracle Human Resources section in the *Oracle Human Resources User's Guide* for help in completing the following setup steps.

Step	AIW Reference
Define Your Employees See: Enter Person ( <i>Oracle Human Resources Management System User's Guide</i> ).	Common Applications

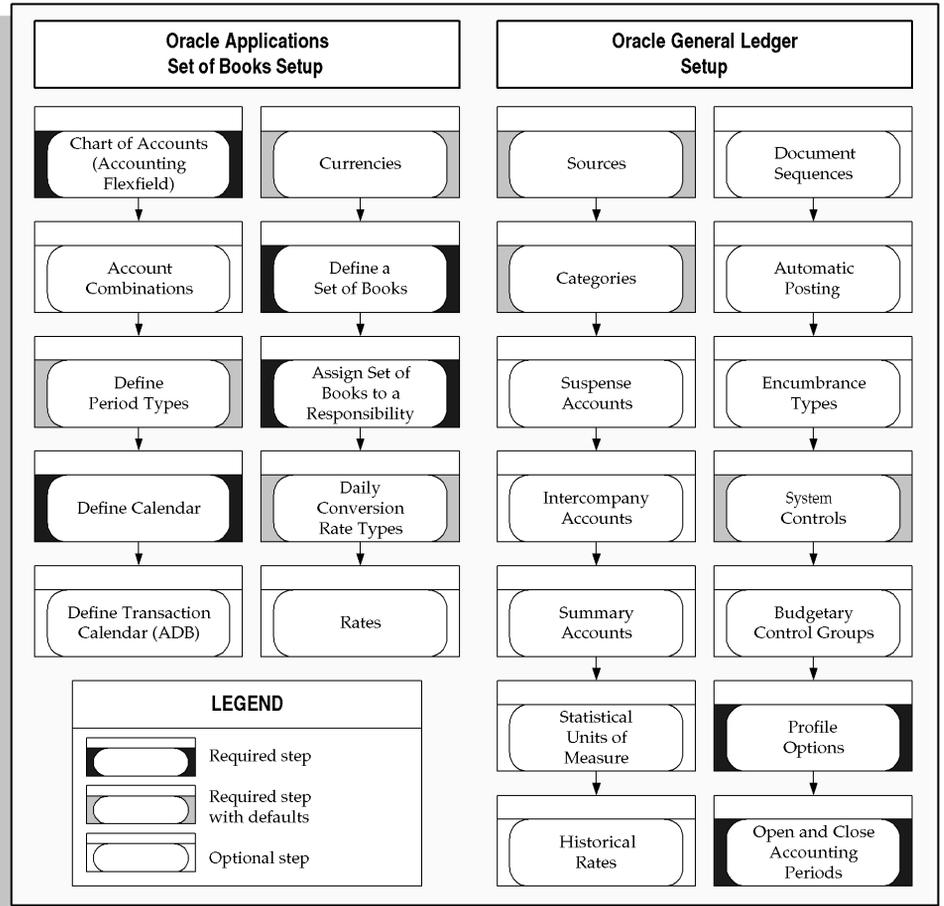
**Note:** You can enter employee information if Oracle Human Resources is not installed. See: Entering a New Employee: page 9 – 120.

---

## General Ledger Setup Flowchart

While you can set up your Oracle General Ledger application in many different ways, and defer optional set up steps until you are ready to use the corresponding functionality, we recommend you use the order suggested in the following flowchart:

Some of the steps outlined in this flowchart and setup checklist are **Required** and some are **Optional**. Required step with Defaults refers to setup functionality that comes with pre-seeded, default values in the database; however, you should review those defaults and decide whether to change them to suit your business needs. If you want or need to change them, you should perform that setup step. You need to perform **Optional** steps only if you plan to use the related feature or complete certain business functions.



## Setup Checklist

The following table lists Oracle General Ledger setup steps. A reference to each step's location within the Application Implementation Wizard (AIW) and whether the step is optional or required is provided. After you log on to Oracle Applications, complete these steps to implement Oracle General Ledger:

Step No.	Required	Step	AIW Reference
Step 1	Required	Define your chart of accounts. See: Defining Your Chart of Accounts: page 9 – 22.	Common Applications
Step 2	Optional	Define Your Descriptive Flexfields: page 9 – 11	Common Applications
Step 3	Optional	If you want to use period types not installed with General Ledger, define your accounting period types. See: Defining Period Types: page 9 – 56.	Common Applications
Step 4	Required	Define your accounting calendar. Review the Calendar Validation report to note common setup errors. See: Defining Calendars: page 9 – 58.	Common Applications
Step 5	Optional	If you plan to use average balance processing, define a transaction calendar and valid business days for that calendar. See: Defining Transaction Calendars: page 9 – 63.	Common Applications
Step 6	Required	Define the functional currency for your set of books. Define or enable any additional currencies you plan to use. See: Defining Currencies: page 11 – 6	Common Applications
Step 7	Required	Define a set of books. Assign a calendar, functional currency and account structure to your set of books. See: Defining Sets of Books: page 9 – 66.	Common Applications
Step 8	Optional	Define Your Employees. See: Enter Person ( <i>Oracle Human Resources Management System User's Guide</i> ).	Common Applications
Step 9	Required	Define and assign document sequences See: Defining Document Sequences, <i>Oracle Applications User's Guide</i> .	Common Financials

Step 10	Optional	Setup Journal Approval. See: Setting Up Journal Approval: page 9 – 76.	Oracle General Ledger
Step 11	Optional	To enter and maintain transactions for multiple currencies, define conversion rate types and (optional) enter your daily rates, period rates, and weighted-average rates. See: Overview of Multi-Currency Accounting: page 11 – 2.	Oracle General Ledger
Step 12	Optional	For multiple currency translations, enter your period end rates, average rates, historical rates, and amounts. See: Overview of Multi-Currency Accounting: page 11 – 2.	Oracle General Ledger
Step 13	Optional	Define additional journal entry sources and categories. If you have enabled average balance processing, specify an Effective Date Rule for each journal source you define. See: Defining Journal Sources: page 9 – 81 and Defining Journal Categories: page 9 – 85.	Oracle General Ledger
Step 14	Optional	Define suspense accounts. See: Defining Suspense Accounts: page 9 – 88.	Oracle General Ledger
Step 15	Required	Define transaction codes if you use Public Sector General Ledger. See: Setting Up Transaction Codes, <i>Oracle Public Sector General Ledger User's Guide</i> .	Oracle Public Sector General Ledger
Step 16	Optional	To use automatic intercompany balancing, define intercompany accounts. See: Defining Intercompany Accounts: page 9 – 90.  If you choose to use intercompany balancing, you can enable and define the intercompany segment in your accounting flexfield to track intercompany transactions. See: Designing Your Accounting Flexfield: page 9 – 27  See Also: Key Flexfields in Oracle Applications <i>Oracle Applications Flexfields Guide</i>	Oracle General Ledger
Step 17	Optional	Create summary accounts. See: Defining Summary Accounts: page 9 – 107.	Oracle General Ledger
Step 18	Optional	Define Statistical Units of Measure. See: Defining Statistical Units of Measure: page 9 – 114.	Oracle General Ledger
Step 19	Optional	Define Journal Reversal criteria. See: Automatic Journal Reversal: page 1 – 163.	Oracle General Ledger

	Step 20	Optional	Set up Automatic Tax Calculation if you do not have Oracle Receivables and Oracle Payables installed. See: Setting Up Automatic Tax Calculation: page 9 – 125.	Oracle General Ledger
	Step 21	Optional	Define your automatic posting criteria. See: Posting Journal Batches Automatically: page 1 – 152.	Oracle General Ledger
	Step 22	Optional	Define encumbrance types. See: Defining Encumbrance Types: page 12 – 6.	Oracle General Ledger
	Step 23	Optional	Set your system controls. See: Setting Concurrent Program Controls: page 9 – 175 and Setting the Storage Parameters: page 9 – 178.	Oracle General Ledger
	Step 24	Optional	Set your General Ledger profile options. See: Overview of Setting User Profiles: page B – 2.	Oracle General Ledger
	Step 25	Required	Open an accounting period. See: Opening and Closing Periods: page 9 – 180.	Oracle General Ledger
	Step 26	Optional	Setup Budgets. See: Defining Budgets: page 2 – 18.	Oracle General Ledger
	Step 27	Optional	If you enabled budgetary control, define one or more budgetary control groups. See: Creating a Budgetary Control Group: page 2 – 121.	Oracle General Ledger
	Step 28	Optional	Set up the Global Consolidation System (GCS). See: Global Consolidation System: page 7 – 3.	Oracle General Ledger
	Step 29	Optional	Set up the Global Intercompany System. See: Global Intercompany System: page 8 – 2, See: Setting Up the Global Intercompany System: page 9 – 135.	Oracle General Ledger

---

## General Ledger Setup Steps

For each step, we include a Context section that indicates whether you need to repeat the step for each set of books, set of tasks, inventory organization, HR organization, or other operating unit under Multiple Organizations.

**Note:** You can use Multiple Reporting Currencies (MRC) to maintain your transactions and account balances in multiple

currencies. For setup and user information, see: *Multiple Reporting Currencies in Oracle Applications*.

### **Step 1 Define Your Chart of Accounts**

Define your chart of accounts.

**Default** – If you skip this step, you cannot define a set of books.

**Context:** You can define multiple charts of accounts per installation.

See: Defining Your Chart of Accounts: page 9 – 22. See: Defining Accounts: page 9 – 47.

See: Oracle Applications Flexfields Guide

### **Step 2 Define Your Descriptive Flexfields (optional)**

Use descriptive flexfields to tailor General Ledger to fit your unique information needs. For example, you may want to collect additional information on budget organizations, such as the manager and the size of the organization. You can even define context-sensitive flexfields that prompt you for additional information based on your previous entries.

There are many other descriptive flexfields in General Ledger. For example, you can set up a descriptive flexfield to store additional information about your transactions. See: Defining Descriptive Flexfields (*Oracle Applications System Administrator's Guide*).

**Default** – If you skip this step, you will not be able to utilize additional information provided by descriptive flexfields. You can define descriptive flexfields at any time after General Ledger is setup.

**Context:** You need to perform this step only once per installation.

See: Defining Descriptive Flexfields for General Ledger: page 9 – 25

### **Step 3 Define Your Accounting Period Types**

You can define your own period types to use in addition to the General Ledger standard period types Month, Quarter and Year. You use these period types when you define the accounting calendar for your organization.

Each set of books has an associated period type. When you assign a calendar to a set of books, the set of books only accesses the periods with the appropriate period type. Thus, you can define an accounting calendar with periods of more than one period type. However, each set of books will only use periods of a single period type.

**Default** – If you skip this step, you can only access periods types installed with General Ledger.

**Context:** You need to perform this step only once per set of books.

See: Defining Period Types: page 9 – 56

#### **Step 4 Define Your Accounting Calendar**

Create a calendar to define an accounting year and the periods it contains. You should set up one year at a time, specifying the types of accounting periods to include in each year. You should define your calendar at least one year before your current fiscal year.

You can define multiple calendars and assign a different calendar to each set of books. For example, you can use a monthly calendar for one set of books, and a quarterly calendar for another.

**Note:** If you close your balance sheet using the Create Balance Sheet Closing Journals program, define an adjusting period for a standard set of books and 2 adjusting periods for an average balance set of books for your period type. See: Closing Journals: page 1 – 175.

**Default** – If you skip this step, General Ledger will not function properly.

**Context:** You can perform this step multiple times depending on your business requirements.

See: Defining Calendars: page 9 – 58

#### **Step 5 Define Your Transaction Calendar (optional)**

Each set of books for which average processing is enabled, must be assigned a transaction calendar, which is used to control transaction posting. When you define the transaction calendar, you choose which days of the week will be business days. You can also specify other non-business days, such as holidays, by maintaining the transaction calendar.

**Default** – If you skip this step, you cannot enable an average balance set of books.

**Context:** Perform this step for as many unique transaction calendars you need for your average balance set of books.

See: Transaction Calendars: page 9 – 63

#### **Step 6 Define the Functional Currency For Your Set of Books**

Define the functional currency for your set of books, or enable one of the predefined ISO (International Standards Organization) currencies. You should also define or enable any additional currencies you plan to use. See: Defining Currencies: page 11 – 6.

**Default** – If you skip this step, you cannot define a set of books.

**Context:** You need to perform this step only once per set of books.

See: Defining Currencies: page 11 – 6.

## **Step 7 Define a Set of Books**

Define a set of books. Assign a calendar, functional currency and account structure to your set of books. See: Defining Sets of Books: page 9 – 66.

If you need to report on transactions and account balances in multiple currencies, define a primary set of books, as well as additional sets of books for your reporting currencies.

If you plan to use average balance processing, you must specifically enable average balance processing, assign a transaction calendar, and define a Net Income account.

**Note:** You can preserve account attributes that might change as a result of running Segment Value Inheritance. See: Segment Value Inheritance: page 9 – 48.

**Default** – This step is required to use General Ledger.

**Context:** Perform this step once for each set of books you want to create. If you are setting up multiple books to support multiple companies in your organization, see: Choosing Single vs. Multiple Sets of Books to Account for Multiple Companies in Your Organization: page 9 – 3.

See: See: Defining Sets of Books: page 9 – 66.

## **Step 8 Define Your Employees (optional)**

If you do not install Oracle Personnel, Oracle Applications HRMS, Oracle Payroll, Oracle Purchasing, or Oracle Payables, use the Enter Person window in Oracle General Ledger to define employees. You must enter an employee before you can use Journal Approval, AutoAllocations, and Workflow notifications in GIS. See: Enter Person (*Oracle Human Resources Management System User's Guide*).

If you previously defined your employees while setting up a different Oracle Applications product, proceed to the next step.

**Default** – If you skip this step, you will not be able to use Journal Approval, AutoAllocations, or GIS notifications.

**Context:** Perform this step once per installation.

See: Entering a New Employee: page 9 – 120

## **Step 9 Define and Assign Document Sequences**

Create a document sequence to uniquely number each document generated by an Oracle application. In General Ledger, you can use document sequences to number journal entries, enabling you to account for every journal entry.



**Attention:** Once you define a document sequence, you can change the Effective To date and message notification as long as the document sequence is not assigned. You cannot change a document sequence that is assigned.

**Default** – If you skip this step, you cannot accurately apply document sequencing control.

**Context:** Perform this step once per set of books.

See: Defining Document Sequences, *Oracle Applications User's Guide*.

## **Step 10 Setup Journal Approval (optional)**

Set Up Journal Approval for your set of books.

**Default** – If you skip this step, you cannot access the functionality of Journal Approval for your set of books. You can setup Journal Approval later.

**Context:** You need to perform this step only once per set of books.

See: Setting Up Journal Approval: page 9 – 76

## **Step 11 To Support Multiple Currencies, Define Conversion Rate Types, Enter Your Daily Rates, Period Rates, and Weighted–Average Rates (optional)**

Define the conversion rate types you want to use to maintain daily exchange rates and to enter foreign currency journals. General Ledger comes with four predefined conversion rate types: Spot, Corporate, User, and EMU Fixed. See: Defining Conversion Rate Types: page 11 – 11.

Enter the daily rates you will need. Typically, you will enter rates to convert foreign currency journal entries into your functional and reporting currencies. See: Entering Daily Rates: page 11 – 13.

If you do not want to predefine daily rates, you can use the conversion rate type User to enter daily rates at the time you enter journals.

Enter period rates for running foreign currency revaluation or translation. See: Entering Period Rates: page 11 – 23.

Enter weighted–average rates, or let General Ledger calculate them. General Ledger translates account balances using weighted–average rates for those accounts you assigned the weighted–average rate type.

**Default** – If you skip this step, you cannot use daily rate for foreign currency journal entry. Multiple Reporting Currencies for General Ledger will not function properly.

**Context:** Perform this step for as many conversion rate types as required.

See: Overview of Multi–Currency Accounting: page 11 – 2.

**Step 12 For Multiple Currency Translations, Enter Your Historical Rates and Amounts (optional)**

Enter historical rates or amounts to translate selected account balances in accordance with generally accepted accounting standards. General Ledger also uses historical rates and amounts to remeasure selected account balances for companies in highly inflationary economies.

**Default** – If you skip this step, General Ledger will apply period rates during translation.

**Context:** Perform this step once per set of books.

See: Overview of Multi–Currency Accounting: page 11 – 2.

**Step 13 Define Additional Journal Entry Sources and Categories (optional)**

Define additional journal entry sources and categories to differentiate between journal entries and enhance your audit trail. If you have enabled average balance processing, you must also specify an Effective Date Rule for each journal source you define.

**Default** – If you skip this step, you can only use journal entry sources and categories installed with General Ledger.

**Context:** Perform this step once per installation.

See: Defining Journal Sources: page 9 – 81 and Defining Journal Categories: page 9 – 85

**Step 14 Create Suspense Accounts (optional)**

Create suspense accounts for automatically balancing journal entries from particular sources and categories.

**Default** – If you skip this step will not have unique suspense accounts for different journal sources and categories.

**Context:** Perform this step once per set of books.

See: See: Defining Suspense Accounts: page 9 – 88.

### **Step 15 Define Transaction Codes (Public Sector Only)**

If you are a Public Sector General Ledger user, you can use transaction codes to assign additional debit and credit pairs to a single transaction and have General Ledger create the additional entries automatically.

You can use transaction codes to assist in budget execution or in any situation where you would like to customize the accounting effects of one transaction. When you reference a transaction code on a data entry window, General Ledger automatically generates the additional accounting entries predefined for that transaction code.

**Default** – If you skip this step, you cannot use the transaction code functionality in General Ledger.

**Context:** Perform this step once.

See: Setting Up Transaction Codes, *Oracle General Ledger Public Sector User's Guide*.

### **Step 16 Create Intercompany Accounts (optional)**

If multiple companies in your enterprise share the same set of books, you can automatically balance intercompany journals. To do this, you define intercompany accounts for different combinations of source, category, and balancing segment value.

You can use an intercompany segment to help you maintain your intercompany accounts. You must define this segment in your chart of accounts structure. See: Designing Your Accounting Flexfield: page 9 – 27.

**Default** – If you skip this step, you cannot automatically balance intercompany journal entries.

**Context:** Perform this step once for each set of books.

See: Defining Intercompany Accounts: page 9 – 90.

See: Designing Your Accounting Flexfield: page 9 – 27.

### **Step 17 Create Summary Accounts (optional)**

A summary account is an account whose balance is the sum of balances from multiple detail accounts. Use summary accounts to perform online summary inquiries, as well as speed the processing of financial reports, MassAllocations, and recurring journal formulas.

**Default** – If you skip this step, you will not have access to summary balance information.

**Context:** Perform this step once per set of books.

See: Defining Summary Accounts: page 9 – 107.

#### **Step 18 Define Statistical Units of Measure (optional)**

General Ledger lets you maintain statistical as well as monetary balances for any account. However, in some cases you may want to set up separate accounts specifically for statistical information. For example, you might want to enter the units sold statistic in your Sales Revenue and Sales Expense accounts, but enter the square feet statistic in only a single account.

**Default** – If you skip this step, you cannot track statistical information in a separate account or associated with a financial account.

**Context:** Perform this step once per installation.

See: Defining Statistical Units of Measure: page 9 – 114.

#### **Step 19 Define Journal Reversal Criteria (optional)**

Define journal reversal criteria for journal categories. Journal reversal criteria lets you specify the reversal method, period and date. You can also choose to enable automatic generation and posting of reversal journals.

When you create a journal entry you want to automatically reverse, specify a journal category that has assigned reversal criteria. Your journal will be reversed based on the method, period and date criteria you defined for that journal category.

**Default** – If you skip this step, Journal Reversal will not function. You can complete this step any time after General Ledger is installed.

**Context:** Perform this step once per set of books.

See: Automatic Journal Reversal: page 1 – 163.

#### **Step 20 Setup Automatic Tax Calculation if You Do Not Have Oracle Receivables and Oracle Payables Installed (optional)**

Since journal entry taxes are computed similarly to taxes within Payables or Receivables, much of your Payables or Receivables setup is reusable. If you do not use those applications, you can also access the setup forms from within General Ledger.

Other journal entry tax setup information is associated with a particular set of books; therefore, you need to complete this setup for each set of books. Also, if you use multiple organization support in Payables and Receivables, tax information is associated with a specific operating unit, so you need to complete this setup for each operating-unit-specific responsibility.

**Default** – If you skip this step, you cannot generate tax automatically with manual journal entries.

**Context:** Perform this step once per set of books.

See: Setting Up Automatic Tax Calculation: page 9 – 125.

### **Step 21 Define Your Automatic Posting Criteria (optional)**

You can automatically post journal batches that meet specific criteria you've defined in an AutoPost criteria set. You can define multiple criteria sets that include a range of journal effective dates and multiple AutoPost priorities. AutoPost priorities include combinations of journal source, journal category, balance type, and period.

**Default** – If you skip this step, General Ledger cannot automatically post journal entries.

**Context:** Perform this step once per criteria set for your installation.

See: Posting Journal Batches Automatically: page 1 – 152.

### **Step 22 Define Encumbrance Types (optional)**

Define custom encumbrance types to classify and track your expenditures according to your purchasing approval process.

**Default** – If you skip this step, you can only access encumbrance types installed with General Ledger.

**Context:** Perform this step once per installation.

See: Defining Encumbrance Types: page 12 – 6

### **Step 23 Set Your System Controls (optional)**

Set your system controls, such as concurrent program controls and storage parameters.

**Default** – If you skip this step, General Ledger may not operate at optimal performance levels.

**Context:** Perform this step once per installation.

See: Setting Concurrent Program Controls: page 9 – 175 and Setting the Storage Parameters: page 9 – 178.

#### **Step 24 Set Your Profile Options (optional)**

Profile options specify how your Oracle General Ledger application controls access to and processes data. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user. See: Overview of Setting User Profiles (*Oracle Applications User's Guide*).

**Default** – If you skip this step, you will not be able to control access to and process data optimally in Oracle General Ledger.

**Context:** You need to perform this step only once per installation.

See: Setting Up General Ledger Profile Options: page B – 2

See: Overview of User Profiles and Setting User Profile Options (*Oracle Applications System Administrator's Guide*).

#### **Step 25 Open Accounting Period**

Open and close accounting periods to control journal entry and journal posting, as well as to compute period- and year-end actual and budget account balances for reporting.

**Default** – If you skip this step, you cannot process transactions in General Ledger.

**Context:** Perform this step once per set of books.

See: Opening and Closing Periods: page 9 – 180

#### **Step 26 Setup Budgets (optional)**

Use budgeting to enter estimated account balances for a specified range of periods. You can use these estimated amounts to compare actual balances with projected results, or to control actual and anticipated expenditures.

Define a budget to represent specific estimated cost and revenue amounts for a range of accounting periods. You can create as many budget versions as you need for a set of books.



**Attention:** If you use Multiple Reporting Currencies, budget amounts and budget journals are not converted to your

reporting currencies. If you need your budget amounts in a reporting sets of books, you must log in to General Ledger using the reporting set of books' responsibility, define your budget in the reporting set of books, then enter your budget amounts in the reporting currency. Alternatively, you can import budget amounts in your functional currency, then translate the amounts to your reporting currency.

**Default** – If you skip this step, you can define budgets later. You must complete this step if you want to enable budgetary control.

**Context:** You can create one or multiple budgets for a set of books. You can create budget hierarchies by assigning a master budget to lower-level budgets. This enables you to track budgeted amounts against a control budget.

See: Defining Budgets: page 2 – 18.

### **Step 27 If You Enabled Budgetary Control, Define One or More Budgetary Control Groups (optional)**

You can create a budgetary control group by specifying funds check level (absolute, advisory, or none) by journal entry source and category, together with tolerance percent and tolerance amount, and an override amount allowed for insufficient funds transactions. You must define at least one budgetary control group to assign to a site through a profile option.



**Attention:** You must install General Ledger to use budgetary control, encumbrance accounting, budgetary accounts, and funds checking. Full use of these features also requires installing Purchasing and Payables.

**Default** – If you skip this step, Budgetary Control will not function.

**Context:** Perform this step once per installation.

See: Creating a Budgetary Control Group: page 2 – 121.

### **Step 28 Setup the Global Consolidation System (optional)**

Set up the Global Consolidation System (GCS) if you want to consolidate multiple companies using separate sets of books.

**Default** – If you skip this step, you cannot use the Global Consolidation System to consolidate financial results of multiple companies in your organization to a parent company.

**Context:** Perform this step once per organization installation.

See: Global Consolidation System: page 7 – 3.

## **Step 29 Setup the Global Intercompany System (optional)**

The Global Intercompany System (GIS) manages intercompany transactions between multiple subsidiaries within a global organization. Using GIS helps you consolidate financial results in a controlled, efficient manner.

**Default** – If you skip this step, you cannot use GIS to enter and manage transactions between multiple subsidiaries in you organization.

**Context:** Perform this step once for your organization.

See: Global Intercompany System: page 8 – 2

See: Setting Up the Global Intercompany System: page 9 – 135

## **See Also**

Project Tracking in General Ledger: page 9 – 52

Multiple Reporting Currencies Overview: page 11 – 54

Budgetary Control and Online Funds Checking: page 2 – 80

Overview of Average Balance Processing: page 13 – 1

The Global Consolidation System (GCS): page 7 – 3

The Global Intercompany System (GIS): page 8 – 2

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## Planning and Installation

You need to create and set up one or more sets of books. The number of books you set up depend on various factors, such as whether you have multiple subsidiaries, if those subsidiaries will be using their own set of books or sharing one set of books, and your accounting and reporting requirements.

Below are detailed instructions for each of the Planning and Installation steps outlined in the overview section. There are references to other sections of this guide for more detailed instructions.

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### Defining Your Chart of Accounts

Before you begin setting up your chart of accounts, consider your organizational structure and the dimensions of your business. By carefully evaluating your business needs, you can design your chart of accounts to take advantage of General Ledger's flexible tools for recording and reporting your accounting information.



**Suggestion:** Read about planning and setting up summary accounts before you set up your chart of accounts. See: *Planning Your Summary Accounts: page 9 – 97.*

► **To set up your chart of accounts:**

1. Define value sets. Value sets determine the attributes of your account segments such as the segment length, whether to require a segment value, value alignment, and value security.

See: *Defining Value Sets, (Oracle Applications Flexfields Guide)*

2. Define your account structure. Indicate how many separate segments your account will have, and for each segment, enter a name, sequence number, and an associated value set.



**Suggestion:** Plan your account segment order carefully. Once you freeze your account structure, it is difficult to change the segment order without causing problems in other areas.

- Designate one of your segments as the natural account segment and another as the balancing segment.
- Assign an intercompany segment. If your subsidiaries share the same set of books, you can use the intercompany segment to identify subsidiaries involved in intercompany transactions.

- Use dependent account segments when you want a “context-sensitive” segment whose values have different meanings when you combine them with different values of another segment.

See: Designing Your Accounting Flexfield: page 9 – 27

**Note:** If you plan to use General Ledger for basic project tracking, define a project segment. See: Project Tracking in General Ledger: page 9 – 52.

3. Define rollup groups to create summary accounts whose summary balances you can review. You assign parent segment values to rollup groups.

See: Defining Rollup Groups,  
(*Oracle Applications Flexfields Guide*)

4. Define your account segment values. If you plan on defining summary accounts or reporting hierarchies, you must define parent values as well as child or detail values.

You can set up hierarchy structures for your segment values. Define parent values that include child values. You can view a segment value’s hierarchy structure as well as move the child ranges from one parent value to another.

See: Defining Segment Values,  
(*Oracle Applications Flexfields Guide*)

5. Define Security Rules to restrict user access to certain account segment values. These rules also extend security to the standard Trial Balance and Account Analysis reports.

See: Defining Security Rules,  
(*Oracle Applications Flexfields Guide*)

6. Define cross-validation rules to control the account combinations you want General Ledger to allow. For example, you may decide that your sales cost centers, 600 to 699, should only enter amounts to product sales accounts, 4000 to 4999.

See: Defining Your Cross-Validation Rules,  
(*Oracle Applications Flexfields Guide*)

7. Define or enable descriptive flexfields.

See: Defining Descriptive Flexfields for General Ledger: page 9 – 25

8. Define account shorthand aliases to speed entry of account segment values. If you enable shorthand alias flexfield entry when

you define your account structure, then you can define aliases, or codes, which stand for complete or partial accounts.

See: Defining Shorthand Aliases,  
(*Oracle Applications Flexfields Guide*)

9. Define summary accounts to create and maintain summary balances for quick reporting and online inquiry.

See: Defining Summary Accounts: page 9 – 107

10. Create account combinations.

If you allow dynamic insertion, you can create new account combinations automatically as you use them during journal entry. If you do not allow dynamic insertion, define new account combinations manually in the GL Accounts window.

You can define new account combinations or disable existing account combinations at any time.

In the GL Accounts window, check the preserve check box to preserve account combinations against attribute updates when you run the Segment Value Inheritance program.

See: Defining Accounts: page 9 – 47

## See Also

Designing Your Accounting Flexfield: page 9 – 27

Defining Accounts: page 9 – 47

Defining Value Sets

Defining Key Flexfields

Defining Segment Values

Defining Rollup Groups

Defining Your Cross-Validation Rules

Defining Shorthand Aliases

Overview of Shorthand Flexfield Entry

(*Oracle Applications Flexfields Guide*)

## The Intercompany Segment and Use Security Rules

You may decide to use the intercompany segment to support intercompany balancing and GIS. The intercompany segment shares the same value set and security rules as the balancing segment. The security rules you have in place may conflict with intercompany balancing you want to automate.

For example, your organization has companies 01, 02, 03, and 04 sharing the same set of books. Current security rules prevent these companies from posting transactions to one another. Instead, the companies must agree on the transactions, then manually enter and post their respective side of the transaction. Should the intercompany segment adopt the same security rules, automatic intercompany balancing would conflict with the security rules.

There are two ways to modify General Ledger to function appropriately with the intercompany segment:

- In the Segments window, disable security for the intercompany segment.
- Create an intercompany segment with an identical value set as the balancing segment. Establish your own security rules for the intercompany segment value set.

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## Defining Descriptive Flexfields for General Ledger

Use descriptive flexfields to tailor General Ledger to fit your unique information needs. For example, you may want to collect additional information on budget organizations, such as the manager and the size of the organization. You can even define context-sensitive flexfields that prompt you for additional information based on your previous entries. For example, if you classify the budget organization as a large organization, your descriptive flexfield could ask for the name and telephone number of the controller of the organization.

### ► To define a descriptive flexfield for General Ledger:

1. Define a value set for each of the segments that you want to include. You can use a value set that you included in your account structure.

You can define your descriptive flexfield to have global and context-sensitive segments. Global segments collect the same information all of the time, while context-sensitive segments collect different information depending on the situation.

2. Choose the form and window where you want to enter additional information. General Ledger lets you define a unique descriptive flexfield for virtually any window of any form.
3. Define a list of values or acceptable choices for your descriptive flexfield segments. You can define descriptive flexfield segments

that allow any entered values or segments that allow only certain values.

► **To enable the Journals – Captured Information descriptive flexfield:**

- The Journals – Captured Information descriptive flexfield is context sensitive, based on the natural account segment value of the account in your journal entry line. Define this descriptive flexfield with the following values:

<b>Field Name</b>	<b>Value</b>
Prompt	Account Number
Value Required	Yes
Default Value	(leave blank)
Override Allowed	No
Reference Field	CONTEXT3

Define context field values that match your natural account segment values, and define context-sensitive segments that will capture the desired information based on the natural account segment value you enter in the journal entry line. You can define up to ten segments for each context field value, less any global segments you define.

## See Also

Entering Journal Lines: page 1 – 12

Planning Your Descriptive Flexfields

Descriptive Flexfield Concepts

*(Oracle Applications Flexfields Guide)*

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## Designing Your Accounting Flexfield

Use Accounting Flexfields to design the structure of your General Ledger accounts. By providing flexible account structures, Accounting Flexfields enable you to take advantage of General Ledger flexible tools for recording and reporting accounting information. You can design an account structure that best meets the needs of your organization.

Accounting Flexfields let you:

- Define a flexible account structure that accommodates your current organization, and anticipates the way you will run your organization in the future.
- Define an account structure large enough to reflect the important aspects of your organization, but small enough so that it is manageable and meaningful.
- Define an account structure that accommodates and properly classifies information from your other financial information sources.
- Create an account structure that provides a logical ordering of values by grouping related accounts in the same range of values. Additionally, create an account structure that allows for expansion and development of new categories.

## Major Features

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### Account Structure

Define the Accounting Flexfield to create accounts that fit the specific needs of your organization. You choose the number of segments, the length of each segment, and the name and order of each segment in your account code structure.

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### Flexible Organizational Structures

General Ledger lets you quickly reorganize your company or agency. Not only can you change reporting structures, but you can also maintain the old structure for comparative purposes.

For example, if your company reassigns a product to a different division, you can easily produce reports for the division.

For example, if your company reassigns a product to a different division, you can easily produce reports for the division. If your

agency reassigns a fund to a different fund group, you can easily produce reports on the revised fund group.

### **Multiple Rollups**

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You can review your summary accounting information from multiple perspectives.

For example, you may want a summary account that shows the total of all product sales for each division. You can also summarize the same set of detail accounts in a different way and see instead, the total sales of personal computer products across all divisions.

For example, you may want a summary account that shows the total of all product sales for each division. You may also want to summarize the same set of detail accounts in a different way and see instead, the total sales of personal computer products across all divisions. If you are a governmental or not-for-profit organization, you may want to see all revenues and expenses within a fund, or you might want to see all revenues and expenses by grant, regardless of fund.

### **Financial Statement Generator**

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You can build your custom reports without programming by using your Oracle General Ledger application Financial Statement Generator. You can define reports online with complete control over the rows, columns and contents of your report.

### **Account Ranges**

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Throughout General Ledger, you can use ranges to quickly specify a group of accounts. With a well-planned account structure, you can use ranges to group accounts in reports, to specify validation rules and to define summary accounts and reporting hierarchies.

## **See Also**

Designing Your Account Segments: page 9 – 31

Defining Your Account Structure: page 9 – 35

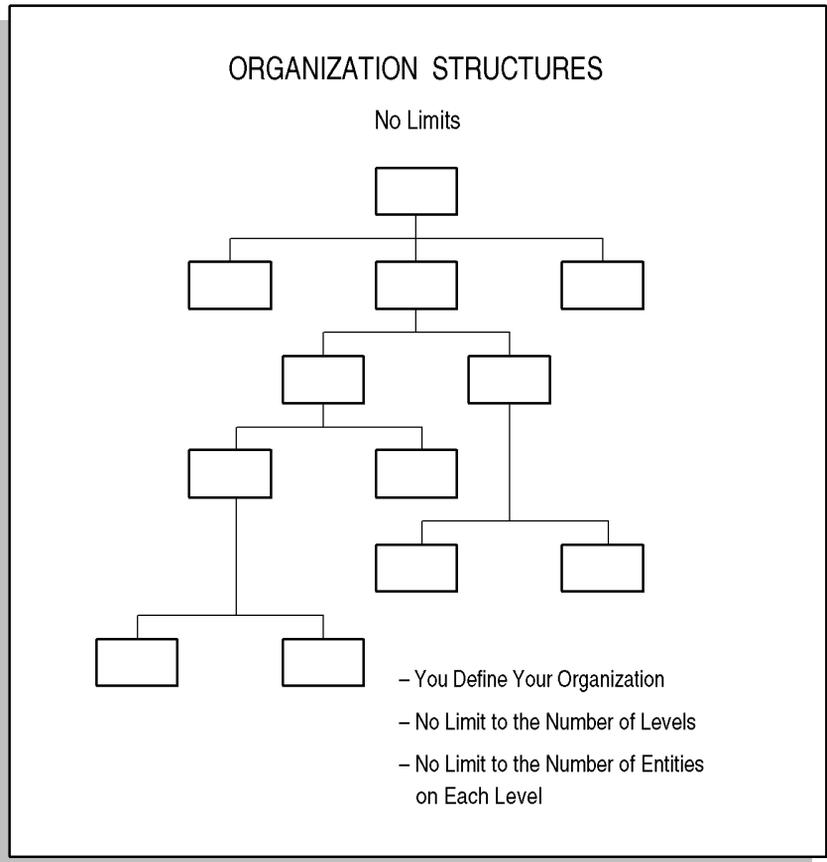
Defining Accounting Flexfield Segment Qualifiers: page 9 – 40

Key Flexfields in Oracle Applications

*Oracle Applications Flexfields Guide*

## Determining Your Account Needs

Figure 9 – 1



To make effective decisions about your account structure, consider the structure and dimensions of your organization.

► **To determine the account structure that best suits your organization:**

1. Examine your organization structure to identify how you measure performance and profitability.

You may even want multiple organizational structures to allow views of the organization from multiple perspectives. For example, if you have both regional and country managers, you can set up one segment which is based on "Location". You can use summary

accounts to roll up managers from each location to their respective country managers.

2. Visualize each segment of your account as a unit dimension of your business. Combine units that are based on similar dimensions to avoid using multiple segments that measure the same dimension.
3. Identify the functions, products, programs, funding sources, regions, or any other business dimensions you want to track.
4. Determine your reporting needs. Consider the following questions as you begin defining your account structure:
  - What information will better help you manage your organization?
  - What different ways can you look at your operations?
  - What kinds of reports do managers ask for? Product or service managers may want to see a gross margin report for each of their products or services. Managers responsible for a particular functional area, such as the Vice President of Research and Development, might want to see an employee expense report for the entire division.
  - What reports you now prepare with some difficulty?
  - What reports do need that other financial information systems, such as a revenue tracking system, provide?
  - What statistical reporting, such as headcount by division, or unit sales by product, do you want to perform?
  - Do you need to perform project reporting?
  - At what levels of detail do you produce reports?

## See Also

Accounting for Multiple Companies in Oracle General Ledger: page 9 – 2

Defining Your Chart of Accounts: page 9 – 22

Defining Accounts: page 9 – 47

Planning Your Summary Accounts: page 9 – 97

Designing Your Accounting Flexfield: page 9 – 27

Designing Your Account Segments: page 9 – 31

Defining Your Account Structure: page 9 – 35

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## Designing Your Account Segments

The account structure helps you categorize your accounting information as you record it. You create an account structure by defining Accounting Flexfield segments that comprise the account. You should design your accounts to determine the number and characteristics of the segments you need.

Here are some common entities that many organizations define with separate account segments:

- **Company:** A segment that indicates legal entities for commercial, for-profit organizations.
- **Fund:** A segment that indicates a fiscal and accounting entity with a self-balancing set of accounts for governmental or not-for-profit organizations.
- **Cost Center or Department:** A segment that indicates functional areas of your business or agency, such as Accounting, Facilities, Shipping, and so on.
- **Account:** A segment that indicates your "natural" account, such as Cash, Accounts Payable, or Salary Expense.
- **Product:** A segment that indicates products, such as disk drives, printer cables or magnetic tapes manufactured by a commercial, for-profit organization.
- **Program:** A segment that indicates programs, such as, for a university, scholarship program, endowment program, or annual giving program.
- **Project:** A segment that indicates projects such as work orders, contracts, grants, or other entities for which you want to track revenues and expenses.
- **District:** A segment that indicates geographical locations, such as Northern California, Central Florida or Western New York.
- **Distribution Channel:** A segment that indicates the method by which your product reaches your customer, such as Wholesale, Retail, OEM, and so on.

- **Intercompany:** A segment that indicates entities for intercompany transactions. This segment usually mirrors your company segment.

► **To determine your account segment needs:**

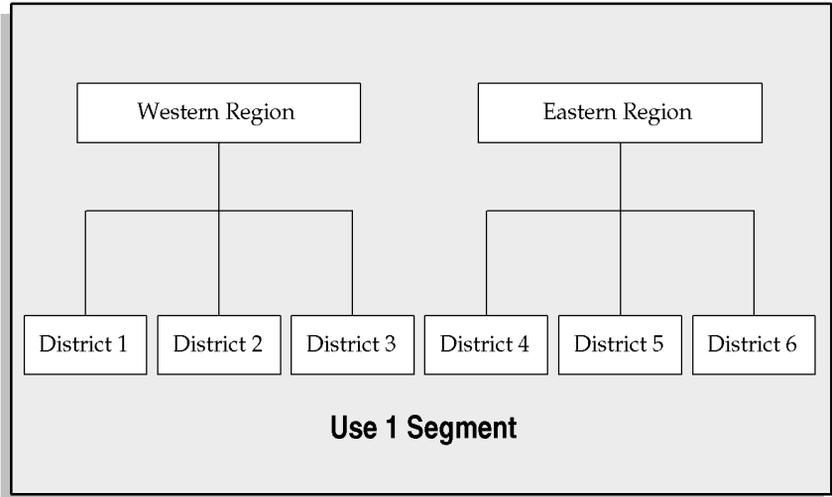
1. Determine the segment that captures the natural account, such as assets, liabilities, expenses, and so on.
2. Define a separate Accounting Flexfield segment for each dimension of your organization on which you want to report, such as regions, products, services, programs, and projects.

For example, you may want to record and report on expenses by project. To do this, your account must categorize expenses by project. Define your account to include a "Project" segment. By doing this, you automatically categorize all your accounting information by project as you enter it, and you can easily report on project information.

3. Group similar business dimensions into one segment. This allows a more simplified and flexible account structure

For example, you only need one segment to record and report on both districts and regions, as illustrated below. Because regions are simply groups of districts, you can easily create regions within your district segment by defining a parent for each region with the relevant districts as children. Use these parents when defining summary accounts to maintain account balances and reporting hierarchies to perform regional reporting.

Figure 9 – 2



This method accommodates reorganizations. Using the previous example, if you want to move district 4 into the Western region, you simply redefine your parents so that district 4 rolls up into the Western region. You can even define new parents for your new organizational structure and retain your old organizational structure for comparative purposes.

4. Consider information you track in other accounting information systems. You may not need to capture certain organizational dimensions if another system already records and reports on this information.

For example, if you need to report on sales by product and your sales tracking system already provides this information, General Ledger account structure does not need to categorize information by product. If you are a government or not-for-profit agency using a labor costing system which captures work breakdown structure for reimbursable billing, you may not need to capture this in your account structure.

5. Identify segments that you might need in the future. Consider future expansion and possible changes in your organization and reporting needs. For example, you may not need a region segment now, but eventually you plan to expand you organization to cover multiple regions.

Remember, it is easier to build flexibility into your account structure during setup than to try to change your account structure in the future.

6. Determine the length of each segment. Consider the structure of values you plan to maintain within the segment. For example, you might use a 3 character segment to capture project information, and classify your projects so that all Administrative projects are in the 100 to 199 range, all the Facilities projects are in the 200 to 299 range, and so on. If you develop more than 10 classifications of projects, you would run out of values within this segment. You might want to add an extra character to the size of each segment to anticipate future needs.
7. If you want to perform multi-company or fund accounting within a set of books, choose a balancing segment. You must define one and only one balancing segment in your account. General Ledger automatically balances all journal entries for each value of this balancing segment and performs any necessary intercompany or interfund posting to the intercompany or interfund account you specify when you define your set of books.

If you generate many intercompany transactions, you can use an intercompany segment to augment resulting intercompany payables and receivables.

8. If you plan to maintain and consolidate multiple set of books, think of common elements among your separate account structures. Consider which segments can share value sets, or where opportunities for rolling up segments from a subsidiary set of books into a parent set of books exist.
9. Plan your value sets. To reduce maintenance and to maintain consistency between sets of books, you can use value sets when defining multiple charts of accounts. Using the same value sets allow two different sets of books to reference the same segment values and descriptions for a specified segment. For example, the values in your natural account segment, such as Cash, Accounts Payable, and so on, may be equally applicable to each of your sets of books. Ideally, when you set up a new set of books you should consider how you will map you new Accounting Flexfield segments for consolidation. When a common natural account segment is used between sets of books, it is easier to map account balances from your subsidiary sets of books to a consolidating entity.

## See Also

Defining Your Chart of Accounts: page 9 – 22

Accounting for Multiple Companies in Oracle General Ledger: page 9 – 2

Defining Your Account Structure: page 9 – 35

Defining Accounts: page 9 – 47

Planning Your Summary Accounts: page 9 – 97

Designing Your Accounting Flexfield: page 9 – 27

Determining Your Account Needs: page 9 – 29

Defining Your Account Structure: page 9 – 35

Defining Accounting Flexfield Segment Qualifiers: page 9 – 40

Key Flexfields in Oracle Applications  
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## Special Instructions for the Accounting Flexfield



**Warning:** The Accounting Flexfield has several special requirements and limitations for its definition. Follow the recommendations in “Defining Your Account Structure” carefully, since an incorrectly-defined Accounting Flexfield will adversely affect your chart of accounts, and application features such as Mass Allocations.

If at some point you want to change your account structure or hierarchy, consider the implications carefully. Financial statements, recurring journal entries, allocations and consolidations all reference your present account structure. Contact Oracle Worldwide Support to learn more about changing your Accounting Flexfield structure.

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## Defining Your Account Structure

Follow these guidelines, *in addition* to generic flexfield definition instructions, when defining your Accounting Flexfield structure.



**Warning:** The Accounting Flexfield has several special requirements and limitations for its definition. Follow

these recommendations carefully, since an incorrectly-defined Accounting Flexfield will adversely affect your chart of accounts, and application features such as Mass Allocations.

► **To define your account structure:**

1. Define your Accounting Flexfield value sets using the Define Value Set form. General Ledger does not support the use of predefined value sets with the Accounting Flexfield.

- You must specify a format type of Char for the segment value format type. If you want to use numbers, choose Char and allow alphanumerics. The Accounting Flexfield does not support format types other than Char.



**Attention:** The Accounting Flexfield does not support value set format types other than Char (the Accounting Flexfield uses special "T" values for summary templates).

- We recommend that you set Right-justify Zero-fill Numbers to Yes for value sets you use with the Accounting Flexfield.
- Value sets for the Accounting Flexfield must be independent, table, or dependent-type value sets. Do not use value sets with a validation type of None, Pair, or Special for the Accounting Flexfield.
- Do not specify a hidden ID column for any value set used with the Accounting Flexfield.
- You should not use a WHERE clause and/or ORDER BY clause for a table validated value set you intend to use with the Accounting Flexfield.
- We recommend that you allow parent values for segments in your Accounting Flexfield. Parent values are used to create summary accounts and to increase the productivity of General Ledger.

2. Set the Allow Dynamic Inserts option. If you want to allow adding new accounts automatically as you enter them in transactions, including when you define a set of books, set this option set to Yes. To require users to define all accounts manually, set this option to No.



**Attention:** If you are defining an Accounting Flexfield for Oracle Projects, you must define your segments with the Allow Dynamic Inserts option set to Yes. Refer to the *Oracle Projects User's Guide* for

further suggestions on using the Accounting Flexfield with Oracle Projects.

3. Define your Accounting Flexfield segments. You can define up to 30 segments for your account structure. You must define at least two segments for your account structure, one for the balancing segment and one for the natural account segment (the two required flexfield qualifiers).
  - When specifying the column you want to use for your Accounting Flexfield segment, do not use any columns other than those named SEGMENT1 through SEGMENT30. Since the names of these columns are embedded in the Oracle Applications products, using other columns may adversely affect your application features such as summarization.
  - Enter the segment number for this segment. The Accounting Flexfield requires consecutive segment numbers beginning with 1 (such as 1, 2, 3, ...).
  - Only Oracle General Ledger applications use the Indexed field for the Optimization feature. Enter Yes if you want the database column in the combinations table used to store this key segment to have a single-column index. You should create indexes on segments you expect to have many distinct values (instead of just a few distinct values).
  - You *must* enter a value set in the Value Set field for each segment of the Accounting Flexfield. Value sets for the Accounting Flexfield must be independent, table, or dependent-type value sets. Do not use value sets with a validation type of None for the Accounting Flexfield.
  - You *must* check the Required check box for each segment.
  - We recommend that you set the Description Size for each of your Accounting Flexfield segments to 30 or less so that your flexfield pop-up window does not scroll horizontally.
  - You *must* check the Display check box for each segment.
  - The segment you use as a balancing segment *must* be an independent segment (it cannot use a dependent value set).
4. Define your flexfield qualifiers for your Accounting Flexfield. Oracle Applications use flexfield qualifiers to identify certain segments in your Accounting Flexfield. You specify your flexfield qualifier values in the Qualifiers zone of the Define Key Flexfield Segments form.

- If you are using globalization features, you may have additional segment qualifiers, such as "Reconciliation," which are created in post-installation steps. See: *Oracle Applications Localizations Post-Install Manual*.
5. Define the natural account segment. A natural account segment contains values representing account types, such as cash, accounts receivable, product revenue and salary expense. Enter Yes or No to indicate whether the segment you are defining is your natural account segment. You define only one natural account segment in your account.
  6. Define the balancing segment. General Ledger uses your balancing segment to ensure that all journals balance for each value of your balancing segment. General Ledger also uses your balancing segment to ensure that entries that impact more than one balancing segment use the appropriate intercompany or interfund accounting.

Indicate whether the segment you are defining is a balancing segment. You can define only one balancing segment for an account. The segment you use as a balancing segment *must* be an independent segment (it cannot use a dependent value set). Most users of General Ledger designate company/organization or fund as their balancing segment.

7. Define the Cost Center segment. Cost centers indicate functional areas of your organization, such as Accounting, Facilities, Shipping, and so on. Enter Yes or No to indicate whether the segment you are defining is a Cost Center segment.

Oracle Assets and Oracle Projects require you to qualify a segment as cost center in your account.

8. (*Optional*) Define the intercompany segment. General Ledger automatically uses the intercompany segment in account code combinations to track intercompany transactions within a single set of books. The intercompany segment has the same value set as the balancing segment.
9. Define dependent segments to create context-sensitive segments. Context-sensitive segment values can have one meaning when combined with a particular segment value, and have a different meaning when combined with a different segment value.

You can define more than one dependent segment for an independent segment. You can also define more than one independent segment to have different dependent segments. You cannot, however, define a dependent segment for any segment

with validation type other than Independent nor have multiple levels of dependency for the same segment.

10. Define your Accounting Flexfield segment values. Be sure to enter parent, rollup group and level information, and hierarchy details, if appropriate, for your segment values. Be sure you do not assign overlapping ranges of child values to the same parent value. You use rollup groups to create summary accounts.

Decide your segment hierarchy before you create parent and child segment values. You cannot change a child value to a parent at a later time.

11. Enter Segment Qualifiers. Segment qualifiers hold extra information about individual segments such as if the account is an asset, liability, or expense, if you can post to the account, and more.
12. Define cross-validation rules to control the combinations of values you use to create accounts. Refer to the Designing Your Cross-Validation Rules essay for suggestions on designing your Accounting Flexfield cross-validation rules.
13. Define Flexfield security rules to restrict entry and query access for specific segment values or ranges of segment values by responsibility for accounts. Security rules restrict query access to segment values for Account Inquiries, Funds Available inquiries, Summary Account Inquiries, and Standard Account Analysis and Trial Balance reports. When you restrict access, you cannot query any combination that contains a secure value. Security rules also restrict access to Account Analysis and Trial Balance Standard reports.

## See Also

Defining Segment Qualifiers: page 9 – 40

Defining Accounts: page 9 – 47

Defining Summary Accounts: page 9 – 107

Designing Your Accounting Flexfield: page 9 – 27

Determining Your Account Needs: page 9 – 29

Designing Your Account Segments: page 9 – 31

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## Defining Segment Qualifiers

When you define a segment value in the Segment Values window, you must also assign qualifiers which determine the account type (asset, liability, or expense), whether budgeting is allowed, whether posting is allowed and other information specific to the segment value. You must enter the segment qualifier information whenever you define segment values for any value set that is used by an account that uses segment qualifiers.

General Ledger prevents you from changing these qualifiers for segment values that you already defined, unless you first unfreeze your Accounting Flexfield structure. When you change the Budget Entry or Posting Allowed qualifiers for segment values that you already defined, you should also make a corresponding change to all accounts that include the value in the account code combination.

You can run the Segment Value Inheritance program to propagate these changes to all accounts that contain the changed segment value instead of changing all affected account code combinations individually in the GL Accounts window. See Segment Value Inheritance: page 9 – 48.

You can define the following segment qualifiers for your Accounting Flexfield:

- **Account Type:** Defines the account type for the natural account segment value. You can enter only valid account types.
- **Budget Entry Allowed:** Indicates whether General Ledger should allow detailed budgeting to accounts with this segment value.
- **Posting Allowed:** Indicates whether General Ledger should allow detailed posting to Accounting Flexfields with this segment value.
- **Other Segment Qualifiers:** You may have additional segment qualifiers, such as Reconciliation, if your site uses localizations for your country or region.

► **To set the Account Type segment qualifier:**

- Enter a valid account type for this segment qualifier. This segment qualifier requires a value for the natural account segment only. Accounts have the same account type as the natural account segment value they include.

The default value for this field is Expense. Accept this value or change it to one of the other valid account types. Enter the type of your proprietary account (Asset, Liability, Owners' Equity, Revenue or Expense) or the type of your budgetary account (Budgetary Dr or Budgetary Cr) your segment value represents. Choose any proprietary balance sheet account type if you are defining a statistical account segment value. If you choose a proprietary income statement account type for a statistical account segment value, your statistical balance will zero-out at the end of the fiscal year.

You can change the Account Type segment qualifier by unfreezing all Accounting Flexfield structures that reference the natural account segment. Changing the account type only affects new accounts created with the reclassified natural account segment; it does not change the account type of existing accounts.

► **To set the Budget Entry Allowed segment qualifier:**

- Enter Yes for Budget Entry Allowed to perform detailed budgeting for accounts with this segment value. If you do not allow budget entry for a segment value, you cannot assign accounts with this segment value to budget organizations, and you cannot define budget formulas for those accounts.

If you are defining a parent segment value, you must enter No. You cannot budget amounts to a segment value that references other segment values where detail budgeting is already allowed.

► **To set the Posting Allowed segment qualifier:**

- Enter Yes for Posting Allowed to allow detailed posting to accounts with this segment value. If you do not allow posting for a segment value, you cannot use accounts with this segment value when you enter journals, and you cannot use the accounts in recurring journals.

If you are defining a parent segment value, you must enter No. You cannot post amounts to a segment value which references other segment values where detail posting is already allowed.

## See Also

Designing Your Account Segments: page 9 – 31  
Defining Summary Accounts: page 9 – 107  
Correcting Misclassified Account Types: page 10 – 17  
Defining Accounts: page 9 – 47  
Designing Your Accounting Flexfield: page 9 – 27  
Determining Your Account Needs: page 9 – 29  
Designing Your Account Segments: page 9 – 31  
Segment Value Inheritance: page 9 – 48  
Defining Your Account Structure: page 9 – 35  
Defining Hierarchy and Qualifiers Information  
Key Flexfields in Oracle Applications  
*Oracle Applications Flexfields Guide*

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## Parent and Child Values and Rollup Groups



**Attention:** Only Oracle General Ledger and Oracle Public Sector General Ledger use these features, and only with the Accounting Flexfield.

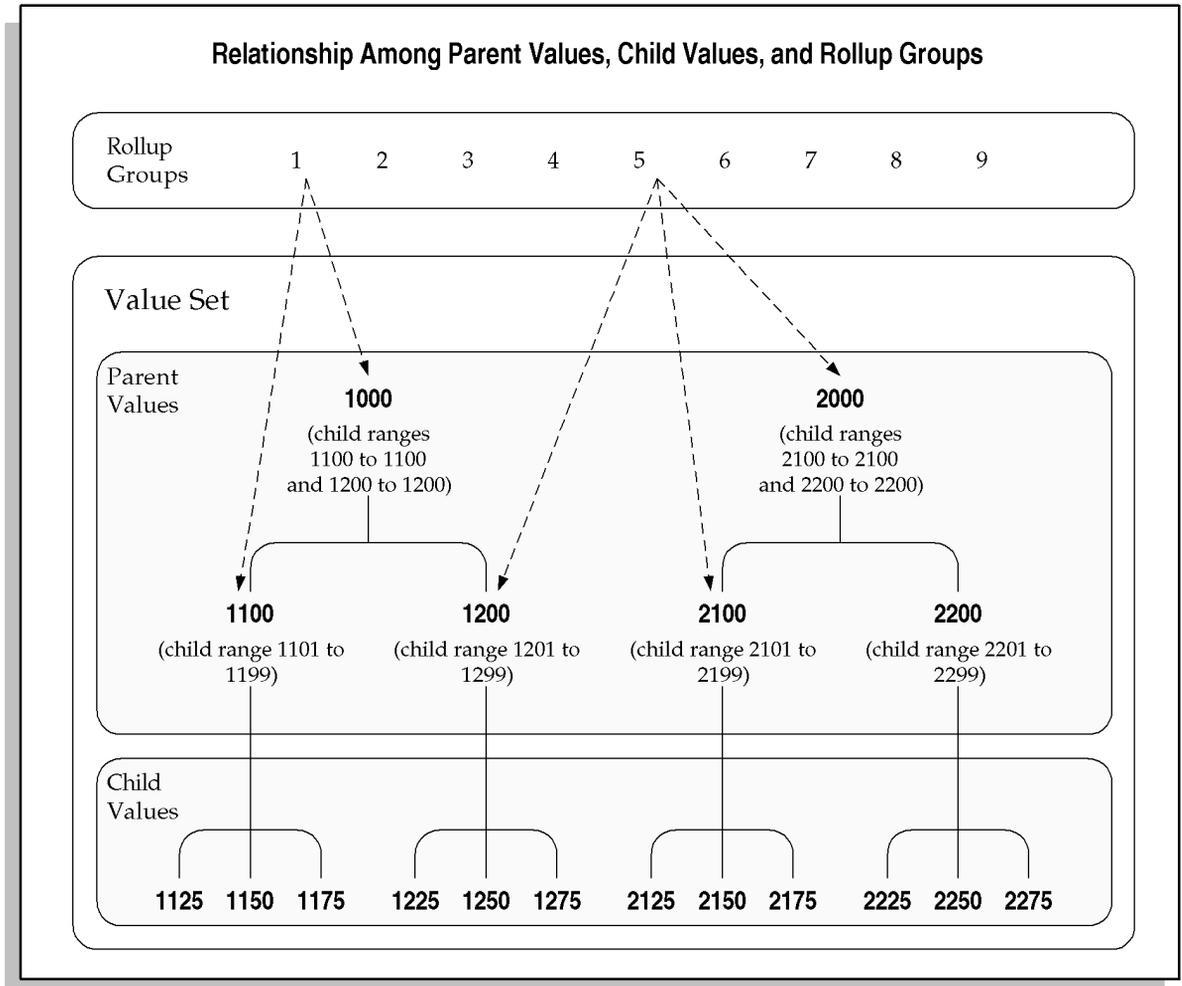
Note that parent and child value sets have a relationship different from the relationship between independent and dependent values.

See: Designing Your Accounting Flexfield: page 9 – 27

See: Planning Your Summary Accounts: page 9 – 97.

Since you can enter any value in a value set with a validation type of None, you cannot create parent–child relationships for segments that use these non–validated value sets. In addition, you cannot create parent–child relationships for dependent value sets.

Figure 9 – 3



### **Parent Value**

A parent value is a value that has one or more child values associated with it. A parent value can be assigned to a rollup group. You create parent-child relationships by defining a range of child values that belong to a parent value. You can use parent-child relationships for reporting and other application purposes.

## **Child Value**

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A child value is a value that lies in a range of values belonging to a parent value. A child value can belong to more than one parent value. A child value is not a dependent value; that is, the actual value of the child does not depend on the value of another segment. You create parent–child relationships by defining a range of child values that belong to a parent value.

## **Rollup Group**

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A rollup group is a collection of parent values. Parent values that have child values can only be assigned to a rollup group. Parent values and child values belong to the same value set, which is then attached to a key flexfield segment.

A rollup group allows you to group related parent values for creating summary templates. Given a summary template, General Ledger creates summary and detail reports using all parent values assigned to that rollup group.

You define rollup groups using the Rollup Groups window before you define your key segment values. See: Then, you assign your parent values to the rollup groups when you define the parent values.

See: Rollup Groups Window  
Segment Values Window  
(*Oracle Applications Flexfields Guide*)

Rollup groups are separate from parent–child relationships. You can assign any parent value to a given rollup group, regardless of that parent value’s place in a value hierarchy you might create.

## **Creating Parent–Child relationships and Rollup Groups**

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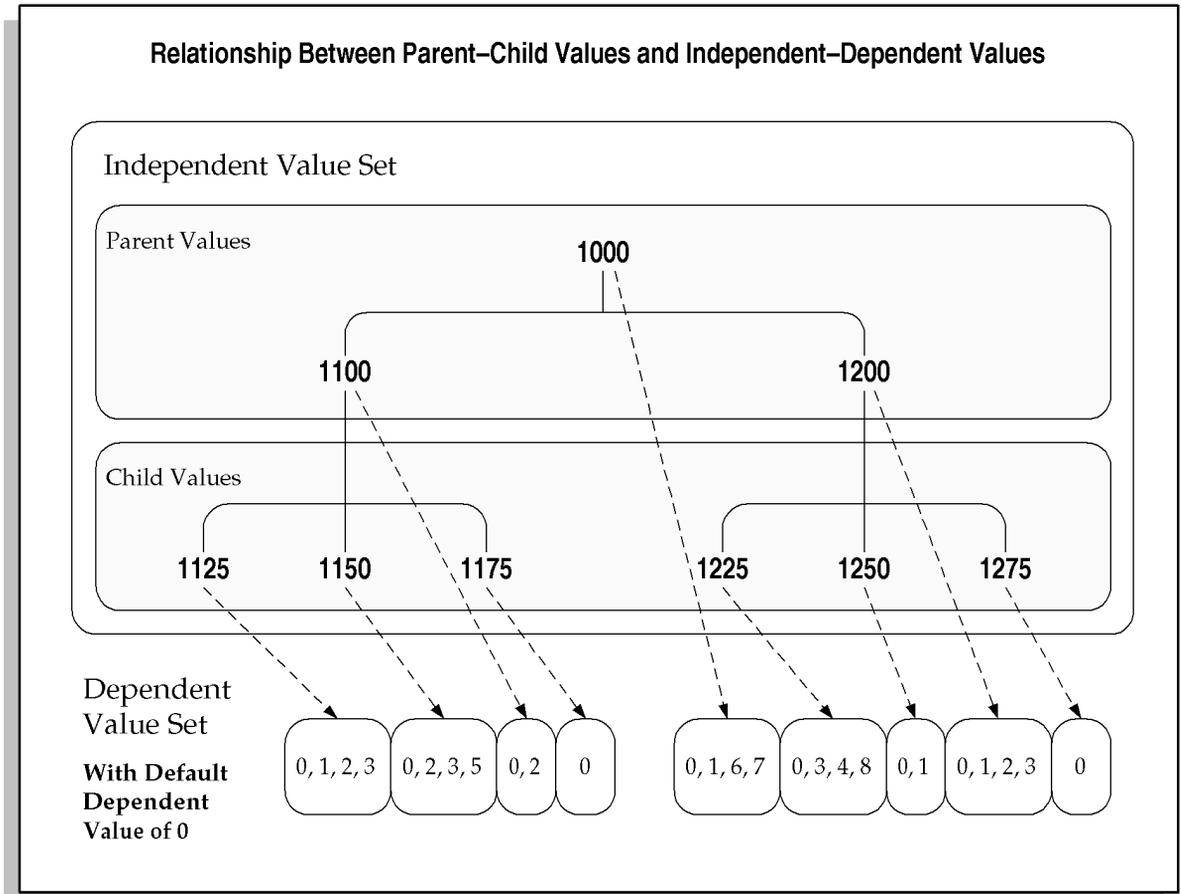
Oracle Applications provides you with windows to define relationships between parent and child values. You create these relationships by defining a parent value and giving it a range of values that become the parent value’s children.

You can also use the Account Hierarchy Editor to define new rollup groups then graphically create parent–child relationships and assign parent values to rollup groups.

See: *Applications Desktop Integrator*

You can see the relationship between independent and dependent value sets and parent values and child values in the following diagram:

Figure 9 – 4



Oracle Applications stores parent–child relationship information in the FND\_FLEX\_VALUES and FND\_FLEX\_VALUE\_HIERARCHIES tables.

### Parent–Child relationships Using Validation Tables

You can create parent–child relationships for any independent value set used by a key flexfield segment. If your value set is a Table validation type value set, you can also use the Define Segment Values form to create parent values for the values in your table. You cannot create new child values using this form, however (you must create your own application form to maintain your validation table). Oracle Applications stores your parent values for you in the Oracle

Application Object Library table and does not add your new parent values to your validation table. In the previous diagram, the parent values would reside in the Object Library table, and the child values would reside in your validation table, though all the values are part of the same value set.



**Warning:** You should make sure that you never enter parent values in this form that are already contained as values in your validation table, however. If you do, you can cause data corruption, since both values appear in the list of values on that segment, but you can never choose between one of the two values from the list. If that value is already contained in your flexfield combinations data, you can also cause problems since you have two potential descriptions for the same value.

## See Also

Overview of Values and Value Sets  
Rollup Groups Window  
Value Set Windows  
Validation Table Information Window  
Segment Values Window  
Defining Segment Values  
*(Oracle Applications Flexfields Guide)*

## Defining Accounts

Define new accounts by creating new combinations of account segment values. You must define all new accounts manually if you do not allow dynamic insertion to create new accounts automatically.

You can enable or disable specific account combinations at any time.

**Note:** Use the Summary Accounts window to define or maintain summary accounts.

Enabled		Account	Type	Effective Dates		Allow Budgeting	Allow Posting	[ ]
Preserved				From	To			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.000.1001.0000.000	Asset	01/JAN/2000		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ye
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.000.1101.0000.000	Asset	01/JAN/2000		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nc
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.000.2370.0000.000	Liability	01/JAN/2000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nc
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.410.4161.0000.000	Revenue	01/JAN/2000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nc
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02.740.6150.0000.000	Expense	01/JAN/2000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nc
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
— Account Description —		Distributi.Corporate Finance.Commissions Paid.No Sub Account.No Product						

### Prerequisites

- Define your account structure and choose whether to enable dynamic insertion.
- Define your account segment values.

#### ► To add a new account:

1. Navigate to the GL Accounts window.
2. Enter the account you want to add. General Ledger checks the account against your security and cross-validation rules. If you enter a valid account segment combination, General Ledger automatically displays the account Type of the natural account segment value.

3. (Optional) If you enter an Effective Dates range, your account will only be effective during the days defined by the From and To dates.
4. Select Enabled to activate the account. If you entered an Effective Date range, the account is only enabled within that date range.
5. Select Preserved to maintain the current attributes associated with this account. The default setting is unpreserved.

**Note:** Individual segment value attributes override the account attributes you set here. For example, should you disable an account segment value and run the Segment Value Inheritance program, all accounts that include that segment value and not marked Preserved, will also be disabled.

6. Choose whether to Allow Posting and Allow Budgeting for the account.

**Note:** You also set these attributes for the individual segment values. However, the account Allow Posting and Allow Budgeting attributes do not override the attributes for the individual segment values. For example, if you allow posting to an account containing a segment value that does not allow posting, you will not be able to post to that account.

**Note:** You cannot Allow Posting for the Net Income account which is specified for a set of books with average balance processing enabled.

**Oracle Receivables Note:** Receivables does not use the Allow Budgeting option.

7. Choose whether you would like this account included in Global Reconciliation.
8. Save your work.

► **To disable an account:**

1. Navigate to the GL Accounts window.
2. Query the Account you want to disable.
3. De-select Enabled.
4. Save your work.

## Segment Value Inheritance

The Segment Value Inheritance program automatically propagates the attributes of a segment value to all account combinations that contain

that segment value. To protect account combinations from changes when you run the Segment Value Inheritance program, check the Preserve check box in the GL Accounts window. See: Defining Accounts: page 9 – 47.

You can assign attributes at two levels:

- The individual segment value in the Segment Values window. See: Defining Segment Value Qualifiers: page 9 – 40.
- The account combination in the GL Accounts window.

For example, you can disable the 200 cost center segment in the Segment Values window and make sure the account combinations with the 200 cost center have the Preserve box checked in the GL Accounts window. Then run the Segment Value Inheritance program to disable all account combinations that contain the 200 cost center. You can view the account code combinations that have been changed in either the GL Accounts window or the Segment Value Inheritance Execution Report.



**Warning:** Individual segment value attributes override account combination attributes. See the table below for guidelines.

Segment Value Attribute	Account combination attribute in GL Accounts window	Result When You Run the Segment Value Inheritance program and the Account Combination is not checked Preserve
Segment Value Disabled	Account combination enabled	All account combinations that contain that segment value and not checked Preserve, are disabled.
Segment Value Enabled	Account combination disabled	All account combinations that contain that segment value and not checked Preserve, are enabled.
Budgeting Not Allowed	Budgeting Allowed	All the account combinations that contain that segment value and not checked Preserve, do not allow budgeting.
Budgeting Allowed	Budgeting Not Allowed	All the account combinations that contain that segment value and checked Preserve, allow budgeting.
Posting Not Allowed	Posting Allowed	All the account combinations that contain that segment value and not checked Preserve, do not allow posting.
Posting Allowed	Posting Not Allowed	All the account combinations that contain that segment value and not checked Preserve, allow posting.

**Table 9 – 1 (Page 1 of 2) How Segment Value attributes override Account Code Combination attributes**

Segment Value Attribute	Account combination attribute in GL Accounts window	Result When You Run the Segment Value Inheritance program and the Account Combination is not checked Preserve
From Date	Latest date used	If you have a three-segment accounting flexfield, and each segment value has a different start date, the segment value with the latest start date determines the effective date of that account combination.
To Date	Earliest date used	If you have a three-segment accounting flexfield, and each segment value has a different end date, the segment value with the earliest end date determines the effective date of that account combination.

**Table 9 – 1 (Page 2 of 2) How Segment Value attributes override Account Code Combination attributes**

► **To populate attributes of a segment value to all account combinations containing that segment value:**

1. Navigate to the GL Accounts window.
2. Query the account combinations you want to change.
3. Identify the account combinations you want to protect from changes and check the Preserve check box.
4. Identify the account combinations you want changed when you run the Segment Value Inheritance program. Do not check the Preserve check box.
5. Save your work.
6. Navigate to the Key Flexfield Segments window.
7. Query your Accounting Flexfield structure.
8. Disable the Freeze Flexfield Definition check box for your Accounting Flexfield structure.
9. Save your work.
10. Navigate to the Segment Values window.
11. Change the attributes associated with your chosen segment value.
12. Save your work.
13. Navigate to the Key Flexfield Segment window.
14. Check the Freeze Flexfield Definition check box to freeze your accounting flexfield structure.

15. Navigate to the Standard Reports submission window.
16. From the List of Values, choose Program – Segment Value Inheritance. There are no parameters to define. The program automatically updates the accounting flexfield structure assigned to the set of books for your responsibility. If you want to update another accounting flexfield structure, you must use the responsibility for that structure.
17. Submit your request.
18. (Optional) Note the concurrent request ID to view the Segment Value Inheritance Execution report. The report lists all account combinations that have been updated and details which attributes changed.



**Warning:** Check the Freeze Flexfield Definition check box to protect your accounting flexfield structure after you change attributes associated with your segment value.



**Suggestion:** If you want to protect the updated account combinations from any additional changes, query the account combinations in the GL Accounts window and check the Preserve check box.

## Table Validated Chart of Accounts

If you run the Segment Value Inheritance program for a chart of accounts that contains a table validated value set, the table must contain two columns: last update date and creation date. Both these columns must be Not Null. If the table does not have these columns, the Segment Value Inheritance program cannot determine which segment value's attributes have changed since it was last run, and it assumes that no segment value changed. The execution report shows the same information for both the original and current attributes and the Segment Value Inheritance program issues a warning upon completion.

## See Also

Creating Summary Accounts: page 9 – 107

Overview of Average Balance Processing: page 13 – 1

Segment Value Inheritance Execution Report: page 14 – 94

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## Project Tracking in General Ledger

You can set up General Ledger for basic project tracking capabilities. You can set up your accounts to record project activity, and you can use the Financial Statement Generator to produce customized project tracking reports.

If you set up your accounts for project tracking, General Ledger automatically maintains project-to-date balances. The project-to-date balance is based on the project start date you enter when you define a project segment value. Project-to-date balances are useful since project time periods rarely coincide with a fiscal year. General Ledger carries forward project-to-date balances for all accounts, including revenue and expense accounts, even across fiscal years.

For more advanced project tracking functionality, you should use the Oracle Project Accounting products. You can keep detail project information in Oracle Project Accounting, import journals into General Ledger, and report on project balances in General Ledger.

► **To set up General Ledger for project tracking:**

1. When you define your account structure, define a project segment. If necessary, you can define more than one project segment.
2. Define the project segment values. Enter a new project value (project name, number or code) and a description of each project. Specify a start date and end date for each project, so that you can only enter amounts for that project within that date range. The start date is also the reference point for the project-to-date-balance.
3. Define parent project segment values to summarize projects. For example, you might define project 9999 as the sum of all your other projects. You could then produce a report for project 9999 that shows the total of all your projects.

You can also define project summary accounts to summarize other detail project account balances. Whenever you update the balances of your detail accounts, General Ledger automatically updates the balances of your summary accounts at the same time.

4. Define and assign cross-validation rules to allow only certain segment values in combination with your project. For example, you can define a cross-validation rule that only allows certain expense accounts to be used with certain projects.
5. Create accounts by combining your project segment values with other account segments. This enables you to account for a project

any way you want — within a single cost center, across departments or across companies.

► **To set up project budgets:**

- You can enter budgets for projects with your regular budgeting. Assign project accounts to your budget organizations. When your budget organizations prepare their budgets, they can budget project amounts.

You can also perform project budgeting independent of other budgeting. Define a project as a separate budget organization, and prepare its budget independently from the rest of your company.

## See Also

Overview of Setting Up: page 9 – 2

Defining Your Cross-Validation Rules

Defining Segment Values

*(Oracle Applications Flexfields Guide)*

Defining Summary Accounts: page 9 – 107

Defining Budget Organizations: page 2 – 22

Defining Budgets: page 2 – 18

## Maintaining Project Balances

You keep your project balances current by entering, generating, or importing journals.

► **To enter project journals:**

- Enter project journals the same way you enter standard journals, except that you enter a project code in the project segment of your account. You can combine multiple projects in a single journal batch.

► **To generate project journals:**

- Set up recurring journal entries for your project tracking.
  - Use a skeleton recurring journal entry if the amounts vary each accounting period but the accounts remain the same.

- Use standard recurring journals for transactions whose amounts are the same every accounting period, such as standard accruals or depreciation charges.
  - Use formulas to automatically calculate project journal amounts.
- ▶ **To import project journals:**
- Use Journal Import to import journals to your projects from your feeder systems or other applications.
- ▶ **To generate project allocations:**
- You can perform simple or complex allocations to or from your projects. Define project allocations the same way you define regular allocations, using a project code in the project segment of your account.

To define a project allocation, you must specify the cost objective (where you want the costs to go), the cost pool (the account from which you want to allocate), and the allocation method. You can define any kind of allocation you want for your projects, including usage-based, rate-based, and step-down allocations. You can include multiple projects in a single allocation entry.

You define your project allocations once and then generate them periodically as necessary.

## See Also

Creating Journal Batches: page 1 – 6

About Recurring Journals: page 1 – 59

About MassAllocations: page 1 – 74

Importing Journals: page 1 – 137

Posting Journals: page 1 – 146

## Reporting on Projects in General Ledger

Use the Financial Statement Generator to build custom project reports. By combining report components such as row sets, column sets and content sets, you can produce reports that contain exactly the information you want in the format you want.

Because General Ledger automatically maintains project-to-date balances for all project accounts, you can include any project amounts from the start of your project through the period you designate when requesting your report. In addition, you can report on period-to-date, quarter-to-date, and year-to-date amounts, as well as actual, budget, and variance amounts and percentages.

When you create a project report, you can define a row set to specify the format and content of rows in your reports. You may want to define a standard project row set that you use to produce reports for all your projects.

Define a content set to override the information in your row set and to specify how many reports you want. For example, you can define a content set to produce one report for each project plus a consolidated report that shows the total of all projects.

In addition to Financial Statement Generator reports, you can generate a complete listing of all the projects you have defined in General Ledger by running the Segment Values Listing.

## **See Also**

Overview of Financial Statement Generator: page 4 – 3

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## Period Types

You can define your own period types to use in addition to the General Ledger standard period types Month, Quarter and Year. You use these period types when you define the accounting calendar for your organization.

### Defining Period Types

Each set of books has an associated period type. When you assign a calendar to a set of books, the set of books only accesses the periods with the appropriate period type. Thus, you can define an accounting calendar with periods of more than one period type; however, each set of books will only use periods of a single period type.

**Note:** If you close your balance sheet using the Create Balance Sheet Closing Journals program, define 14 accounting periods for your period type. See: Year End Closing Journals: page 1 – 175.

► **To define a new period type:**

1. Navigate to the Period Types window.
2. Enter a unique Name for your accounting period type.
3. Enter the number of accounting Periods per Year. For example, you could define a Week period type and specify 52 periods per year. You can assign up to 366 accounting periods per fiscal year for any period type, and maintain actual balances for those periods. However, for budgets you can only use the first 60 periods.
4. Enter the Year Type to specify whether the period is part of a fiscal or calendar year. General Ledger uses the year type to assign a year in the accounting period system name when you set up your calendar.
  - Choose Calendar to use the year in which an accounting period begins for the system name.
  - Choose Fiscal to use the year in which your fiscal year ends for the system name.

For example, assume you have a July 1 to June 30 fiscal year and the current date is July 15, 1995. If you choose the Calendar year type, General Ledger appends the year 1995 to the period name (JUL-95) because July begins in 1995. If you choose the Fiscal year

type, General Ledger appends 1996 to the period name (JUL-96) because the fiscal year ends in 1996.

Using the same July to June fiscal year example, if the current date is March 15, 1995 and you choose the Fiscal year type, General Ledger appends the year 1995 to the period name because the fiscal year ends in 1995.

5. (Optional) Enter a Description for the period type.
6. Save your work.

## **See Also**

Defining Calendars: page 9 – 58

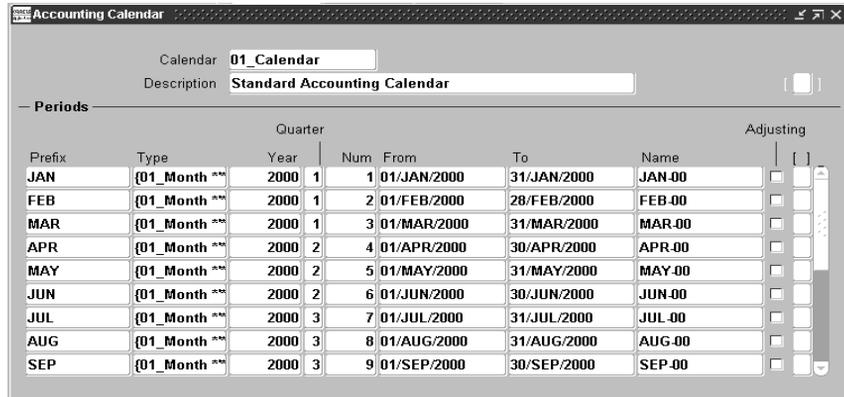
## Calendars

Create a calendar to define an accounting year and the periods it contains. You should set up one year at a time, specifying the types of accounting periods to include in each year. Defining one year at a time helps you be more accurate and reduces the amount of period maintenance you must do at the start of each accounting period. You should define your calendar at least one year before your current fiscal year.

## Defining Calendars

You can define multiple calendars and assign a different calendar to each set of books. For example, you can use a monthly calendar for one set of books, and a quarterly calendar for another.

Calendars you create are validated online. Full calendar validation is launched whenever you exit the Accounting Calendar window. Navigate to Help>View My Requests to view or print the Calendar Validation Report. You may also choose this report from the Standard Reports list to identify any errors associated with the calendar you created.



The screenshot shows the Accounting Calendar window with the following details:

- Calendar: 01\_Calendar
- Description: Standard Accounting Calendar
- Periods table:

Prefix	Type	Year	Quarter	Num	From	To	Name	Adjusting
JAN	{01_Month ***}	2000	1	1	01/JAN/2000	31/JAN/2000	JAN-00	<input type="checkbox"/>
FEB	{01_Month ***}	2000	1	2	01/FEB/2000	28/FEB/2000	FEB-00	<input type="checkbox"/>
MAR	{01_Month ***}	2000	1	3	01/MAR/2000	31/MAR/2000	MAR-00	<input type="checkbox"/>
APR	{01_Month ***}	2000	2	4	01/APR/2000	30/APR/2000	APR-00	<input type="checkbox"/>
MAY	{01_Month ***}	2000	2	5	01/MAY/2000	31/MAY/2000	MAY-00	<input type="checkbox"/>
JUN	{01_Month ***}	2000	2	6	01/JUN/2000	30/JUN/2000	JUN-00	<input type="checkbox"/>
JUL	{01_Month ***}	2000	3	7	01/JUL/2000	31/JUL/2000	JUL-00	<input type="checkbox"/>
AUG	{01_Month ***}	2000	3	8	01/AUG/2000	31/AUG/2000	AUG-00	<input type="checkbox"/>
SEP	{01_Month ***}	2000	3	9	01/SEP/2000	30/SEP/2000	SEP-00	<input type="checkbox"/>

## Prerequisite

- Carefully consider the type of calendar you need for your organization, since it can be difficult to change your calendar (e.g., from a fiscal year to a calendar year) once you've used it to enter accounting data. Changing your calendar may require assistance from an Oracle consultant.
- Define your accounting period types

► **To define a new calendar:**

1. Navigate to the Accounting Calendar window.
2. Enter a Name and Description for the calendar.
3. Add the periods that make up the calendar year.
4. Save your work.

**Note:** When you exit the Accounting Calendar window, full calendar validation is launched. You can choose to validate all calendars or the current calendar. Navigate to Help > View > My Requests to view or print the Calendar Validation Report. This report helps you identify any errors in your calendar that might interfere with the proper operation of General Ledger.

## See Also

Defining Period Types: page 9 – 56

Adding Periods to a Calendar: page 9 – 59

Changing a Calendar: page 9 – 62

Defining Transaction Calendars: page 9 – 63

Calendar Validation Execution Report: page 14 – 83

## Adding Periods to a Calendar

Add accounting periods to your calendar to define the number of periods in the calendar year. You can add periods to a calendar at any time. Your calendar can contain both adjusting and non-adjusting accounting periods.

When you add periods, keep in mind these important rules:

- There can be no gaps between non-adjusting accounting periods. If you leave gaps between any accounting periods, General Ledger will report an error.
- Accounting periods cannot overlap, except for adjusting periods. If any of your non-adjusting accounting periods overlap, General Ledger reports an error.
- Adjusting periods must overlap non-adjusting periods.
- Periods of the same period type must be consecutively numbered in ascending order without gaps.

- All periods must have period numbers assigned between 1 and the maximum number for that period type.
- All periods must have quarter numbers assigned between 1 and the maximum number.
- Period ordering must be based on the period starting dates.
- The starting fiscal year must start no earlier than one year before the calendar year and end no later than one year after the calendar year.
- You cannot report on a year with no periods defined.

**Note:** You cannot perform foreign currency translations for the first accounting period in a calendar. You must define at least one period preceding, as well as the period immediately following, the first period for which you will perform translations.

**Note:** If you close your balance sheet using the Create Balance Sheet Closing Journals program, define a calendar using a period type that contains 14 periods. You then assign an adjusting period at the beginning and end of the year to your accounting calendar.

If you are using an Average Daily Balance Non-Consolidation set of books and you close your balance sheet, define a calendar with two adjusting periods at the end of the year.

See: Year End Closing Journals: page 1 – 175.

► **To add periods to your calendar:**

1. Navigate to the Accounting Calendar window.
2. Enter or query the Name of the calendar.
3. Enter a period Prefix for each accounting period. General Ledger combines this prefix with the year to create the period name. For example, you can enter Jan, Feb, Mar, etc. or Period1, Period2, Period3, etc.

**Note:** If a period you specify here has been used (opened or used in an open budget or encumbrance year), the resulting name in the Name field cannot be updated.

4. Enter the period Type.

When you define a set of books, you assign it a period type. When you assign a calendar to a set of books, only the periods with the

corresponding period type apply. Thus, you can define an accounting calendar with periods of more than one period type; however, each set of books will only use periods of a single period type.

5. Enter the Year of the accounting period. This is the year in which your fiscal year ends. For example, if your fiscal year begins in 1994 and ends in 1995, enter 1995 for all periods in the fiscal year.
6. Enter a number to specify which Quarter of your fiscal year your accounting period is in. General Ledger uses this number to determine how your accounting periods roll up for quarter-to-date balances.
7. Enter the Number of the period within the fiscal year. Be sure to number your accounting periods sequentially, based on the period starting dates you specify in the From/To range.
8. Enter the range of dates (From and To) when the accounting period begins and ends.

General Ledger automatically creates and displays a period Name for each accounting period. The name consists of your period prefix and the last two digits of either your calendar year or your fiscal year, depending on the year type you assigned in the period type definition. General Ledger displays the period name whenever you choose an accounting period.

9. If you choose to make an accounting period an Adjusting period, it can overlap the dates of other accounting periods. For example, you can define a period called DEC-94 that includes 01-DEC-1994 through 31-DEC-1994. You can also define an adjusting period called DEC31-94 that includes only one day: 31-DEC-1994 through 31-DEC-1994. Both your adjusting and non-adjusting periods should have the period type associated with your set of books.

Adjusting periods apply only to General Ledger. They are not used in Oracle feeder systems, such as Inventory, Payables, Purchasing, and Receivables. Note also that you can only import journals into non-adjusting periods. Finally, if you have average balance processing enabled for a set of books, General Ledger will ignore adjusting periods.

10. Save your work.

**Note:** When you exit the Accounting Calendar window, full calendar validation is launched. You can choose to validate all calendars or the current calendar. Navigate to Help > View > My Requests to view or print the Calendar Validation Report.

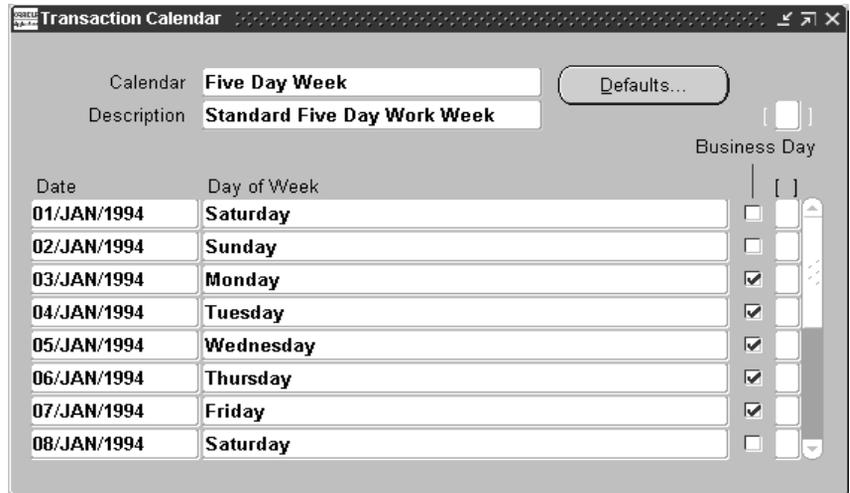
This report helps you identify any errors in your calendar that might interfere with the proper operation of General Ledger.

## **Changing a Calendar**

You can change a period's specifications, except for the period type, as long as the period has not been used in a set of books. You cannot change a calendar period that is open, closed, future enterable, or permanently closed in any set of books, or is included in an open budget or encumbrance year.

## Defining Transaction Calendars

Each set of books for which average processing is enabled, must be assigned a transaction calendar, which is used to control transaction posting. When you define the transaction calendar, you choose which days of the week will be business days. You can also specify other non-business days, such as holidays, by maintaining the transaction calendar.



The screenshot shows the 'Transaction Calendar' window. At the top, the 'Calendar' field is set to 'Five Day Week' and the 'Description' field is 'Standard Five Day Work Week'. A 'Defaults...' button is visible. Below this is a table with columns for 'Date', 'Day of Week', and 'Business Day'. The table lists dates from 01/JAN/1994 to 08/JAN/1994 with corresponding days of the week. Checkmarks in the 'Business Day' column indicate which days are active.

Date	Day of Week	Business Day
01/JAN/1994	Saturday	<input type="checkbox"/>
02/JAN/1994	Sunday	<input type="checkbox"/>
03/JAN/1994	Monday	<input checked="" type="checkbox"/>
04/JAN/1994	Tuesday	<input checked="" type="checkbox"/>
05/JAN/1994	Wednesday	<input checked="" type="checkbox"/>
06/JAN/1994	Thursday	<input checked="" type="checkbox"/>
07/JAN/1994	Friday	<input checked="" type="checkbox"/>
08/JAN/1994	Saturday	<input type="checkbox"/>

► **To define a transaction calendar:**

1. Navigate to the Transaction Calendar window.  
(Standard path: Setup Financials Calendar Transaction)
2. Enter a Name and Description for the transaction calendar.
3. Optionally, choose Defaults to change the Business Day defaults.
4. Save your work.

General Ledger will create the transaction calendar, using the defaults you specified.

► **To maintain a transaction calendar:**

1. Navigate to the Transaction Calendar window.
2. Query the transaction calendar you want to maintain.

General Ledger will display the requested transaction calendar. Note that valid business days have a checkmark in the Business Day checkbox at the right side of date line.

3. Query the specific date, or range of dates, that you want to maintain.
4. To make a date a valid business day, mark the Business Day checkbox for the date line. To make a date a non-business day, unmark the checkbox.
5. Save your work.

## See Also

Defining Calendars: page 9 – 58

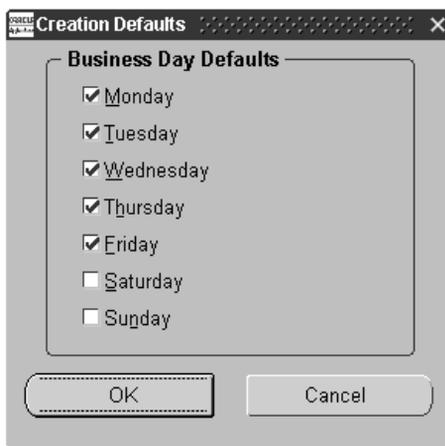
Overview (of Average Balance Processing): page 13 – 1

## Business Day Defaults

When you first define a transaction calendar, General Ledger uses default values for determining which days are business days and which are non-business days. You can change the business day defaults before you have General Ledger generate your initial transaction calendar.

### ► To change the default business days:

1. Navigate to the Transaction Calendar window.  
(Standard path: Setup Financials Calendar Transaction)
2. Choose Defaults. The Creation Defaults window appears.



3. Mark the checkbox next to those days of the week that you want to be used as default business days when General Ledger generates your initial transaction calendar. Unmark those days which you do not want as default business days.
4. Choose OK to save your work.

## **See Also**

Defining Calendars: page 9 – 58

Overview (of Average Balance Processing): page 13 – 1

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## Defining Sets of Books

A set of books determines the functional currency, account structure, and accounting calendar for each company or group of companies. If you need to report on your account balances in multiple currencies, you should set up one additional set of books for each reporting currency. Your primary set of books should use your functional currency. Each reporting set of books should use one of your reporting currencies.

When you define a set of books, you can also choose to enable budgetary control for the set of books. If you choose this option, encumbrances will be created automatically for your transactions in General Ledger, Oracle Purchasing and Oracle Payables. Enabling budgetary control is the first step in setting up funds checking.

When defining a set of books, you can also choose to enable average balance processing. If you choose this option, General Ledger will track and maintain average and end-of-day balances.



**Attention:** Before you can use a newly defined set of books, your system administrator must associate the set of books with one or more responsibilities. This is done using the profile option GL Set of Books Name. Your responsibility determines which set of books you use.

### Oracle Payables, Receivables, and Purchasing

If you are an Oracle Payables, Receivables, or Purchasing user, you can define multiple sets of books by using the General Ledger Set of Books window. However, if you are not using the Multiple Organization support feature, you can only use one set of books for a particular installation of Payables, Receivables, or Purchasing. To use multiple sets of books with any of these Oracle products, you need to use the Multiple Organization support feature for your product.

See: *Multiple Organizations in Oracle Applications*

## Prerequisites

- Define your period type.
- Define your accounting calendar.
- Define a transaction calendar if you plan to use average balance processing.
- Define or enable your functional currency.
- If you use Multiple Reporting Currencies, define your reporting currencies before defining your reporting sets of books.
- Define your account structure.
- If you want to create Retained Earnings, Suspense, Translation Adjustment, and Reserve for Encumbrance accounts as you enter them for the set of books, allow dynamic insertion for your account segments.

### ► To define a set of books:

1. Navigate to the Set of Books window.
2. Enter a Name for your set of books. This name appears whenever you choose a set of books from a list and appears as a heading in reports.
3. Enter a Short Name that will appear in the title bar of each window.

4. (Optional) Enter a Description for the set of books.
5. Enter the name of any enabled Chart of Accounts, or account structure, for this set of books.
6. Enter the Functional Currency for your set of books. The functional currency is also known as the base currency, local currency, or primary currency.

**Note:** If your set of books functional currency does not match your accounting functional currency (as defined by FASB #52 (U.S.)), and you need to report financial results in your accounting functional currency, consider using the General Ledger Multiple Reporting Currencies feature. See: Multiple Reporting Currencies Overview: page 11 – 54.

7. Assign an Accounting Calendar and Period Type to the set of books. General Ledger uses the calendar periods that have the period type you specify for journal entry, budgeting, and reporting with this set of books.

**Note:** General Ledger will report an error if there are any gaps between periods in your accounting calendar or if any of your non-adjusting periods overlap.

8. Enter the number of Future Periods to allow for journal entry within this set of books.

General Ledger automatically assigns a status of Future Entry to accounting periods following the latest open period in your calendar, based on the number of future enterable periods you define here. If you change the number of future enterable periods for your set of books, General Ledger does not change additional period(s) to the Future Enterable status until you open a new period using the Open and Close Periods window.

**Note:** You can enter journal batches for a future enterable period, but you cannot post the batches until you open the period.



**Suggestion:** Minimize the number of future enterable periods to prevent users from accidentally entering journal entries in an incorrect period.

9. Assign the default Retained Earnings account for your set of books. You can also assign default Suspense, Intercompany, Rounding Differences, Translation Adjustment, Intercompany, and Reserve for Encumbrance accounts. See: Assigning the Set of Books Accounts: page 9 – 73.

10. Define the set of books Standard Options. See: Set of Books Standard Options: page 9 – 71.
11. Save your work.

### **Multiple Reporting Currencies**

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If you need to report on your account balances or at the transactions level in multiple currencies, define a primary set of books using your functional currency and additional sets of books using your reporting currencies.

► **To specify your set of books as primary or reporting:**

1. Define a set of books, as noted above. Before saving your work, complete the steps below.
2. Select Reporting Currency Options from the poplist.
3. Select one of the three options:

**Primary Set of Books:** Choose this option if you are defining a primary set of books.

**Reporting Set of Books:** Choose this option if you are defining a reporting set of books.

**Not Applicable:** Choose this option if you are not using Multiple Reporting Currencies.

4. Save your work.

### **Average Balance Processing**

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You can choose to enable average balance processing for a set of books. When enabled, General Ledger will track and maintain average and end-of-day balances.

► **To enable average balance processing for a set of books:**

1. Define a set of books, as noted above. Before saving your work, complete the steps below.
2. Select Enable Average Balances from the Standard Options region.
3. Select Average Balance Options from the poplist.
4. Define the set of books Average Balance Options. See: Set of Books Average Balance Options: page 9 – 72.

5. Assign the default Net Income account for your average balance set of books. See: Set of Books Accounts: page 9 – 73.
6. Save your work.

## **Budgetary Control**

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Using budgetary control requires funds reservation for any transactions you enter in General Ledger, Oracle Purchasing or Oracle Payables. You can only post journal entries that pass funds reservation. If you enable this option, you must enter a reserve for encumbrance account for the set of books.

If you do not enable budgetary control, you cannot perform funds check or reservation in General Ledger, Oracle Purchasing or Oracle Payables.

Budgetary controls can be enabled or disabled even after a set of books has been defined and transactions entered. See: Changing Budgetary Control Options: page 2 – 91 for further information.

**Oracle Receivables Note:** Receivables does not use the Enable Budgetary Control or Require Budget Journals options.

### ► **To enable budgetary control in a set of books:**

1. Define a set of books, as noted above. Before saving your work, complete the steps below.
2. Select Budgetary Control Options from the poplist.
3. Check Enable Budgetary Control.
4. (Optional) Check Require Budget Journals to allow only those budget journal entry methods that create journal entries, namely budget journals, budget transfers, MassBudgets, and consolidation of budget balances. If you require budget journals, you cannot upload budgets, enter budget amounts, or use budget formulas.



**Attention:** Once you have saved your work, you cannot choose to require budget journals later. You can, however, disable this option at any time.

If you are using budgetary control, General Ledger requires you to create budget journals for your funding budget. If you want to require budget journals for all budgets, choose this option. However, if you want to require budget journals for your funding budget only, do not choose this option. Instead, you can require budget journals for your funding budget when you define the budget.

5. Save your work.

## See Also

Set of Books Average Balance Options: page 9 – 72

Set of Books Accounts: page 9 – 73

Defining Calendars: page 9 – 58

Defining Currencies: page 11 – 6

Opening and Closing Periods: page 9 – 180

Budgetary Control and Online Funds Checking: page 2 – 80

Defining Budgets: page 2 – 18

Multiple Reporting Currencies Overview: page 11 – 54

Overview of Average Balance Processing: page 13 – 1

GL Set of Books Name: page B – 12

Responsibilities Window

*Oracle Applications System Administrator's Guide*

## Set of Books Standard Options

Each set of books has a number of flags that indicate the accounting practices you want to follow for that set of books.

**Allow Suspense Posting:** Allows users to post out-of-balance journal entries (debits do not equal credits), and automatically balance those journal entries by posting the offset against a suspense account. If you enable this option, you must enter a suspense account for the set of books.

If you do not allow suspense posting, you can only post journal entries that balance.

**Balance Intercompany Journals:** Allows users to post out-of-balance intercompany journal entries (debits do not equal credits for a particular company or balancing entity), and automatically balance intercompany journals against an intercompany account you specify. If you enable this option, you must specify intercompany account(s) in the Intercompany Accounts window.

If you do not choose to balance intercompany journals, you can only post intercompany journals that balance by balancing segment (usually the company segment).

**Enable Track Rounding Differences:** Allows you to track penny differences in currency conversions. If you enable this option, you must enter a rounding differences account for the set of books.

**Enable Average Balances:** Allows you to use the set of books for average balance processing. Once average balance processing is enabled, General Ledger automatically stores the aggregate balances that are used to calculate average and end-of-day balances.

**Enable Journal Approval:** Allows you to use General Ledger's Journal Approval feature in your set of books. When Journal Approval is enabled and a journal entry's journal source requires approval, the journal must be approved by the appropriate level of management before any further action can be taken. If Journal Approval is not enabled, approval is not required, even if the journal source requires approval.

**Note:** When you mark the Enable Journal Approval check box, General Ledger will ask whether you want to require journal approval for the Manual journal source. Choose Yes or No. Note that this option applies only to manual journals with actual amounts. To require journal approval for budget or encumbrance journals, you must set the appropriate journal source to require journal approval.

**Enable Journal Entry Tax:** Allows you to manually enter taxable journal entries in General Ledger. When you enable this feature for a set of books, the system will automatically calculate associated tax amounts and generate tax journal lines.

## See Also

Set of Books Accounts: page 9 – 73

Defining Suspense Accounts: page 9 – 88

Overview of Average Balance Processing: page 13 – 1

Journal Approval Overview: page 1 – 31

Automatic Tax on Journal Entries: page 9 – 127

Defining Sets of Books: page 9 – 66

## Set of Books Average Balance Options

If you enable average balance processing for a set of books, there are some additional options you need to set:

**Consolidation Set of Books:** You must check this box if the set of books is to be used for consolidating average balances. In a consolidation set of books, standard and average balances are not linked as they are in a non-consolidation set of books.

**Transaction Calendar:** This calendar is used to ensure that transactions are posted only to valid business days. This field is required for non-consolidation sets of books. For consolidation sets of books, the field is disabled.

**Translation Rate Type:** You can enter any daily conversion rate type, except User. General Ledger uses the daily rates for the chosen rate type to compute average rates to use when translating average balances.

**Translate Optional Amount Types:** General Ledger automatically translates period-average-to-date balances. You can also choose to translate end-of-day, quarter-average-to-date, and year-average-to-date balances by marking the appropriate checkboxes.

## See Also

Overview of Average Balance Processing: page 13 – 1

Set of Books Standard Options: page 9 – 71

Defining Sets of Books: page 9 – 66

## Set of Books Accounts

When you define your set of books, you always specify a Retained Earnings account, and you can also set up other special accounts depending upon the functionality you plan to use.

**Retained Earnings account:** When you open the first period of a fiscal year, General Ledger posts the net balance of all income and expense accounts from the prior year against your retained earnings account. If you have multiple companies or balancing entities within a set of books, General Ledger automatically creates a retained earnings account for each company or balancing entity.

**Suspense account:** If you choose to allow suspense posting of out-of-balance journal entries, General Ledger automatically posts the difference against this account. If you have multiple companies or balancing entities within a set of books, General Ledger automatically creates a suspense account for each balancing entity.

You can also define additional suspense accounts to balance journal entries from specific sources and categories using the Suspense Accounts window.

Note that if you update the suspense account in the Set of Books window, the default suspense account is updated in the Suspense Accounts window. Likewise, if you update the default account in the Suspense Accounts window, the account in the Set of Books window is updated.

**Rounding Differences account:** If you choose to track rounding differences that occur during currency conversions, specify a rounding differences account. Enable this feature if your foreign currency transactions include different balancing segments to represent multiple companies. General Ledger will automatically create a rounding differences account for each balancing segment.

If you do not enable this feature, General Ledger will post rounding penny differences to the transaction line with the largest amount.

**Cumulative Translation Adjustment account:** This account is necessary if you choose to translate your functional currency balances into another currency for reporting, or if you choose to revalue foreign currency-denominated balances. General Ledger automatically posts any net adjustments resulting from currency translation or revaluation to this account, in accordance with SFAS #52 (U.S.). If you have multiple companies or balancing entities within a set of books, General Ledger automatically creates a translation adjustment account for each company or balancing entity.

Set the account type of your Cumulative Translation Adjustment account to Owner's Equity to create a translation adjustment on your balance sheet. Set the account type of this account to Revenue or Expense to create a translation gain/loss on your income statement.

**Reserve for Encumbrance account:** If you enter an out-of-balance encumbrance entry, General Ledger automatically posts the difference against the account you specify here. If you have multiple companies or balancing entities within a set of books, General Ledger automatically creates a Reserve for Encumbrance account for each balancing entity.

**Net Income account:** General Ledger uses this account to capture the net activity of all revenue and expense accounts when calculating the average balance for retained earnings.

## See Also

Defining a Suspense Account: page 9 – 88

Defining Intercompany Accounts: page 9 – 90

Translating Balances: page 11 – 41

Overview of Encumbrance Accounting: page 12 – 2

Overview of Average Balance Processing: page 13 – 1

Defining Sets of Books: page 9 – 66

## Setting Up Journal Approval

Use General Ledger's Journal Approval feature to ensure that journal entries and batches are approved by appropriate management personnel before the journals can be posted to your account balances.

Journal Approval uses Oracle Workflow to control and monitor the approval process, sending notifications to journal batch preparers and approvers when needed. Some of the Journal Approval components can be customized to meet your organization's specific needs. See: Journal Approval Overview: page 1 – 31.

Before you use Journal Approval, you must enable journal approval for your set of books. You must also set up your journal sources to use journal approval. Finally, you must create an approval hierarchy and define your approver authorization limits.

### Prerequisites

---

Before you use Journal Approval, you or your system administrator must:

- Set up Oracle Workflow. See: Setting Up Oracle Workflow, *Oracle Workflow Guide*
- Set the two profile options Journals: Allow Preparer Approval and Journals: Find Approver Method. See: Setting General Ledger Profile Options: page B – 2.
- Configure the GL Journal Approval Process in Oracle Workflow Builder. Specifically, you must set the performer for the Notify System Administrator – No Approver and Notify System Administrator – No Approver Manager activities. Also, you can change the default settings for Request Approval From Approver timeout and the Reached Manager Notification Resend Limit. See: Journal Approval Overview: page 1 – 31.

► **To enable Journal Approval for your set of books:**

- When you define your set of books, mark the Enable Journal Approval check box on the Set of Books window.

See: Defining Sets of Books: page 9 – 66

► **To specify journal sources that require journal approval:**

- On the Journal Sources window, mark the Require Journal Approval check box for each journal source that should be subject to approval.

When a journal entry or batch is created using one of these journal sources, the journal must be approved before it can be posted.

See: Defining Journal Sources: page 9 – 81

► **To create an approval hierarchy:**

- If your organization uses a shared installation of Oracle Human Resources, use the Enter Person window in Oracle General Ledger to enter all of your employees who are involved in preparing and approving journal entries and batches.

See: Entering a New Employee: page 9 – 120

If your organization uses a full installation of Oracle Human Resources, you must log in with a Human Resources responsibility to enter your employees in the People window. The Enter Person window will not be available from General Ledger.

See: Entering New People

*Oracle Human Resources User's Guide*

If your organization does not have Oracle Human Resources installed, you will use some of the Human Resources windows available through Oracle Applications. Some of the fields in these windows are for Oracle HRMS security only.

See: Entering New People

*Oracle Human Resources User's Guide*

When you enter an employee, you also enter the employee's supervisor or manager name. The supervisor is the default next approver for journal entries and batches. Likewise, the supervisor's manager is the next approver after the supervisor.

► **To define authorization limits:**

1. Navigate to the Journal Authorization Limits window.

Employee	Authorization Limit [ ]
AFIT, Mr. Fred	250,000.00
Anderson, Miss Camilla	125,000.00
Baker, Ms. Catherine	1,000.00
Eliot, Ms. Susan	10,000

2. Enter the Employee name, or select it from the list of values.
3. Enter the amount of the employee's Authorization Limit.
4. Repeat the previous two steps for each employee for whom you want to define authorization limits.
5. Save your work.

## See Also

Journal Approval Overview: page 1 – 31

Defining Sets of Books: page 9 – 66

Defining Journal Sources: page 9 – 81

Entering a New Employee: page 9 – 120

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## Setting Up Step-Down AutoAllocation

Step-Down AutoAllocation allows you to automate the validation, generation and posting of journal batches in a specific sequence. The batch process results of one step are used by the next step of your defined sequence and so on until the process completes.

You can specify an individual or responsibility to be notified of the step-down process results at various points. You can also identify an individual or responsibility who must approve transactions before various steps of the autoallocation process can proceed.

Oracle Workflow helps you control and monitor the validation, generation and posting of journal batches by sending notifications and approval requests to an individual or responsibility when needed. Some of the Step-Down AutoAllocation workflow components can be customized to meet your organization's specific needs. See: Step-Down AutoAllocations Approval Process: page 1 – 103.

**Note:** Journal Approval may be activated as a sub-process of step-down autoallocation. For more information about how Journal approval operates with workflow see: Journal Approval: page 1 – 31.

---

### Prerequisites

Before you use Step-Down AutoAllocation, you or your system administrator must:

- Set up Oracle Workflow. See: *Setting Up Oracle Workflow, Oracle Workflow Guide*.
- Set the two profile options GL: AutoAllocation Rollback Allowed, GL: Journal Review Required. See: *Setting General Ledger Profile Options: page B – 2*.
- Enable the AutoAllocation responsibility for users for your set of books.
- (Optional) Change the default settings for Notifications Timeout and Notification Resend Limit. See: *Customizing Step-Down AutoAllocations: page 1 – 104*.

### See Also

AutoAllocations Overview: page 1 – 94

Step-Down AutoAllocations Approval Process: page 1 – 103

Customizing Step-Down AutoAllocation: page 1 – 104

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## Setting Up General Ledger

Once you have completed your planning and implementation activities, you need to set up General Ledger for your organization's use.

Below are detailed instructions for each of the General Ledger setup steps outlined in the overview section. There are references to other sections of this guide for more detailed instructions and background.

---

### Journal Sources

Journal sources identify the origin of your journal entries. General Ledger supplies a number of predefined journal sources. In addition, you should define at least one journal source for each of your own, non-Oracle feeder systems to help you track imported journal entries.

### Defining Journal Sources

For each journal source, you can specify whether to import detail reference information for summary journals you import from your feeder systems. You can also choose to freeze the journal source, preventing users from making changes to any unposted journals from that source.

If you have journal approval enabled for your set of books, you can require that journals with a specific journal source be approved by higher management levels before the journal can be posted.

You can define intercompany and suspense accounts for specific sources, run the AutoPost program for specific sources, import journals by source, and report on journals by source using the Foreign Currency Journals or General Journals reports.

General Ledger provides the following predefined journal entry sources:

Name	Description
AX Inventory	AX Inventory Entry
AX Payables	AX Payables Entry
AX Receivables	AX Receivables Entry
Assets	Fixed Asset System

Table 9 – 2 (Page 1 of 2)

<b>Name</b>	<b>Description</b>
Average Consolidation	Average Balance Consolidation
Budget Journal	Budget Journal
Carryforward	Carry Forward Journal Entry
Consolidation	Consolidation System
Conversion	Historical Data Conversion
Encumbrance	Manual Encumbrance Entry
Inflation	
Intercompany	Global Intercompany System
Inventory	Inventory Control System
Manual	Manual Journal Entry
Manufacturing	Manufacturing
MassAllocation	MassAllocation
Move/Merge	Mass Maintenance Move/Merge
Move/Merge Reversal	Mass Maintenance Move/Merge Reversal
Other	System default
Payables	Accounts Payable System
Payroll	Payroll System
Personnel	Personnel System
Projects	Project Accounting
Purchasing	Purchasing System
Receivables	Accounts Receivable System
Recurring	Recurring Journal Entry
Revaluation	Revaluation Journal Entry
Revenue	Revenue Accounting System
Spreadsheet	Spreadsheet
Statistical	Statistical Journal Entry
Transfer	Budget Transfer

**Table 9 – 2 (Page 2 of 2)**

- **To define a new journal entry source:**
1. Navigate to the Journal Sources window.
  2. Enter a unique Name and Description for your journal entry source. You cannot delete a source name after saving your work.

3. Choose whether to Import Journal References from your feeder systems to maintain a mapping of summarized transactions if you choose to create summary journals when you run Journal Import. This information is stored in the GL\_IMPORT\_REFERENCES table.

You can request a mapping report from your feeder systems after Journal Import completes. Or, you can write your own report referencing the GL\_IMPORT\_REFERENCES table which stores the mapping information.

4. Check whether to Freeze Journals for this journal entry source. If you mark this checkbox, journals from this source cannot be changed in the Enter Journals window. If you subsequently unmark this checkbox, you can make changes to journals from this source.
5. Check whether to Require Journal Approval for this journal source. If journal approval is enabled for your set of books and you enter a journal whose journal source requires journal approval, the batch must be approved before it can be posted.
6. (Average Balance Processing only) From the poplist, select an Effective Date Rule for this journal source:
  - **Fail:** Journal Import will reject transactions when the effective date is not a valid business day. No posting takes place.
  - **Leave Alone:** Journal import will accept all transactions regardless of the effective date.
  - **Roll Date:** Journal Import will accept the transaction, but roll the effective date back to the nearest valid business day within the same period. If there is no prior valid business day within the same period, the effective date is rolled forward.

**Note:** The Effective Date Rule field will not appear unless you have average balance processing enabled for at least one set of books.

7. Save your work.

► **To review or change an existing journal entry source:**

1. Navigate to the Journal Sources window.
2. Query the journal entry source you want to review or change. You can change the Name, Description, Import Journal References setting, Freeze Journals setting, and Require Journal Approval setting. You can change the Effective Date Rule for any journal source except Average Consolidation.

3. Save your work.

## **See Also**

Importing Journals: page 1 – 137

Overview of Average Balance Processing: page 13 – 1

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## Journal Categories

Journal categories help you differentiate journal entries by purpose or type, such as accrual, payments or receipts. When you enter journals, you specify a category.

### Defining Journal Categories

You can define intercompany and suspense accounts for specific categories. You can also use document sequences to sequentially number journal entries by category. Journal categories appear in standard reports, such as the General Journals report.

General Ledger provides the following predefined journal categories:

Name	Description
Accrual	Month End Accrual Entry
Adjustment	Adjusting Journal Entry
Allocation	Allocation
Bank Charges	Bank Charges
Bank Receipts	Bank Receipts
Budget	Budget
Burden Cost	Burden Cost
Cancellation	Cancellation
Carry Forward	Carry Forward Journal Entry
Chargebacks	Chargebacks
Confirmation	Confirmation
Consolidation	Consolidation
Credit Memo Applications	Credit Memo Applications
Credit Memos	Credit Memos
Cross Currency	Cross Currency
Debit Memos	Debit Memos
Deferred Depreciation	Deferred Depreciation
Depreciation	Fixed Asset Depreciation
Discounts	Discounts
Exchange Gain/Loss	Gain or Loss from Foreign Currency
Freight	Shipping Charges
Headcount	Statistical Entry for Headcount
Intercompany Transfer	Intercompany Transfer
Inventory	Inventory

Name	Description
Labor Cost	Labor Costs
Misc Receipts	Miscellaneous Receipts
Misc Transaction	Miscellaneous Transaction
Move/Merge	Mass Maintenance Move/Merge
Move/Merge Reversal	Mass Maintenance Move/Merge Reversal
MTL	Material Transactions
Other	Default Category required by intercompany contra logic
Payments	Cash Disbursements
Payroll	Payroll Distribution Entry
Purchase Invoices	Accounts Payable Invoices
Purchases	Purchase Orders
Rate Adjustments	Rate Adjustments
Receipts	Cash Receipts
Receiving	Inventory Receipts
Reclass	Reclassification
Reconciled Payments	Reconciled Payments
Rejection	Rejection
Remittance	Remittance
Requisitions	Requisitions
Revaluation	Revaluation Journal Entry
Revenue	Revenue
Sales Invoices	Accounts Receivable Invoices
Tax	Tax Journal Entry
Trade Receipts	Trade Receipts
Usage Cost	Usage Cost
WIP	Work in Process
Write-Off	Write-Off

► **To define a new journal category:**

1. Navigate to the Journal Categories window.
2. Enter a unique Name and Description for your journal category. You cannot delete a category after saving your work.
3. Choose the Reversal Method you want to use when reversing a journal entry that uses this category:

**Switch Dr/Cr:** General Ledger creates your reversing journal by switching the debit and credit amounts of the original journal entry. This method is often used when reversing accruals.

**Change Sign:** General Ledger creates your reversing journal by changing the sign of your original journal amounts from positive to negative. This reversal method is often used when reversing journals to correct data entry mistakes.

4. Save your work.

► **To review or change an existing journal category:**

1. Navigate to the Journal Categories window.
2. Query the journal category you want to review or change.
3. (Optional) Make any needed changes.
4. Save your work.

## See Also

Importing Journals: page 1 – 137

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## Suspense Accounts

If you allow suspense posting for your set of books, General Ledger uses suspense accounts to balance journals for specific sources and categories.

### Defining Suspense Accounts

When you define your set of books, you assign a default suspense account. You can define suspense accounts in addition to the default suspense account for your set of books. General Ledger posts a balancing amount to the default account when there is no suspense account defined with a matching source and category.

#### Prerequisites

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- Define your set of books
- Define your journal entry sources
- Define your journal entry categories

► **To define a suspense account:**

1. Navigate to the Suspense Accounts window.
2. Specify the Source and Category that applies to the suspense account you are defining.

The default suspense account you specified when you defined your set of books appears with the source and category Other. You can define additional suspense accounts using Other for either the source or the category, but not both.

Note that if you update the suspense account in the Set of Books window, the default suspense account is updated in the Suspense Accounts window. Likewise, if you update the default account in the Suspense Accounts window, the account in the Set of Books window is updated.

3. Enter the Account against which the balancing amount should be posted. You can assign multiple unique combinations of source and category to a single account.

General Ledger automatically creates a suspense account for each balancing segment value. For example, if you want to create additional suspense accounts for the five companies in your chart of accounts, define suspense accounts for only one company

segment value. General Ledger uses the account you enter for one company as a template for the remaining four companies. When you post out-of-balance transactions against any of the other four companies, General Ledger automatically substitutes the appropriate company segment value in your template.

4. Save your work.

## See Also

Defining Sets of Books: page 9 – 66

Defining Journal Sources: page 9 – 81

Defining Journal Categories: page 9 – 85

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## Defining Intercompany Accounts

If multiple companies in your enterprise share the same set of books, you can automatically balance intercompany journals. To do this, you define intercompany accounts for different combinations of source, category, and balancing segment value.

When you define your set of books, check the check box, Balance Intercompany Journals, in the Set of Books window. General Ledger then creates balancing entries for out of balance intercompany journals that are based on relationships you have defined in the Intercompany Accounts window.

You can use an intercompany segment to help you maintain your intercompany accounts. You must define this segment in your chart of accounts structure. See: *Defining Your Accounting Flexfield, Oracle General Ledger User Guide*, Release 11i.

The relationships you define in the Intercompany Accounts window can have the following results when you create intercompany transactions:

- Require a user to specify an originating intercompany account when entering an intercompany transaction in the More Criteria window, a subwindow of the Enter Journals window.
- Assign a default intercompany account for intercompany transactions. General Ledger posts a balancing amount to this account when there is no intercompany account defined for a matching source, category, and balancing segment value.
- Require all intercompany transactions to balance with the company originating the intercompany transaction.
- Require all intercompany transactions to balance against a defined intercompany account

General Ledger can also balance your intercompany transactions in summary or detail, depending on your business practices.

For more information about intercompany accounting, see: *Accounting for Multiple Companies Using a Single Set of Books: page 5 – 2*. That section discusses several alternatives to consider before you set up intercompany accounts, especially using natural accounts or the intercompany segment to track intercompany transactions.

### **Prerequisites**

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- Define your set of books.

- Enable Balance Intercompany Journal in the Set of Books window.
- Define your journal entry sources.
- Define your journal entry categories.
- (Optional) Define your intercompany segment.

**Intercompany Accounts (Vision Operations)**

Source: **Assets**  
 Category: **Accrual**  
 Balance by: **Detail**

Clearing Company Usage | Default Options

Always Use Clearing Company  
 Many to Many Intercompany Transactions Only

Company	Due From Account	Due To Account
01	01.000.1101.0000.000	01.000.1210.0000.000
02	02.000.1111.0000.000	02.000.2370.0000.000

Account Descriptions

Due From: \_\_\_\_\_  
 Due To: \_\_\_\_\_

Clearing Company Usage | **Default Options**

Always Use Clearing Company  
 Many to Many Intercompany Transactions Only

Clearing Company Usage      Default Options

**Action if No Clearing Company Specified**

Error Out

Use Default Clearing Company      01

Use Default Balancing Account

► **To define an intercompany account:**

1. Navigate to the Intercompany Accounts window.
2. Specify the Source and Category that apply to the intercompany account(s) you are defining.
3. Select Summary or Detail Balance from the Balance by poplist.

**Summary:** balance by journal

**Detail:** balance by journal lines

4. Complete the Clearing Company Usage and Default Options tabs.  
See: Multi Company Balancing Options: page 9 – 92.
5. Save your work.

**See Also**

Defining Sets of Books: page 9 – 66

Defining Journal Sources: page 9 – 81

Defining Journal Categories: page 9 – 85

Accounting for Multiple Companies Using the Same Set of Books: page 5 – 2

**Multi Company Balancing Option**

The Clearing Company Usage and Default Options tabs let you specify options for processing intercompany transactions among multiple companies or subsidiaries. The choices you select in these tabs determine how General Ledger automatically creates balancing entries for these types of journals. You can select only one option from the Clearing Company Usage tab per source and category combination.

The Always Use Clearing Company option lets you define how intercompany accounts are automatically created as clearing lines for any type of transaction:

- **Single to Single:** If you transfer an asset from one company to another, you create a single to single transaction that debits one company and credits another company.
- **Single to Many:** If one company charges many companies for engineering services in a single transaction, you create a single to many transaction that debits one company and credits multiple companies.
- **Many to Single:** If many companies transfer inventory items to one company, you create a many to single transaction that credits many companies and debits the single company.
- **Many to Many:** If many companies are transferring assets to one another, you create one many to many transaction that reflects all the business transactions between the many companies.

The Many to Many Intercompany Transactions Only option lets you define how intercompany accounts are automatically created as clearing lines only for many to many transactions.

<b>Clearing Company Usage Tab</b>	<b>Default Options</b>	<b>Result</b>
Always Use Clearing Company	Error Out	If you create a intercompany journal and do not specify the clearing company in the More Criteria window, the transaction will error out when you try to post.
	Use Default Clearing Company	If you create a intercompany journal and do not specify the clearing company in the More Criteria window, the transaction balances against the default balancing company you specify in the default clearing company field.
	Use Default Balancing Account	This choice is not available
Many to Many Intercompany Transactions Only	Error Out	If you create a intercompany journal and do not specify the clearing company in the More Criteria window, the transaction will error out when you try to post.

**Table 9 – 3 (Page 1 of 2) Intercompany Accounts window tab combinations**

Clearing Company Usage Tab	Default Options	Result
	Use Default Clearing Company	If you create an intercompany journal and do not specify the clearing company in the More Criteria window, the transaction balances against the default balancing company you specify in the default clearing company field.
	Use Default Balancing Account	If you create an intercompany journal and do not specify the clearing company in the More Criteria window, the transaction posts against the default account(s) you specify in the Intercompany Detail Region. <b>Note:</b> You must create at least one All Other balancing segment with corresponding Due From and Due To accounts. Choose All Other in the Company column to revert to balancing functionality in Oracle General Ledger Release 11.0 and earlier.

Table 9 – 3 (Page 2 of 2) Intercompany Accounts window tab combinations

### Clearing Company Usage Tab

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**Always Use Clearing Company:** Choose this option to apply one of the two choices in the Default Options tab; Error Out or Use Default Clearing Company. This option applies to any intercompany transaction you enter whether it involve single to single, single to many, many to single, or many to many companies.

**Many to Many Intercompany Transactions Only:** Choose this option to apply one of three choices in the Default Options tab; Error Out, Use Default Clearing Company, or Use Default Balancing Account.

This choice applies only when the intercompany transaction involves many companies to many companies.

### Default Options Tab

---

**Error Out:** If you select this option and a clearing company is not specified in the More Criteria window, the posting process will error.

**Use Default Clearing Company:** Choose this option to balance intercompany transactions against a default originating company. This company does not have to be a party to a transaction, but is the company against which all trading partners must balance.

You must specify the default originating company in the field to the right (enabled only when you choose this option).

**Use Default Balancing Account:** Choose this option to specify the default Due From and Due To balancing accounts in the region below. You must specify a balancing company and corresponding Due From Account (Debit) and Due To Account (Credit). For more information, see: Intercompany Detail Region: page 9 – 95.

## Intercompany Detail Region

You can record your intercompany transactions in detail by defining specific balancing segments and accounts in the Intercompany Detail region. If you want to use the same account for both debit and credit entries, you must enter the same account in the Due From and Due To Accounts fields.

**Balancing Segment Column:** Enter a specific balancing segment or leave blank. If you leave this field blank, General Ledger automatically defaults the value to All Other. All Other includes all balancing segment values not explicitly defined.

For example, suppose your balancing segment is defined as your company segment. You have seven companies in your multicompany organization and you want companies 1 and 2 to have specific balancing accounts for intercompany transactions. In rows 1 and 2, specify the company segment values and the corresponding accounts in the Due From and Due To fields.

You want your remaining five companies to share one set of balancing accounts. In row three, specify All Other in the balancing segment value field and complete the corresponding Due From and Due To accounts. In this example, All Other includes companies three through seven.

**Note:** Depending on your chart of accounts, the balancing segment can be your company, division, cost center, etc. This is reflected in the title of this column.



**Attention:** You are required to specify a corresponding Due To Account and Due From Account when All Other is specified in the company column.

**Due From Account:** Specify a debit balancing account.

**Due To Account:** Specify a credit balancing account.

**Account Descriptions:** This region lists the descriptions for the Due From Account and Due To Account you specified in the detail region.

**Additional Information:** When you post intercompany journals against a particular balancing segment value, General Ledger automatically substitutes the appropriate balancing segment value (clearing company) in your template to create the correct account code combination.

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## Planning Your Summary Accounts

A summary account is an account whose balance is the sum of balances from multiple detail accounts. Use summary accounts to perform online summary inquiries, as well as speed the processing of financial reports, MassAllocations, and recurring journal formulas.

► **To plan your summary accounts:**

1. Determine your summary account needs.
2. Plan the summary account structure to meet your needs.
3. Plan the parent segment values and rollup groups you need for your summary accounts.
4. Plan your summary account templates to generate multiple summary accounts.

## Determining Your Summary Account Needs

The first step in defining your summary accounts is to determine your summary account needs. Summary accounts provide you with significant benefits when you produce summary reports and perform allocations.

► **To determine your summary account needs:**

1. Consider the summary information you need for reports. Although you can easily define financial statements that sum a number of accounts together for a given row, you can use summary accounts for faster access to summarized balances.

For example, many of the reports for upper management in your company may include summary level amounts. You may have summary income or revenue statements and balance sheets, a summary overhead expense analysis and many other summary level reports in your management reporting package.

2. Identify the summary balances you need for online inquiries.

For example, you may need "flash" inquiries on the total of all cash balances for your domestic organizations to make daily decisions about investments or foreign currency hedging. You may also want to review the amount of working capital (current assets less current liabilities) for each division or department on a weekly basis.

3. Consider how you want to use summary accounts in formulas and allocations. You can use summary accounts as factors when defining journal formulas and allocations.
  - Use summary accounts to reference summary balances in a recurring journal formula. For example, to estimate a sales commission accrual based on the total of all product sales for each division, you can use a summary account that totals all product sales in each division.
  - Use summary accounts to reference summary budget balances in a budget formula. For example, to base the budget for employee benefits in each company on the total of all budgeted employee salaries, use summary accounts that total all employee salaries in each company.
  - Use summary accounts when entering budgets with budget rules. For example, you can base your budget for the current year's Salary account on a percentage of the prior year's total Overhead expense, a summary account.
  - Use summary accounts to indicate the total amount you want to allocate when defining your allocation formulas. Also, use summary accounts to help you calculate the allocation ratios to use in your allocation formulas.

## See Also

Creating Recurring Journal Entries: page 1 – 61

Creating Budget Formula Entries: page 2 – 33

Defining MassBudgets: page 2 – 38

## Planning the Summary Account Structure

After determining your summary account needs, plan your summary account structure according to how you want to summarize your accounting information.

- ▶ **To determine your summary account structure:**
  1. Choose ways to summarize your accounting information depending on the structure of your account and your informational needs. Generally, organizations structure their accounts such that each segment represents a particular dimension, or a way of looking at their organization.

Here are some common dimensions and examples of ways you can summarize information within each dimension:

**Company:** A segment that indicates legal entities. You might summarize companies by major industry, such as Electronics Companies; by regions within a country, such as Eastern Companies; or by country group, such as European Companies.

**Cost Center:** A segment that indicates functional areas of your business, such as Accounting, Facilities, Shipping, and so on. You might keep track of functional areas at a detailed level, but produce summary reports that group cost centers such as Accounting, Planning & Analysis and Facilities, into one division called Administration.

**Account:** A segment that indicates your “natural” account, such as Cash, Accounts Payable, or Salary Expense. You will likely summarize your accounts by account type, namely your Assets, Liabilities, Equity, Revenues and Expenses. You might also summarize at a more detailed level, with summary accounts like Current Assets or Long-Term Liabilities.

**Product:** A segment that indicates products. You might want to summarize products into product groups such as personal computer components, storage devices, and so on.

**District:** A segment that indicates geographical locations, such as Northern California, Central Florida or Western New York. If you define segments that record data within smaller geographical areas, such as districts, you can easily summarize districts into states, or even into groups of states you can call regions.

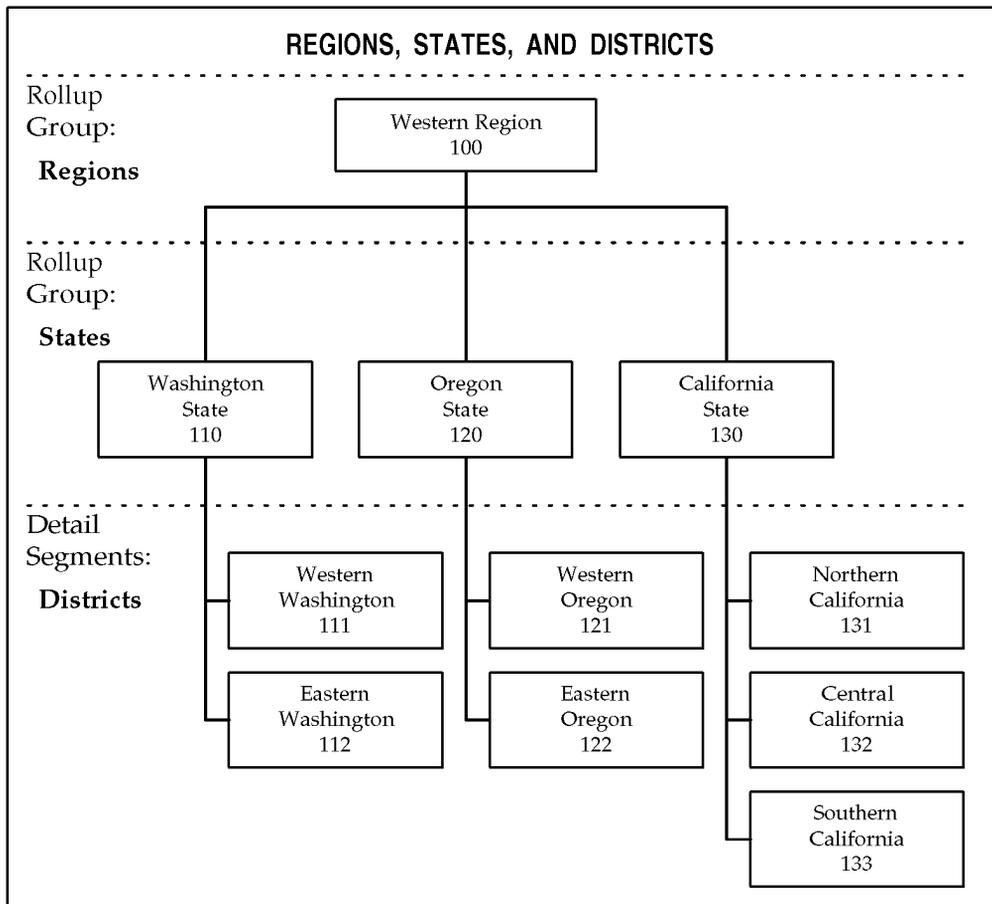
2. For any organizational dimension you want to summarize, determine how many summarization levels you want within that dimension.

For example, you can summarize your natural accounts into Assets and Liabilities, or you can summarize at a more detailed level, such as Current Assets, Non-Current Assets, and so on. You can also summarize products into product groups and into larger groups called product categories. Likewise, you can summarize districts into states and then into regions.

You can also summarize at different levels within an organizational dimension. For example, you may decide to group your East Coast offices together, your West Coast offices into another group, and your Midwest offices into a third group. Each of these summary groups can then be included in separate rollup groups namely Eastern States, Western States and Midwestern States. Then, you

may decide to combine these three groups into a higher level group, United States offices, and define a rollup group named Total Country Offices. If you have a single Canadian Office, you may decide to designate it as a group in itself and assign it to the rollup group Total Country Offices as well. In this example, your United States offices group is at the same summary level as your Canadian office group, but you have one summary level below the United States level, while you have no summary levels below your Canadian office.

- To clarify your plans, sketch your summarization levels on paper. The following illustration represents the summarization of districts into states and regions:



Indicate the segment value and description of each of the parents in your sketch. Also write the rollup group name or number and a description of the summary level next to each of your summarization levels. You do not need to include every parent value in a rollup group. You may define some parent values for reporting or formula definition purposes only.

For example, you may decide to group all of your cost centers under the parent value "All Cost Centers." However, if you do not plan to report on your cost centers at a summary level, there is no need to assign these parent values to a rollup group.

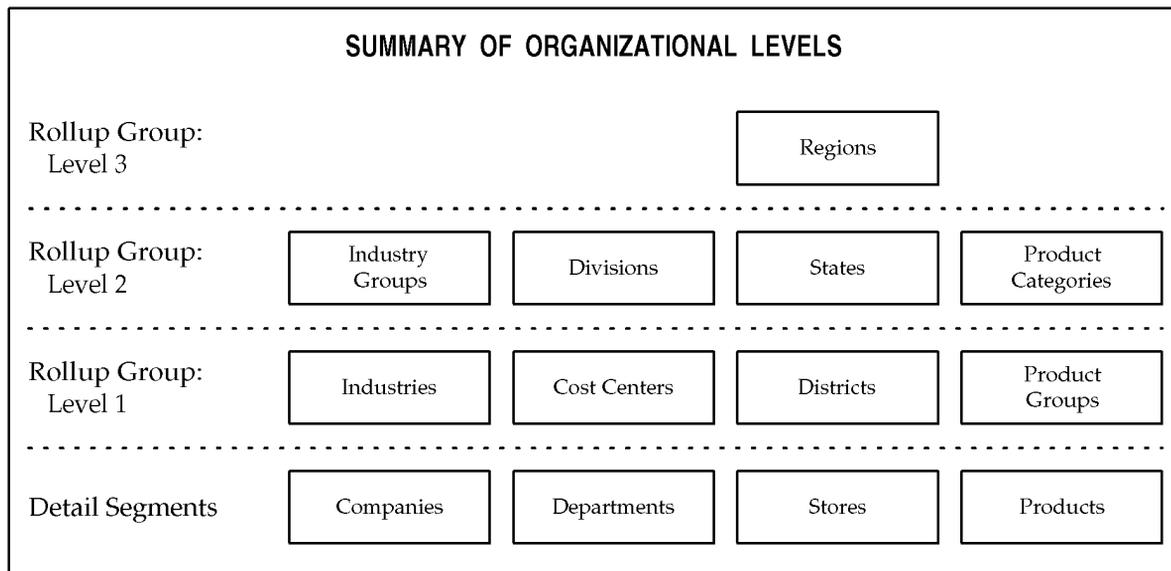
You can define multiple summary levels by assigning children that are parents themselves (grandparenting). For example, you can assign cost centers or departments 110, 120 and 130 as the children for cost center or department 100 – Western Region. General Ledger automatically maintains rollup relationships from the summary level to the lowest detail level so that when you transfer a child value from one parent to another, all the values assigned to the child are transferred as well. However, you can only drill down balances from the summary level to the lowest detail level, not to intermediate levels.

4. After considering how you want to summarize within each of your organizational dimensions, think about how you want to combine your summary views across different organizational dimensions. For example, if you summarize departments into divisions and districts into regions, you may wish to reference and report on divisions by region.

You can also combine a particular summary level for one organizational dimension with a different summary level for another organizational dimension. For example, you may wish to reference and report on departments by region.

To decide upon the combinations of summary views across your organizational dimensions, you can lay your summarization level sketches side by side so that you can consider your summarization levels conceptually. The following chart shows how you might roll up your account segments into several levels:

## SUMMARY OF ORGANIZATIONAL LEVELS



5. Consider whether you want to create these summary relationships with summary accounts, or with reporting hierarchies. You can achieve the benefits of summary reporting with reporting hierarchies instead of summary accounts. A significant benefit of using reporting hierarchies instead of summary accounts is easier reorganizations.

Use reporting hierarchies instead of summary accounts when:

- You want to easily reorganize your summary views in the future.
- Your primary use for summarization is reporting. You cannot reference reporting hierarchies in formulas, allocations or online.

Use summary accounts instead of reporting hierarchies when:

- Your summary relationships are more permanent.
  - You want to use summary accounts in formulas and allocations, as well as reporting.
  - You want online inquiry of these summary amounts.
  - You want faster financial reporting of these summary amounts.
6. To define parents for each of your account segments, organize your account structure so you can use ranges to easily define the children for your parent values.

For example, if you know that all of your administration cost centers are between 100 and 199, you can define the Administration parent as the range of cost center values between 100 and 199.

## See Also

Defining Summary Accounts: page 9 – 107

Entering Summary Account Templates: page 9 – 108

## Planning Parent Values and Rollup Groups

After determining your needs and organizing your summary account structure, define your parent values and your rollup groups.

**Note:** If you installed the Account Hierarchy Editor, you can use it to create and edit your account hierarchies graphically. You can use the Account Hierarchy Editor to define parent and child segment values, as well as rollup groups. Use the Account Hierarchy Editor in Applications Desktop Integrator. It is functional only in the English language.

See Account Hierarchy Editor, *Applications Desktop Integrator*.

### ► To determine the parent values and rollup groups you need to define:

1. Plan your parent segment values. When determining the values of parents for each account segment, consider the structure of values within that segment. If your segment values are logically organized and the child values for your parent are all in a contiguous range, a logical value for the parent is the first or last value in the range. For example, if all of your Assets are between 1000 and 1999, an appropriate value for your Total Assets parent is 1999. If you want to use parent values like this, reserve the first or last value in your ranges for a summary value.

If your segment values do not follow a particular structure, and your segment allows alphabetic characters, you can use alphabetic characters for parent values. The alphabetic characters not only distinguish your parent values from your detail values, but they can also provide some description for the parent value.

For example, you could group your United States companies, companies 07, 12 and 18 into a parent with a value of "US."

2. Define the parent segment values, and enter meaningful segment value descriptions. For example, for rollup groups that summarize

districts into states and regions you might use descriptions for your parent values such as "Washington State," and "Western Region."

3. Choose a naming or numbering method for rollup groups that is similar for all segments to establish a more memorable and logical rollup group structure. This consistent rollup group structure helps you know the approximate level of detail the parents in rollup groups provide. For example, where districts are your detail segment, states would be rollup group name States, regions would be rollup group name Regions, and so on.

## See Also

*Applications Desktop Integration, Release 4.0 CD-ROM*

Defining Summary Accounts: page 9 – 107

Designing Your Accounting Flexfield: page 9 – 27

Parent and Child Values and Rollup Groups: page 9 – 42

Defining Segment Values

Defining Rollup Groups

*(Oracle Applications Flexfields Guide)*

## Planning Summary Account Templates

Set up templates to define and maintain summary accounts. You can enhance the speed of your summarizations by controlling the number of summary accounts created by your template. The number of summary accounts your template creates depends on the template segment values.

Use the following formula to determine the number of summary accounts any given template will create:

### Number of Summary Accounts Created

=

**Number of Detail Segment Values**  
for Each Segment with a "D" Value

X

**Number of Parent Segment Values**  
**in the Rollup Group**  
for Each Segment with a Rollup Group Name

X

**1**  
for Each Segment with a "T" Value

Consider the following example for a 3–segment account:

Template: D – T – States

Number of values in the first segment:	10
Number of parent values in the rollup group for States	12
Total number of summary accounts produced:	120

## See Also

Defining Summary Accounts: page 9 – 107

Entering Summary Account Templates: page 9 – 108

## Defining Summary Accounts

General Ledger uses summary templates to create summary accounts, whose balances are the sums of multiple detail accounts. Use summary accounts to perform online summary inquiries, as well as to speed the processing of financial reports, MassAllocations, and recurring journal formulas.

You specify when you want General Ledger to begin maintaining your summary account balances. You can also assign budgetary control options to a summary template for which you want to perform summary level budgetary control.

When you delete a summary template, General Ledger deletes all summary accounts created from that template and their associated balances.



**Suggestion:** To improve performance when deleting large volumes of summary templates, see GL: Summarization Profile Options: page B – 13

Name	Template	Description	Earliest Period	Status	
Assets	D.T. Assets	Assets Summary	Jan-00	Adding	
Equity	D.T. Equity	Equity Summary	Jan-00	Adding	
Liabilities	D.T. Liabilities	Liabilities Summary	Jan-00	Adding	

### Prerequisites

- Define your account segments
- Define your rollup groups

► **To define a new summary account template:**

1. Navigate to the Summary Accounts window.
2. Enter a Name for the summary account template.
3. Enter the Template.

4. Enter the Earliest Period for which you want General Ledger to maintain your actual, encumbrance and budget summary account balances. General Ledger maintains summary account balances for this accounting period and for subsequent periods.
5. If you are using budgetary control for your set of books, set the budgetary control options for the summary template.
6. Save your work. General Ledger submits a concurrent request to add the summary accounts, and displays the Status of your summary template.

**Current:** The summary accounts are active.

**Adding:** The concurrent request to create summary accounts is pending or running.

**Deleting:** The concurrent request to delete summary accounts is pending or running.

## See Also

Planning Your Summary Accounts: page 9 – 97

Setting the Summary Account Budgetary Control Options: page 9 – 110

Defining Sets of Books: page 9 – 66

## Entering Summary Account Templates

You enter summary account templates to create summary accounts. General Ledger uses the templates in combination with parent segment value definitions to create summary accounts.

### ► To enter a summary account template:

- From the Summary Accounts window, enter the summary account Template using one of the following values for each segment:

**D:** Your template creates and maintains a summary account for every detail segment value. This value creates the most summary accounts of any template value.

**Note:** General Ledger will not allow you to define a summary account template using only D template values.

**T:** Your template creates and maintains a summary account that sums balances of all detail segment values. This value creates the fewest summary accounts of any template value.

If you enter T for a segment, all summary accounts created by the template will have the value T for the segment. Therefore, the value T must be defined and enabled for the segment. Also, the segment value must be a parent and detail posting and budgeting are not allowed.

**Note:** Do not define a summary account template using only T template values. A template using T values for every segment will have a zero balance if your general ledger is in balance.

**[Rollup Group Name]:** Your template creates and maintains a summary account for each parent segment value assigned to the rollup group you specify. The more parent segment values in a given rollup group, the more summary accounts your template creates.

## See Also

Planning Summary Account Templates: page 9 – 105

Defining Rollup Groups

*(Oracle Applications Flexfields Guide)*

## Updating Summary Accounts

Usually, General Ledger updates your summary accounts when you change your organizational structure. For example, when you add a new child segment value to a parent which is used in a summary account, you do not need to change any of your summary templates. Your new child value automatically summarizes into your existing summary accounts.

However, when you change the contents of a rollup group that is used in a summary template, you must update the summary account template to reflect the organizational change.

### Prerequisite

---

Create a summary account template, and ensure that the concurrent process for adding the template is complete.

#### ► To update a summary account template:

■ Delete the template and recreate it to reflect the new organization structure.

For example, assume you have assigned four department parent segment values to a rollup group named Departments, and you have defined a summary template D-Departments-D. You then define a new department parent value and assign it to the rollup group Departments. In order for your new parent value to be summarized, you must delete the template D-Departments-D. After the Delete Summary Account process completes, you must recreate template D-Departments-D.

## Setting the Summary Account Budgetary Control Options

If budgetary control is enabled for your set of books, enter budgetary control options for your summary account template.

► **To set the budgetary control options for a summary account template:**

1. Navigate to the Summary Accounts window.
2. Enter the summary account template Name.
3. Enter the summary account Template.
4. Enter the Earliest Period for which you want General Ledger to maintain your actual, encumbrance and budget summary account balances. General Ledger maintains summary account balances for this accounting period and for subsequent periods.
5. Enter the Funds Check Level: page 2 – 82.

If you choose the Advisory or Absolute funds check level, you must enter values in the remaining budgetary control fields. You cannot enter values in these fields if you choose the None funds check level.

6. Assign a Debit or Credit balance type to your summary template. General Ledger uses the balance type to determine if funds are available, based on the funds available equation:

$$\text{Funds Available} = \text{Budget} - \text{Actual} - \text{Encumbrance}$$

- For summary accounts with a Debit balance, General Ledger considers funds available to be sufficient if the funds available equation yields a positive result.
- For summary accounts with a Credit balance, General Ledger considers funds available to be sufficient if the funds available equation yields a negative result.

Assigning a balance type of debit or credit to a summary account does not restrict the balance type of the detail accounts that roll up into a summary account.

7. Enter the Amount Type, or cumulative balance used in the funds checking interval. See: Amount Type and Boundary: page 2 – 83
8. Enter the Boundary, or the endpoint of the funds checking interval. Combined with the amount type you specify, boundary determines the time interval over which to perform summary level budgetary control. See: Amount Type and Boundary: page 2 – 83
9. Enter the Funding Budget against which you want General Ledger to check or reserve funds.

You can only choose a funding budget that requires journal entries. General Ledger requires you to create budget journal entries for your funding budget to enforce budgetary control.

► **To change the funds check level:**

If you want to change the funds check level from None to Advisory or Absolute, you must delete the summary template and then recreate it with the appropriate funds check level. General Ledger does not perform summary level budgetary control retroactively for the summary accounts it creates.

## See Also

Defining Sets of Books: page 9 – 66

Defining Budgets: page 2 – 18

Budgetary Control and Online Funds Checking: page 2 – 80

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## Defining Statistical Accounts

General Ledger lets you maintain statistical as well as monetary balances for any account. However, in some cases you may want to set up separate accounts specifically for statistical information. For example, you might want to enter the units sold statistic in your Sales Revenue and Sales Expense accounts, but enter the square feet statistic in only a single account, say the SQFT account.

- ▶ **To define a statistical account:**
  - Set up your statistical accounts the same way you set up all other accounts. When you define your statistical accounts, you can also define cross-validation rules. This ensures that the combination of segments you enter is always valid. For example, you might decide that statistical accounts 9000–9025 should only be used with company 01 because these statistical accounts hold the headcount totals for each division in company 01 only.

## Reporting on Statistics

If you maintain statistical information in General Ledger, you can produce standard and custom reports to track statistical balances. You can also run online inquiries to see statistical data.

**Standard Reports:** Request one of the General Ledger standard reports, specifying STAT as your currency. You can produce the report for specific accounts and accounting periods.

**Custom Reports:** Use the Financial Statement Generator to combine statistical and monetary information in a single report, or create separate statistical reports.

- To produce a statistical report, use a row set that contains only statistical rows.
- To combine statistical and financial information in a single report, use a row set that contains both monetary and statistical type rows. This type of row set will be useful when you want to produce a consolidating report for your multi-company organization that includes revenue, expense and resource information.

**Inquiries:** Perform journal and account inquiries to review information about your statistical journal transactions and statistical account balances. When you run an inquiry, enter STAT as the currency to see only statistical data.

## See Also

Defining Accounts: page 9 – 47

Defining Your Cross-Validation Rules  
(*Oracle Applications Flexfields Guide*)

Defining Row Sets: page 4 – 43

Running Financial Reports: page 4 – 84

Running Financial Report Sets: page 4 – 86

Finding Journals and Journal Batches: page 3 – 13

Performing an Account Inquiry: page 3 – 6

Submitting a Request (*Oracle Applications User's Guide*)

## Defining Statistical Units of Measure

Define statistical units of measure if you want to enter both statistical and monetary amounts for the same account within a single journal entry. You can maintain any type of statistical account, including headcount, number of units produced or sold, and so on. You associate a single unit of measure with an account segment value. You must also enable the profile option Journals:Mix Statistical and Monetary.

**Note:** To enter both statistical and monetary amounts for budget journals, you must assign accounts to your budget organization using both monetary and STAT currencies. Also, you cannot enter statistical amounts for budget journals if you are using budgetary control.

Use the Units of Measure Report to review your statistical units of measure and the account segment values to which you assigned them.

### Prerequisite

---

Define your set of books

► **To define a statistical unit of measure:**

1. Navigate to the Statistical Units of Measure window.
2. Enter the Account segment value that you want to associate with a statistical unit of measure. You can only enter detail account segment values (no parent account segment values), and you can enter only one unit of measure for each account segment value.  
  
You can change the unit of measure associated with an account segment value at any time.
3. Enter a Unit of Measure name and Description. For example, you might enter a unit of measure "Hours" with a description "Hours Worked."
4. Save your work.

### See Also

Defining Sets of Books: page 9 – 66

Entering Statistical Journals: page 1 – 18

Unit of Measure Report: page 14 – 79

## Defining Document Sequences

Create a document sequence to uniquely number each document generated by an Oracle application. In General Ledger, you can use document sequences to number journal entries, enabling you to account for every journal entry.



**Attention:** Once you define a document sequence, you can change the Effective To date and message notification as long as the document sequence is not assigned. You cannot change a document sequence that is assigned.

Name	Application	From	To	Type	Message	Initial Value
ACKNOW	Oracle Receivables	11/DEC/1997		Gapless	<input checked="" type="checkbox"/>	9900001 ..
AP EFT.maksu	Oracle Payables	01/JAN/1998		Automatic	<input checked="" type="checkbox"/>	1 ..
AP lasku	Oracle Payables	01/JAN/1998		Gapless	<input checked="" type="checkbox"/>	980001 ..
AP maksu	Oracle Payables	01/JAN/1998		Automatic	<input type="checkbox"/>	982001 ..
APST documsec	Oracle Payables	01/JAN/1999		Automatic	<input type="checkbox"/>	555 tei
AP_CONTRA	Oracle Payables	01/JAN/1990		Automatic	<input type="checkbox"/>	1 a..
AP_CheckPaym	Oracle Payables	01/JAN/1998		Automatic	<input checked="" type="checkbox"/>	1 ..
AP_ClearingPay	Oracle Payables	01/JAN/1998		Automatic	<input checked="" type="checkbox"/>	1 ..
AP_CrMemolnv	Oracle Payables	01/JAN/1998		Automatic	<input checked="" type="checkbox"/>	1 ..
AP_DK_Electron	Oracle Payables	01/JAN/1998		Gapless	<input checked="" type="checkbox"/>	5000000 ..

### ► To create a new document sequence:

1. Navigate to the Document Sequences window.
2. Enter a unique Name for your document sequence.
3. Select Oracle General Ledger as the Application to associate with the document sequence. Audit records for your sequence are stored in the application's audit table.
4. Enter the Effective From and To dates for your document sequence.

If there is no end date defined and there are no assignments for a sequence, you can disable the sequence by entering the current date as the end date. Once disabled, you cannot reactivate a sequence.

5. Select the Type of numbering you want your documents to have.

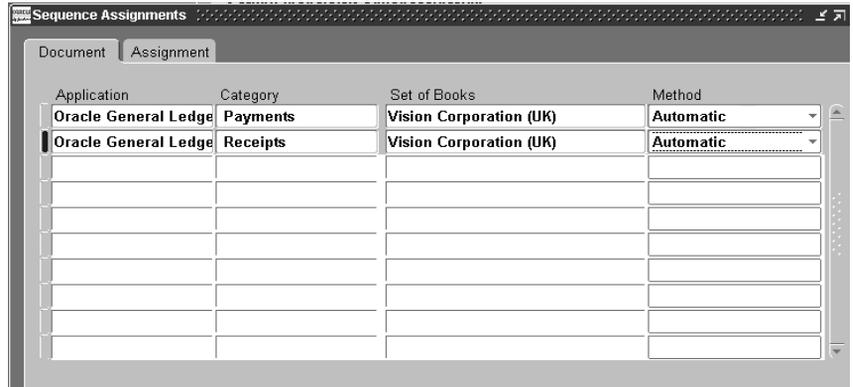
**Automatic:** General Ledger sequentially assigns a unique number to each document as it is created. Documents are numbered in order by date and time of creation. Numbers are in sequential order, with no gaps or omissions.

**Manual:** The user must assign a number to each document when it is created. You must enter unique values. Sequential ordering and completeness are not enforced.

6. For an automatic sequence, choose whether to display a Message to inform the user of the sequence name and number.
7. For an automatic sequence, enter an Initial Value for the first document in your sequence.
8. Grant Access to your document sequence from General Ledger by selecting Oracle Usernames (ORACLE IDs). The additional applications may use the sequence to number their own documents. Extending access to your document sequence from more than one ORACLE ID is especially useful when there is more than one installation of a given product, for example, when there are multiple sets of books.
9. Save your work. General Ledger launches a concurrent process to create the document sequence.
10. When the concurrent process is completed, assign the sequence to an application and category, and optionally to a set of books and method.

## Assigning Document Sequences

After defining document sequences, you must assign a specific sequence to an application and category. If you enabled the Set of Books and/or Method Document Flexfield segments, you can also assign sequences based on the set of books and/or creation method of the document.



The screenshot shows a window titled "Sequence Assignments" with two tabs: "Document" and "Assignment". The "Assignment" tab is active, displaying a table with the following columns: Application, Category, Set of Books, and Method. The table contains two rows of data:

Application	Category	Set of Books	Method
Oracle General Ledger	Payments	Vision Corporation (UK)	Automatic
Oracle General Ledger	Receipts	Vision Corporation (UK)	Automatic

You can assign sequence numbers to journal entries, but only to those journals created for actual transactions. You can choose to assign sequence numbers to journal entries that General Ledger automatically creates, or to journal entries you enter manually in the Enter Journals window. General Ledger automatically creates journal entries for actual transactions when you perform the following tasks:

- Import Journals
- Reverse Journals
- Revalue Balances
- Generate Recurring Journals
- Generate MassAllocation Journals
- Consolidate Sets of Books

You can assign only one active document sequence scheme to each unique combination of Application, Category, Set of Books, and Method. However, you can assign the same document sequence to more than one combination of Application, Category, Set of Books, and Method.



**Attention:** You should not assign a manual sequence to an Automatic method.

## Prerequisite

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- Define your document sequences.

► **To assign document sequences:**

1. Navigate to the Sequence Assignments window.
2. Enter the Application that generates the documents you want to number. For General Ledger, enter OGL.
3. Select the Category of the journals you want to number.
4. Enter a Sequence name. You can only choose document sequences that you defined for the application you specified.
5. Enter a Start Date for the sequence assignment. Once you define a sequence assignment, you cannot change the Start date.
6. Enter an optional End Date after which your sequence assignment is no longer enabled. If you leave this field blank, your sequence assignment does not expire.

If you enter an end date and define your sequence assignment, the end date cannot be modified later.



**Attention:** If you enter start and end dates, you can only use your sequence assignment to assign document numbers to journal entries for which the journal effective date falls between the start and end dates.

If there is no end date defined and there are no active assignments for a sequence, you can disable the sequence assignment by entering the current date as the end date. Once disabled, you cannot reactivate a sequence assignment.

## See Also

Planning Your Descriptive Flexfields  
(*Oracle Applications Flexfields Guide*)

Defining Document Sequences: page 9 – 115

## Assigning Document Sequences by Set of Books and Entry Method

You can also assign document sequences based on the set of books and/or the creation method of the document. To assign sequences by sets of books and/or entry method, you must enable the Set of Books and/or Method Document Flexfield segments.

## Prerequisite

---

- Define your document sequences.
- Enable the Set of Books and/or Method Document Flexfield segments.

► **To assign document sequences:**

1. Navigate to the Sequence Assignments window.
2. Select the Application that generates the documents you want to number.
3. Select the Category of the documents you want to number.
4. If you are assigning document sequences by the set of books, enter the Set of Books to which the document numbering applies.
5. If you are assigning document sequences by entry method, select the creation Method of the documents:

**Automatic:** Assign sequential numbers to journal entries created automatically by General Ledger. Do not assign sequences defined with a manual numbering type to an automatic creation method.

**Manual:** Assign sequential numbers to journal entries you enter manually using the Enter Journals window.

6. Enter a Sequence name. You can only choose document sequences that you defined for the application you specified.

**Note:** You should not assign sequences defined with a manual entry method to an automatic creation method.

You can assign only one active document sequence scheme to each unique combination of Application, Set of Books, Category, and Method. However, you can assign the same document sequence to more than one combination of Application, Set of Books, Category, and Method.

7. Enter a Start Date for the sequence assignment. Once you define a sequence assignment, you cannot change the Start Date.
8. Enter an optional End Date. You can enter or change the End Date at any time.

## See Also

Defining Document Sequences: page 9 – 115

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## Entering a New Employee

Use the Enter Person window to enter and maintain basic personal information, addresses, and work assignment details for your employees.

The system warns you if you enter two people with the same name and birth date.

**Note:** You cannot use this window if Oracle Human Resources is installed at your site. You must use the HR Person window, which maintains a datetracked history of any changes you make to employee records.

**Additional Information:** Use this window to enter employees and create approval hierarchies to support Journal Approval. See: Journal Approval: page 1 – 31

### Prerequisites:

- Select your employee number generation method in the Financial Options window.

### ► To enter a new employee:

1. Enter the employee's name. Only the last name is required.
2. If your enterprise uses manual employee number entry, enter an employee number and national identifying number (such as Social Security Number in the US).  
  
If your enterprise uses automatic number generation, enter a national identifying number only. The employee number automatically displays when you save your entries in this window.
3. Enter the employee's hire date in the first of the Employment Dates fields. This must be on or before today's date.
4. In the Email field, you can enter an email user ID.
5. In the Mail field, select Home or Office to indicate the employee's preferred mail address. For example, Oracle Payables mails employee expense checks to this address.
6. Save your work and choose More... to enter a new address or work assignment information.

## Entering Addresses

You can enter as many addresses as necessary for each employee in the Address region of the Person Information window.

### Prerequisites

- Set up any address types you want to use (such as home or office) as QuickCodes for the QuickCode Type ADDRESS\_TYPE.

#### ► To enter an address:

1. Select a national address style.

A window opens with the address format for the country you select.

2. Enter your address information in this window and choose OK.

This returns you to the Address window.



**Attention:** If you plan to create a supplier from this employee automatically during Invoice Import, the address lines must not exceed 35 characters. Oracle Payables creates exceptions during Invoice Import for employees with addresses that exceed 35 characters.

3. Select an address type, such as home, or weekend, or office.
4. You can check Primary for the address you are creating, to identify the employee's main address. By default, the first address you enter is the Primary address.

Only one address at any time can be a person's Primary address.

**Additional Information:** Default address styles are predefined for many countries. You can create address styles for other countries.

See: *Oracle HRMS Documentation Set*

## Entering Employee Work Assignments

You enter information about an employee's work assignments in the Assignment region of the Person Information window.

### Prerequisites

- If you want to assign the employee to an organization, job, or position, you must define these work structures first.

See: Creating an Organization

Defining Jobs

Defining Positions

*(Oracle HRMS Documentation Set)*

- Enter the work address of the assignment in the Location window.

See: Setting Up Site Locations

*(Oracle HRMS Documentation Set)*

- Set up your Accounting Flexfield.

See: Defining Your Account Structure: page 9 – 35

► **To enter a new assignment:**

1. Select the organization to which you want to assign the employee. The default organization is the Business Group.

If a location is defined for this organization, it also appears as a default.

2. Select the job, position, and supervisor for the employee's assignment.

The employee's supervisor is the default next approver for all purchasing documents if the Use Approval Hierarchies check box in the Financial Options window is checked.

3. The Set of Books field displays the set of books for your installation. The Default Expense Account field displays the concatenated description of the Account.

In some applications, you can select another flexfield structure that the employee's expenses should debit. Oracle Payables uses this information to generate expense reports for your employees.

4. Select a location for the assignment. The address of this location is displayed.

## Updating Employee Assignments Over Time

Project Accounting users can select the Assignment History region to view and update employee assignments over time.

The date fields in this region display the start and end dates of the assignment.

In the New Assignment region, you can insert a change to the assignment, as from a particular start date. The Assignment History

region shows one row for every change to the organization, job, location, manager, or billing title of the assignment. Each row is valid between the dates shown at the bottom of the Assignment History region.

► **To insert a change to an assignment:**

1. Query the assignment you want to change in the Assignment History alternative region of the Person Information window.
2. In the New Assignment region, enter the start date of the change. The other fields in this region display the values that are valid at this date.
3. Update any of the values in the New Assignment region, and save your changes.

## **Recording Employment Termination and Rehiring Ex-employees**

► **To record employment termination:**

1. Query the employee in the Enter Person window.
2. Enter a termination date in the second of the Employment Dates fields, and save.

► **To cancel a termination:**

1. Query the employee in the Enter Person window.
2. Clear the termination date in the second of the Employment Dates fields, and save.

► **To rehire an ex-employee:**

1. Query the ex-employee in the Enter Person window.
2. Clear the termination date in the second of the Employment Dates fields.
3. Enter a new hire date in the first of the Employment Dates fields, and save.

## **Viewing Person Information**

You can use the Enter Person window to view information about a person or about groups of employees or other people.

► **To find selected people:**

1. If the Find People window does not open automatically, choose Find from the Query menu.
2. You can enter any combination of the following criteria:
  - a person's name or employee number
  - a national identifying number (such as social security number)
  - work location
  - supervisor
3. Choose the Find button to run the query.
4. Choose Next Record from the Go menu to see each person retrieved by the query.

**See Also**

Setting Up Journal Approval: page 9 – 76

Journal Approval Overview: page 1 – 31

Defining Your Account Structure: page 9 – 35

Defining Sets of Books: page 9 – 66

Oracle HRMS Documentation Set

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## Setting Up Automatic Tax Calculation

Since journal entry taxes are computed similarly to taxes within Payables or Receivables, much of your Payables or Receivables setup is reusable. For example, you do not have to define tax codes for General Ledger if you have already defined them for Receivables. If you do not use those applications, you can also access the setup forms from within General Ledger.

Other journal entry tax setup information is associated with a particular set of books; therefore, you need to complete this setup for each set of books. Also, if you use multiple organization support in Payables and Receivables, tax information is associated with a specific operating unit, so you need to complete this setup for each operating–unit–specific responsibility.

### Defaulting or Enforcing Tax Information

---

You can control the degree of flexibility your accounting clerks have when entering tax amounts, to meet legislative requirements and your policy. For example, if your legislation permits some flexibility in rounding calculated tax amounts, you might want to allow the standard rounding rule (for a set of books) to be overridden during manual journal entry.

See: Tax Information Defaults and Overrides: page 9 – 128

► **To set up and use automatic journal entry tax calculation:**

1. Define Tax Codes and Tax Names (for example, "Standard" or "Consumption") within Receivables or Payables. If you do not use Oracle Receivables and Payables, you can define tax codes and tax names from General Ledger (Tax Names window and Tax Codes and Rates window).

See: Tax Names (*Oracle Receivables Users' Guide*)

Defining Tax Codes and Rates (*Oracle Payables Users' Guide*)

2. Choose the Enable Journal Entry Tax option for each set of books for which you want to calculate tax in journal entries.

See: Set of Book Standard Options: page 9 – 71

3. Set tax calculation options, such as the tax precision, using the Tax Options window.
4. (Optional) Set default input and output tax codes and rounding information for each set of books and for specific accounts.

See: Tax information defaults and overrides: page 9 – 128.

5. Update your standard operating procedures for entering journals for taxable transactions.

See: Entering Journals for Taxable Transactions: page 1 – 13.

► **To upgrade from Release 9 VAT descriptive flexfield system:**

1. Wait for a logical time to upgrade, such as the end of a tax period or tax year.
2. Deactivate the Value Added Tax Descriptive Flexfield.
3. Implement and begin using Automatic Tax Calculation. Use the Tax Journals Report instead of the old VAT reports.

## Tax Options Field Reference

The screenshot shows the 'Tax Options' window. The title bar reads 'Tax Options (Vision Operations, Vision Operations)'. The main area is divided into several sections. At the top is 'Tax Calculation Options' with fields for 'Tax Reporting Currency' (USD), 'Precision' (2), 'Minimum Accountable Unit' (1), and 'Calculation Level' (Line). There is a checked checkbox for 'Allow Rounding Rule Override'. Below this is a section for 'Set of Books Level' with 'Account Level' selected. The bottom section is split into 'Input Tax Defaults' and 'Output Tax Defaults'. Both have 'Tax Code' (CA-Sales Tax and CA Sales respectively) and 'Rounding Rule' (Nearest). Both also have an unchecked checkbox for 'Amount Includes Tax'.

The Tax Options window contains the following fields, which control the way tax is calculated:

**Tax Reporting Currency:** read only, shows the functional currency for the current set of books

**Minimum Accountable Unit:** the smallest unit that a tax amount can have; the system rounds up or down to yield a multiple of this minimum unit.

**Precision:** the number of decimal places to which you want to calculate tax; Precision specifies the accuracy, and Accountable Unit specifies the rounding target.

**Calculation Level:** either *Journal* or *Line*, to determine how taxable amounts are grouped and calculated

## See Also

Tax Calculation Rules: page 9 – 127

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## Automatic Tax on Journal Entries

Many subledgers automatically account for taxes, such as VAT, sales tax, or consumption tax. For example, Receivables can calculate output taxes for a taxable invoice line, and Payables can calculate the net and tax amounts on a tax inclusive line item and automatically create appropriate tax liability journal entries.

When you enter taxable transactions directly into your general ledger, bypassing the subledgers, you can automatically create additional tax journal lines, using the same kind of tax calculation rules you define in Payables or Receivables.

## See Also

Implementing Value Added Tax (*Oracle Receivables User's Guide*)

Calculating Tax (*Oracle Receivables User's Guide*)

Taxes (*Oracle Payables User's Guide*)

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## Tax Calculation Rules

General Ledger calculates tax entries differently, depending upon whether you are using:

- Line-level tax calculation
- Journal-level tax calculation

For any kind of tax calculation, the system also uses the following information:

- a tax rate, determined by the line item's tax code
- a rounding rule (which is defined at the set of books level, may optionally be overridden at the line level during journal entry)

- a precision and minimum accounting unit, as specified for the current set of books

## Tax Information

General Ledger gets tax information, such as the tax rate to use for a particular line item and the tax account for calculated tax entries, from the same tax definitions used by Receivables and Payables; these definitions are known as Tax Codes and Tax Names in Receivables and Payables, respectively. If you do not use Oracle Receivables or Payables, the tax codes and tax names can be set up in General Ledger.

During transaction entry, you associate a Tax Type and Tax Code with each journal line (or let the system default or enforce a Tax Type and Tax Code, depending on your setup decisions). If the Tax Type is Output, the system gets tax information from the correspondingly named Tax Code in your Receivables setup; a Tax Type of Input indicates that tax information should be drawn from the correspondingly named Tax Name in Payables.

### Tax Information Defaults and Overrides

Each taxable journal entry line has several tax fields that determine how the system will calculate tax:

- Tax Type (Input or Output)
- Tax Code
- Rounding Rule
- Tax-inclusive or Tax-exclusive

Depending upon how you configure Automatic Tax, you can supply appropriate default values for these fields, or you can enforce values for specific account segments. Note that you make these setup decisions once for each set of books.

**Additional Information:** The tax options you set for General Ledger may also be used as defaults in your Oracle Payables, Receivables, and Purchasing applications. To use the General Ledger tax option defaults, you must complete specific setup steps in those other applications. For more information, see the respective application's user's guide.

You set tax information defaults using the Tax Options window.

**Set of Books Level:** For each set of books, you can define a default Tax Code, Rounding Rule, and Tax-inclusive or Tax-exclusive status, once for input taxes and once for output taxes. If you check Allow Rounding Rule Override, a user can change the rounding rule during manual journal entry.

**Account Level:** If journal entries for a specific account are usually or always taxed at a certain rate or with a certain tax code, you can assign a default or required value for that account. For each account, you specify a default tax type and tax code, specify whether the tax code can be overridden by a user, and specify whether the amounts are tax-inclusive or not. (You cannot specify different defaults for different cost centers or other Accounting Flexfield segments.)

If you do not provide default values for a particular account, the system uses any set of books-level defaults, if there are any.

Account-level defaults override set of books-level defaults.

Even if you do not allow users to override tax codes, they can still change a journal entry's Tax Type from Input to Output, then choose any valid Tax Code.

### **Tax Information in a Multiple Organizations Installation**

If you are using Multiple Organizations with your Receivables or Payables installation, you can use only Tax Codes that belong to your current responsibility's corresponding Operating Unit. (Operating Unit corresponds to the MO: Operating Unit profile option.)

Since you have access only to the input and output tax codes belonging to your current operating unit, you cannot create a single batch having tax codes belonging to several different operating units.

## See Also

*Multiple Organizations in Oracle Applications*

Setting up Automatic Tax Calculation: page 9 – 125

## Formulas and Rounding

For tax-exclusive entered amounts, the system creates additional journal lines with the appropriate calculated tax amount, and leaves the entered line untouched:

$$\text{Calculated tax amount} = \text{entered amount} \times \text{tax rate}$$

$$\text{Net amount} = \text{entered amount}$$

For tax-inclusive amounts, the system calculates the amount of tax inherent in the entered amount and creates a corresponding tax line, and it also replaces the entered amount with a smaller *net* amount:

$$\text{Calculated tax amount} = \text{entered amount} \times \frac{\text{tax rate}}{100 + \text{tax rate}}$$

$$\text{Net amount} = \text{entered amount} - \text{calculated tax amount}$$

Each calculated tax amount is denoted in the current set of book's functional currency, and uses a tax precision and minimum accountable unit specified by the tax options for the current set of books. (The tax precision can be different from the overall precision for a currency.)

Tax amounts are rounded Up, Down, or Nearest to meet the tax precision and minimum accounting unit, according to the rounding rule entered, defaulted, or enforced for the set of books.

### **Rounding Example**

Suppose you are calculating taxes in a particular legislation and that the minimum accountable unit is .01. Even though the minimum accountable unit for that legislation's currency is .01, tax amounts are always rounded to the nearest .05 currency units. You would define this by specifying a tax precision of 2 and a tax minimum accountable unit of .05 in the Tax Options window for your set of books. Then, a calculated tax amount of 1.45 will be rounded up to 1.50.

## Generated Tax Line

---

The system creates a journal line for each calculated tax amount; the journal line debits or credits the account associated with the corresponding entered amount's tax code

The system derives a Description for each calculated tax line, as follows:

*(tax code) tax at (tax rate)% for line (line number): (line description)*

## Line-level Tax Calculation

For line-level calculation, each journal line is considered one at a time. If an amount is tax-exclusive, the system creates a separate, corresponding tax line, debiting or crediting the appropriate tax liability by the calculated tax amount. For tax-inclusive amounts, the system creates a separate tax line, and it also *reduces* the entered amount (existing line) by the calculated tax amount.

### Example: Line Level Calculation

Suppose you need to enter information for an employee's business trip expenses. You received the employee's expense report, which contains the following information:

Line	Description	Amount	Tax	Gross Amount
1	Hotel fee	40	1	41
2	Travel expense	57 (tax included)	-	57
	Total			98

Table 9 – 4 Journal, before calculating tax (Page 1 of 1)

In this transaction, the hotel expense amount in line 1 excludes tax, while the travel expense in line 2 includes tax.

Let's also assume that the following tax parameters apply to this transaction:

**Tax code:** Consumption (3% tax rate)  
**Rounding rule:** Down  
**Tax account:** 01-000-2200  
**Tax currency precision:** 0

Using the journal entry form, you enter the first line as an expense of 40 (ignoring the tax), and the second line as an expense of 57.

Line	Account	Dr	Cr	Description	Tax Code	Includes Tax?	Rounding Rule
1	01.000.5100	40		Hotel fee	Consump	No	Down
2	01.000.5200	57		Travel expense	Consump	Yes	Down

Note that the resulting journal will temporarily be out of balance.

At this point, you can calculate tax on the journal line (by saving, then choosing Tax Journal).

Calculating tax for line 1, we get a tax amount of 1.2, which we then round down to 1. The entered amount is left untouched, since it is tax exclusive.

For line 2, we get a tax amount of 1.66, which is then rounded down to 1, and a net amount of 56 (57 minus 1).

That is, after you calculate tax, the journal looks like this:

Line	Account	Dr	Cr	Description	Tax Code	Includes Tax?	Rounding Rule
1	01.000.5100	40		Hotel fee	Consump	No	Down
2	01.000.5200	56		Travel expense	Consump	Yes	Down
3	01.000.5500	1		Consump Tax at 3% of line 1: Hotel fee	Consump		
4	01.000.5500	1		Consump tax at 3% of line 2: Travel expense	Consump		

Note that the tax calculation process automatically reduced the travel expense amount from 57 to 56, since this amount included tax.

You can then enter an offsetting total liability line in your journal to balance.

Line	Account	Dr	Cr	Description	Tax Code	Includes Tax?	Rounding Rule
5	01.000.2100		98	Liability			

## Journal-level Tax Calculation

Journal-level tax calculation differs from line-level calculation in several ways:

- the system generates tax amount lines for *groups of similar journal lines*, rather than generating one tax amount line for each entered amount line.

(Taxable amount lines are similar if they share the same tax type, tax code, rounding rule, and balancing segment, and if they are all tax-inclusive or tax-exclusive.)

- tax-inclusive entered amounts are reduced by the calculated tax amount, similar to line-level calculation.

General Ledger applies any rounding correction to the calculated tax amount of the largest taxable line for a group.

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## Defining Financial Schedules

You can create General Ledger financial schedules based on different calendars and period types. You can then schedule AutoAllocation sets, Recurring Journals, MassAllocations, Budget Formulas, and MassBudgets to run according to the General Ledger schedules you have defined. Your journals are automatically generated based on the schedule you assigned. All schedules are shared across sets of books. You can define multiple schedules for each calendar and period type in General Ledger.

### See Also

Defining Calendars: page 9 – 58

Defining Period Types: page 9 – 56

Automatic Journal Scheduling: page 1 – 170

► **To define a financial schedule:**

1. Navigate to the Concurrent Request Schedules window.
2. Enter a schedule name.
3. Choose a calendar:  
**Defined Calendar:** use the list of values to choose a calendar defined in General Ledger.
4. Choose a period type.
5. Enter a Run Day:  
Enter a number from 1 to 366, OR  
Enter last day to choose the last day of each period. For example, selecting 5 for run day sets your request to run on the 5th day of the period.
6. Enter the time in 24 hour format. This is the time you want your program to run on the day specified above.
7. Check the enable box to allow scheduling to be applied from the Standard Report Submission Form.
8. Save your work.

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## Setting Up Global Intercompany System (GIS)

This section discusses how to set up GIS for your multicompany environment. The following section topics are listed below:

- Defining GIS subsidiaries
- Defining intercompany transaction types
- Defining intercompany clearing accounts
- Defining AutoAccounting Rules
- Importing Intercompany Transactions Using the Open Interface

### Defining GIS Subsidiaries

GIS manages the exchange of intercompany transactions between subsidiaries in an organization. You can define any group in your company as a subsidiary; a subsidiary can be a regional division, a country subsidiary, a division within a subsidiary or a cost center.

You must define these entities as GIS subsidiaries in GIS. If you want the parent company to exchange intercompany transactions, you must also define the parent company as a GIS subsidiary.

Your GIS administrator normally sets up GIS subsidiaries.

**Note:** You differentiate a parent company from other subsidiaries in GIS by granting it parent privileges.

### Intercompany Transaction Security

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When you set up GIS, define a responsibility for each of your GIS subsidiaries. Use the appropriate subsidiary responsibility to enter, review, and approve your GIS transactions. Before you enter any transactions, your system administrator must set each responsibility's transaction security by entering the GIS subsidiary name in the Intercompany: Subsidiary system profile option.

See: Setting General Ledger Profile Options: page B – 2

### See Also

GIS Overview: page 8 – 2

GIS Implementation: page 8 – 5

The screenshot shows the 'Subsidiaries' window with the following configuration:

- Subsidiary: **Operations** (Enabled)
- Description: **Vision Operations**
- Intercompany Book: **Vision Operations (USA)**
- Chart of Accounts: **Operations Accounting Flex**
- Transaction Currency: **USD**
- Company: **01** (Operations (Vision USA))

**Privileges:**

- Parent
- Allow Auto Approval
- Access Partner Lines

**Notification Options:**

- Threshold Amount: [ ]
- Contact: **OPERATIONS**

**Transfer Options:**

- Local Instance
  - Local Set of Books: **Vision Operations (USA)**
  - Transfer Currency: **USD**
  - Conversion Rate Type: **Corporate**
- Remote Instance

## Prerequisite

- Define the necessary sets of books for GIS intercompany transactions.
- Install Oracle Workflow.

### ► To define a GIS subsidiary:

1. Log on to your GIS system using the GIS administrator responsibility.
2. Navigate to the Subsidiaries window.
3. Enter a name for your GIS subsidiary.
4. Check the Enabled check box to activate your GIS subsidiary.
5. (Optional) Enter a description.
6. Enter or select your GIS subsidiary's set of books.

The chart of accounts is displayed in the Chart of Accounts field.

The set of books functional currency is displayed in the Transaction Currency field.

7. (Optional) You can change the transaction currency in the Transaction Currency field. The currency you enter in this field is the default currency for any intercompany transactions you initiate.

8. Enter the balancing segment value you want to associate with your GIS subsidiary in the Company field.
9. Check the appropriate check boxes for GIS subsidiary privileges. See: Subsidiary Privileges: page 9 – 138.
10. Complete the fields in the Subsidiary Notifications Options regions. See: Subsidiary Notification Options: page 9 – 138.
11. Enter the GIS subsidiary's Transfer Options by completing the fields in this region. See: Subsidiary Transfer Options: page 9 – 139
12. Save your work.

## Disabling a GIS Subsidiary

You can only disable a subsidiary if all transactions associated with it are approved and transferred, or deleted. Once a subsidiary has been disabled, you cannot open the Enter Intercompany Transactions window or the Generate Recurring Transactions window using the responsibility associated with the disabled subsidiary. You can run reports for historical transactions in the responsibility associated with the disabled subsidiary.

► **To disable a GIS subsidiary:**

1. Log on to your GIS system using the GIS administrator responsibility.
2. Navigate to the Subsidiaries window.
3. Query your GIS subsidiary.
4. Clear the Enabled check box.
5. Save your work.

## See Also

GIS Overview: page 8 – 2

GIS Implementation: page 8 – 5

Defining Intercompany Transaction Types: page 9 – 140

Specifying Intercompany Clearing Accounts: page 9 – 141

## Subsidiary Privileges

When you create a GIS subsidiary, you must define the subsidiary's privileges. Privileges determine which actions a GIS subsidiary can take when entering GIS intercompany transactions. There are three types of privileges:

**Parent Privileges:** A GIS subsidiary with parent privileges can automatically approve any intercompany transaction, regardless of whether the transaction type allows auto approval. Also, the subsidiary can review all GIS transactions, instead of being limited to only those transactions for which the subsidiary is the sender or receiver.

**Allow AutoApproval:** A GIS subsidiary with autoapproval privileges can automatically approve intercompany transactions if the transaction type allows autoapproval.

**Additional Information:** Any subsidiary with Parent Privileges automatically has autoapproval privileges.

**Access Partner Lines:** Check this check box to control a subsidiary's access to the Sender/Receiver alternative region in the Enter Intercompany Transaction window.

**Enabled:** A GIS subsidiary can view sender and receiver transaction lines.

**Disabled (default):** A GIS subsidiary can only view its own transaction lines.

**Additional Information:** Any GIS subsidiary with Parent Privileges automatically has Access Partner Line privileges.

## See Also

GIS Overview: page 8 – 2

GIS Implementation: page 8 – 5

Defining GIS Subsidiaries: page 9 – 135

Specifying Intercompany Clearing Accounts: page 9 – 141

## Subsidiary Notification Options

You can use Oracle Workflow to notify an individual or a responsibility of transactions that exceed a threshold amount. Choose any GIS user or responsibility defined in Oracle Workflow. If you choose a responsibility, all users who have access to that responsibility receive notifications.

When an intercompany transaction is submitted, approved, recalled, or reversed, GIS compares the transaction amount to the threshold amount specified for the subsidiary. If the transaction currency is different from the transfer currency, GIS automatically converts the transaction amount to the transfer currency before comparing it to the threshold amount.

If an exchange rate is not available, GIS sends the notification regardless of threshold amount. At the same time, a notification reminds the sender to enter an exchange rate so the threshold comparison can take place.

**Threshold Amount:** Enter the minimum transaction amount that will trigger Workflow notifications. Specify the amount in the transfer Currency of the set of books you are transferring to. See the Transfer Currency field discussion in the Subsidiary Transfer Options region below.

**Note:** If you leave this field blank, the default threshold amount is zero. Workflow sends notifications regardless of amount.

**Contact:** Enter the individual user or responsibility you want to notify when intercompany transactions exceed the threshold amount.

**Note:** Leave this field blank if you do not want to activate GIS Workflow notifications.

## See Also

### Subsidiary Transfer Options

When you define a GIS subsidiary, you must define whether the transfer set of books, the set of books GIS transactions are transferred to, is local or remote to the GIS installation. You also specify your local set of books name or remote set of books ID, the currency, and the conversion rate type.

Select a Local or Remote Instance:

**Local Instance:** Select if your subsidiary is transferring transactions to a set of books on the same server as your GIS application. Complete the Local Book Name field.

**Remote Instance:** Select if your GIS subsidiary is transferring transactions to a set of books on a different server from the GIS application. Complete the Remote Book ID field.

Complete the following:

**Local Book Name:** Enter or choose the name of the set of books to which GIS transactions will be transferred. The set of books is located on the GIS applications instance.

**Remote Book ID:** Enter the ID of the set of books to which GIS transactions will be transferred. The set of books is remote from the GIS applications instance.

**Transfer Currency:** Enter the currency of the set of books to which GIS transactions will be transferred.

**Note:** If the Local Instance is selected, the currency of the set of books indicated in the Local Set of Books field is selected automatically and cannot be changed.

**Conversion Rate Type:** Enter or choose the conversion rate type to be used during currency conversion. This should be the conversion rate type associated with the GIS applications instance. See: Defining Conversion Rate Types: page 11 – 11.

## Defining Intercompany Transaction Types

Before you can enter intercompany transactions in the GIS system, you must define your intercompany transaction types. You can use transaction types for queries and to group similar intercompany transactions for review and reporting. You can also use transaction types to control which types of transactions are autoapproved.

To disable a transaction type, you can clear the Enable check box.

Enabled	Transaction Type	Description	Allow Auto-Approve	Allow Interest Accrual	Allow Invoicing	VAT Taxable
<input checked="" type="checkbox"/>	I/C Chargebacks	Intercompany Chargebacks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

► **To define a transaction type:**

1. Navigate to the Intercompany Transaction Types window.
2. Enter the Transaction Type name and an optional Description.
3. (Optional) Check the Allow Auto-Approve check box if you want to allow GIS subsidiaries that have the privileges to automatically approve intercompany transactions that use this transaction type.

**Additional Information:** The Allow Interest Accrual, Allow Invoicing, and VAT Taxable options are not yet available.

4. Make sure the Enabled check box is checked.
5. Save your work.

► **To disable a transaction type:**

1. Navigate to the Intercompany Transaction Types window.
2. Query the transaction type that you want to disable.
3. Clear the Enabled check box.
4. Save your work.

## See Also

Defining GIS Subsidiaries: page 9 – 135

GIS Overview: page 8 – 2

GIS Implementation: page 8 – 5

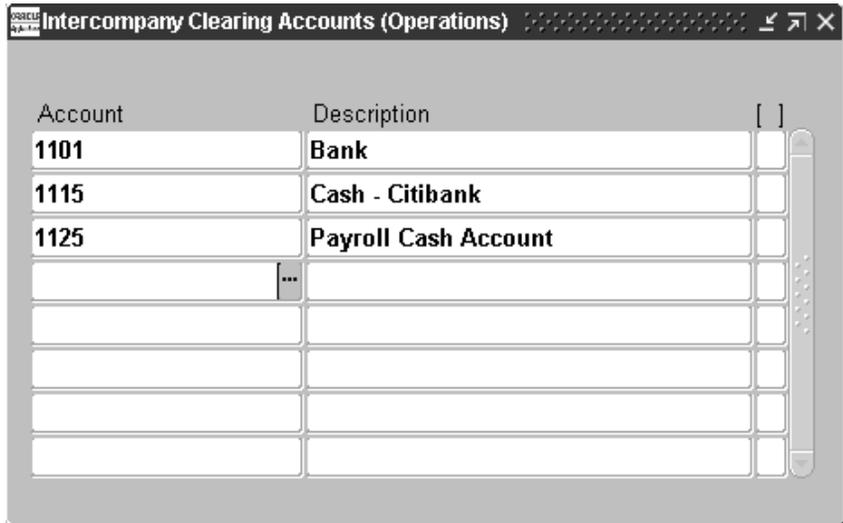
Entering Intercompany Transactions: page 8 – 10

Defining Recurring Intercompany Transactions: page 8 – 24

Generating Recurring Intercompany Transactions: page 8 – 26

## Specifying Intercompany Clearing Accounts

You can define multiple clearing accounts for each of your GIS subsidiaries to balance your GIS transactions. The clearing line in a GIS transaction for a subsidiary must contain one of the accounts defined in this window for that subsidiary.



- ▶ **To define an intercompany clearing account:**
  1. Choose the responsibility for the GIS subsidiary for which you want to define intercompany clearing accounts.
  2. Navigate to the Intercompany Clearing Accounts window.
  3. Enter the natural account segment value for the clearing account.
  4. Save your work.

## See Also

Defining GIS Subsidiaries: page 9 – 135

Defining Intercompany Transaction Types: page 9 – 140

GIS Overview: page 8 – 2

Entering Intercompany Transactions: page 8 – 10

Defining Recurring Intercompany Transactions: page 8 – 24

Generating Recurring Intercompany Transactions: page 8 – 26

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## AutoAccounting Rules

AutoAccounting rules let you generate complete intercompany transactions in GIS automatically. You define chart of accounts

relationships between sender and receiver subsidiaries using AutoAccounting rules. Then, when you enter an intercompany transaction, you can use the AutoAccounting rules you defined to automatically generate transaction lines with predictable account code combinations.

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## Defining AutoAccounting Rules

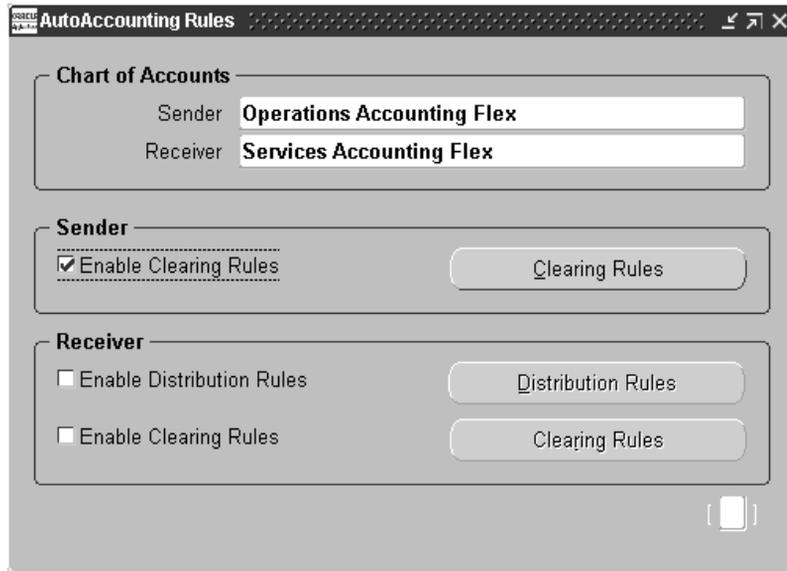
Each set of AutoAccounting rules you create is defined for a specific sender's and receiver's chart of accounts. Since many GIS subsidiaries can share the same chart of accounts, you can still define specific relationships between specific GIS subsidiaries within a set of AutoAccounting rules.

In each set of AutoAccounting rules, you can define rules to automatically generate any or all of the following:

- Sender clearing transaction line
- Receiver distribution transaction lines
- Receiver clearing transaction line

You can use only one set of AutoAccounting rules per pair of sender/receiver chart of accounts.

For example, a set of rules you define for chart of accounts A to chart of accounts B is distinct from a set of rules you define for chart of accounts B to chart of accounts A.



► **To define AutoAccounting Rules:**

1. Navigate to the GIS AutoAccounting Rules window.
2. Specify the Sender and Receiver charts of accounts or choose from the list of values.
3. Check the rule check box you want to use:

Sender Clearing Rules

Receiver Distribution Rules

Receiver Clearing Rules

4. Choose the activated rule button. You can define autoaccounting rules in the window that appears.

**Sender Clearing Rules:** Rules for automatically generating the sender clearing transaction line for an intercompany transaction. See: Defining Sender Clearing Rules: page 9 – 145.

**Receiver Distribution Rules:** Rules for automatically generating the receiver distribution transaction line(s) for an intercompany transaction. See: Defining Receiver Distribution Rules: page 9 – 147.

**Receiver Clearing Rules:** Rules for automatically generating the receiver clearing transaction line for an intercompany transaction. See: Defining Receiver Clearing Rules: page 9 – 150

5. Save your work.

## Sender Clearing Rules

Define mapping rules to automatically generate the sender clearing transaction line for an intercompany transaction.

Sender		
Chart of Accounts	Action	Segment Value
Company	Inherit From Sender Company	
Department	Use Rules	
Account	Use Rules	
Sub-Account	Not Assigned	
Product	Not Assigned	

Rules		
Transaction Type	Sender	Sender Segment Value

Segment Value Description

► **To define sender clearing rules:**

1. Navigate to the Sender Clearing Rules window.
2. Select a segment in the Sender Chart of Accounts column.
3. Choose one of the following from the Action poplist:

**Not Assigned:** Select if you want the user to manually enter a segment value when the transaction line is generated.

**Inherit From Sender Company:** The balancing segment is assigned the Inherit From Sender Company action and cannot be changed. No other segment can use this action.

**Inherit From Receiver Company:** The intercompany segment, if any, is assigned the Inherit From Receiver Company action, but can be changed. No other segment can use this action.

**Note:** This action must be defined only for an intercompany segment when either of the following is true:

- The sender and receiver share the same chart of accounts.

**OR**

- The sender’s balancing segment values are identical to the receiver’s intercompany segment values.

If neither of the above is true, select Not Assigned, Assign Single Value, or Use Rules.



**Warning:** If this is defined for an intercompany segment when a sender’s balancing segment values are not identical to the receiver’s intercompany segment values, validation of the account combination may fail.

See: Defining Your Chart of Accounts: page 9 – 22, for more information on the intercompany segment.

**Assign Single Value:** Use this action to assign a specific segment value to the sender’s account code combination for that segment. You cannot select this action for the natural account segment.

**Use Rules:** This action lets you define specific rules for a segment value based on the transaction type in the Rules region below. See: Detailed Sender Clearing Rules. See also: Defining Intercompany Transaction Types: page 9 – 140.

**Note:** Note if you select the Use Rules action and do not enter rules in the Rules region below, the user must manually enter a segment value in the Enter Intercompany Transaction window when the transaction line is generated.

#### 4. Save your work.

**Note:** The clearing accounts you select must be valid GIS intercompany clearing accounts you defined. See: Specifying Intercompany Clearing Accounts: page 9 – 141

**Caution:** If your chart of accounts include a dependent segment note the following considerations. GIS does not validate segment dependencies when you define AutoAccounting Rules. To prevent invalid account combinations, choose the Not Assigned action for dependent segments, or define rules that ensure valid account combinations. In either case, the dependent segment value will be validated against the independent segment value when the GIS transaction is generated.

## Detailed Sender Clearing Rules

When you choose the Use Rules action from the Action poplist, you can define the sender clearing account for a specific transaction type.

**Transaction Type:** Enter or choose a transaction type from the list of values.

**Sender:** Enter or choose a sender from the list of values.

**Sender Segment Value:** Enter a value or choose from the list of values.

The description is displayed in the Sender Segment Value Description field.

**Additional Information:** You can leave the sender segment value field blank. The user must manually enter the segment value when the sender clearing line is generated in the Enter Intercompany Transaction window.

## Receiver Distribution Rules

Define mapping rules for automatically generating the receiver distribution transaction line(s) for an intercompany transaction.

The screenshot shows the 'Receiver Distribution Rules' window. It contains two main sections:

Receiver Chart of Accounts	Action	Sender Chart of Accounts
Services Company	Inherit From Receiver Company	
Services Department	Not Assigned	
Services Account	Not Assigned	
Services Product	Not Assigned	

Transaction Type	Sender	Receiver	Sender Segment Value	Receiver Segment Value

Below the tables are two text input fields:

Sender Segment Value Description: \_\_\_\_\_

Receiver Segment Value Description: \_\_\_\_\_

► **To define receiver distribution rules:**

1. Navigate to the Receiver Distribution Rules window.
2. Select a receiver segment in the Receiver Chart of Accounts column.
3. Choose one of the following actions from the Action poplist:

**Not Assigned:** This is the default action assigned to most segments before rules are defined. Select this action if you want the user to

manually enter a segment value when the transaction line is generated.

**Inherit From Receiver Company:** The balancing segment is assigned the Inherit From Receiver Company action and cannot be changed. No other segment can use this action.

**Inherit From Sender Company:** The intercompany segment is, if any, assigned the Inherit From Sender action, but can be changed. No other segment can use this action.

Enter the sender's intercompany segment in the Sender column or choose from the list of values.

**Note:** This action should only be defined for an intercompany segment when one of the following is true:

- The sender and receiver share the same chart of accounts

**OR**

- The sender's balancing segment values are identical to the receiver's intercompany segment values.



**Warning:** If this action is defined for an intercompany segment when a sender's balancing segment values are not identical to the receiver's intercompany segment values, validation of the account combination may fail.

**Copy Value:** You can use this action if the receiver's segment values are identical to the sender's for a given segment. This action copies the sender's segment value to the receiver's account code combination for that segment.

Enter the sender's corresponding segment in the Sender column or choose from the list of values.

**Assign Single Value:** Use this action to assign a specific segment value to the receiver's account code combination for that segment.

Enter the segment value in the Sender column.

**Use Rules:** This action lets you define specific rules for a receiver segment value based on transaction type, sender, receiver, and sender segment value in the Rules region below. See: Detailed Receiver Distribution Account Rules.

#### 4. Save your work.

**Caution:** If your chart of accounts include a dependent segment note the following considerations. GIS does not validate segment dependencies when you define AutoAccounting Rules. To prevent invalid account

combinations, choose the Not Assigned action for dependent segments, or define rules that ensure valid account combinations. In either case, the dependent segment value will be validated against the independent segment value when the GIS transaction is generated.

## Detailed Receiver Distribution Account Rules

When you select Use Rules from the Action poplist, you can associate a receiver segment value with a transaction type, a sender, a receiver, and a sender segment value.



**Suggestion:** You can select **Other** in the Transaction Type, Sender, or Receiver fields. **Other** encompasses all values not specifically defined. For example, if you have ten transaction types and only two require specific rules, you can use **Other** to define a third rule in the Transaction Type field. **Other** represents the other eight transaction types.

**Transaction Type:** Enter or choose from the list of values.

**Sender:** Enter or choose from the list of values.

**Receiver:** Enter or choose from the list of values.

**Sender Segment Value:** Enter a value, choose from the list of values, or tab to choose **Other**.

**Receiver Segment Value:** Enter a value or choose from the list of values. The segment values available depend on the segment for which the rules are being defined.

When GIS uses these rules to generate a receiver segment value, the program attempts to match the fields in the Detailed Rules region in the following order: Transaction Type, Sender, Receiver, Sender Segment Value.

For example, if the following two rules are defined:

Rule	Transaction Type	Sender	Receiver	Sender Segment Value	Receiver Segment Value
1	Revenue Transfer	Other	France	123	100
2	Revenue Transfer	Japan	Other	123	200

Table 9 – 5 (Page 1 of 1)

GIS generates a receiver segment value of 200 for a transaction with the transaction type Revenue Transfer, sender Japan, receiver France, and a sender segment value 123.

## Receiver Clearing Rules

Define mapping rules for automatically generating the receiver clearing transaction line for an intercompany transaction.

The screenshot shows the 'Receiver Clearing Rules' window. The top section, 'Receiver Chart of Accounts', has a table with columns for Receiver Chart of Accounts, Action, and Sender Chart of Accounts. The rows are:

Receiver Chart of Accounts	Action	Sender Chart of Accounts
Services Company	Inherit From Receiver Company	
Services Department	Use Rules	Account
Services Account	Use Rules	Account
Services Product	Not Assigned	

The bottom section, 'Rules', has a table with columns for Transaction Type, Sender, Receiver, Sender Segment Value, and Receiver Segment Value. The rows are:

Transaction Type	Sender	Receiver	Sender Segment Value	Receiver Segment Value
I/C Chargebacks	Operations	Services	1101	1251

Below the 'Rules' table, there are two text boxes for descriptions:

Sender Segment Value Description:

Receiver Segment Value Description:

### ► To define receiver clearing rules:

1. Navigate to the Receiver Clearing Rules window.
2. Select a receiver segment in the Receiver Chart of Accounts column.
3. Choose one of the following actions from the Action poplist:

**Not Assigned:** This is the action assigned to most segments before rules are defined. Select this action if you want the user to manually enter a segment value when the transaction line is generated.

**Inherit From Receiver Company:** The balancing segment is assigned the Inherit From Receiver Company action and cannot be changed. No other segment can use this action.

Enter the sender's balancing segment in the Sender column or choose from the list of values.

**Inherit From Sender Company:** The intercompany segment is, if any, assigned the Inherit From Sender Company action, but can be changed. No other segment can use this action.

Enter the sender's intercompany segment in the Sender column or choose from the list of values.

**Note:** This action should only be defined for an intercompany segment when one of the following is true:

- The sender and receiver share the same chart of accounts

**OR**

- The sender's balancing segment values are identical to the receiver's intercompany segment values.



**Warning:** If this action is defined for an intercompany segment when a sender's balancing segment values are not identical to the receiver's intercompany segment values, validation of the account combination may fail.

**Copy Value:** You can use this action if the receiver's segment values are identical to the sender's for a given segment. This action copies the sender's segment value to the receiver's account code combination for that segment.

Select the sender's corresponding segment in the Sender column or choose from the list of values.

**Assign Single Value:** Use this action to assign a specific segment value to the receiver's account code combination for that segment. You cannot select this action for the natural account segment.

Enter the segment value in the Sender column.

**Use Rules:** Select this action to access the rules region below. You can associate a receiver segment with transaction type, a sender and a sender segment value. See: Detailed Receiver Clearing Account Rules.



**Attention:** If you do not enter any rules when the Use Rules action is selected, the receiver of an intercompany transaction is required to manually enter the segment value in the Enter Intercompany Transaction window.

#### 4. Save your work.

**Note:** Clearing accounts you select during rule definition are validated against the list of GIS clearing accounts defined. See: Specifying Intercompany Clearing Accounts: page 9 – 141

**Note:** If your chart of accounts includes a dependent segment, you must:

**Caution:** If your chart of accounts include a dependent segment note the following considerations. GIS does not validate segment dependencies when you define AutoAccounting Rules. To prevent invalid account combinations, choose the Not Assigned action for dependent segments, or define rules that ensure valid account combinations. In either case, the dependent segment value will be validated against the independent segment value when the GIS transaction is generated.

## Detailed Receiver Clearing Account Rules

When you select Use Rules from the Action poplist, you can associate a receiver segment value with a transaction type, a sender, a receiver, and a sender segment value.



**Suggestion:** You can select **Other** in the Transaction Type, Sender, or Receiver fields. **Other** encompasses all values not specifically defined. For example, if you have ten transaction types and only two require specific rules, you can use **Other** to define a third rule in the Transaction Type field. **Other** represents the remaining eight transaction types.

**Transaction Type:** Enter or choose from the list of values.

**Sender:** Enter or choose from the list of values.

**Receiver:** Enter or choose from the list of values.

**Sender Segment Value:** Enter a value, choose from the list of values, or tab to choose **Other**.

The description is displayed in the Sender Segment Value Description field.

**Receiver Segment Value:** Enter a value or choose from the list of values. The segment values available depends on the segment for which the rules are defined.

The description is displayed in the Receiver Segment Value Description field.

When GIS uses these rules to generate a receiver segment value, the program attempts to match the fields in the Detailed Rules region in the following order: Transaction Type, Sender, Receiver, Sender Segment Value.

For example, if the following two rules are defined:

Rule	Transaction Type	Sender	Receiver	Sender Segment Value	Receiver Segment Value
1	Revenue Transfer	Other	France	123	100
2	Revenue Transfer	Japan	Other	123	200

**Table 9 – 6 (Page 1 of 1)**

GIS generates a receiver segment value of 200 for a transaction with the transaction type Revenue Transfer, sender Japan, receiver France, and a sender segment value 123.

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## Importing Intercompany Transactions Using the Open Interface

With GIS you can process high volumes of intercompany transactions and integrate external transaction sources by using the open interface. You can use the open interface to upload multiple intercompany transactions to GIS. AutoAccounting rules can be applied to transactions that enter GIS through the open interface.

Imported intercompany transactions can have a status of:

- **New:** Requires the sender to manually submit the transaction to the receiver.
- **Review:** Requires the receiver to approve or reject the transaction.
- **Approved:** Transactions have been automatically approved by the sender.

For GIS Import to convert your data into GIS transactions, you must convert data from your external systems into the format of the `GL_IEA_INTERFACE` Table.

### Prerequisites

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- Define your GIS subsidiaries.
- Define a responsibility for each of your GIS subsidiaries and have your system administrator set the transaction security for each responsibility.
- Define transaction types.
- Define your subsidiaries' intercompany clearing accounts.
- Define AutoAccounting Rules, if applicable.

#### ► To import external data into GIS:

1. Set up GIS to accept imported data by defining your GIS set(s) of books, currencies, account segment values, and transaction types.
2. If you experience a large volume of transactions, consider disabling dynamic insertion to improve import performance. However, ensure your account combinations are already defined in the GIS system for GIS import to run successfully.
3. If you want to apply AutoAccounting rules to your imported data, group your data by following the appropriate guidelines. See: *Applying AutoAccounting Rules with GIS Import: page 9 – 162.*

4. Import data from your external system and populate the GL\_IEA\_INTERFACE table.
5. Run the Import Intercompany Transactions program.
6. Use the GIS Import Execution Report to review the status of all imported transactions and any errors that occurred.
7. Correct any errors in the GL\_IEA\_INTERFACE table and run the Import Intercompany Transactions program again.
8. Review your transactions in the Enter Intercompany Transactions window.

The GL\_IEA\_INTERFACE Table: page 9 – 155

Assigning Values for Accounts: page 9 – 156

Assigning Values to Required Columns: page 9 – 159

Assigning Values to Optional Columns: page 9 – 160

Required Null Columns: page 9 – 161

Applying AutoAccounting Rules with GIS Import: page 9 – 162

About GIS Import Validation: page 9 – 162

Importing Transactions: page 9 – 164

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## The GL\_IEA\_INTERFACE Table

You import intercompany transaction data from external systems to the GL\_IEA\_INTERFACE table. GIS validates and converts your imported intercompany transactions to a format compatible with the GIS system.

The GL\_IEA\_INTERFACE table contains the following columns:

Column Name	Null/Not Null	Type
GROUP_ID	NOT NULL	NUMBER(15)
TRANSACTION_TYPE_ID	NOT NULL	NUMBER(15)

**Table 9 – 7 (Page 1 of 2) GL\_IEA\_INTERFACE Table Column Descriptions**

Column Name	Null/Not Null	Type
TRANSACTION_STATUS_CODE	NOT NULL	VARCHAR2(1)
CURRENCY_CODE	NOT NULL	VARCHAR2(15)
GL_DATE	NOT NULL	DATE
SENDER_SUBSIDIARY_ID	NOT NULL	NUMBER(15)
RECEIVER_SUBSIDIARY_ID	NOT NULL	NUMBER(15)
LINE_TYPE	NOT NULL	VARCHAR2(1)
TRANSACTION_NUMBER	NULL	VARCHAR2(20)
DESCRIPTION	NULL	VARCHAR2(240)
NOTE	NULL	VARCHAR2(2000)
SENDER_CODE_COMBINATION_ID	NULL	NUMBER(15)
RECEIVER_CODE_COMBINATION_ID	NULL	NUMBER(15)
SENDER_SEGMENT 1 to 30	NULL	VARCHAR2(25)
RECEIVER_SEGMENT 1 to 30	NULL	VARCHAR2(25)
LINE_DEBT	NULL	NUMBER
LINE_CREDIT	NULL	NUMBER
LAST_MODIFIED_BY	NULL	NUMBER(15)
LAST_MODIFICATION_DATE	NULL	DATE
SENDER_CHART_OF_ACCOUNTS_ID	NULL	NUMBER(15)
RECEIVER_CHART_OF_ACCOUNTS_ID	NULL	NUMBER(15)
REQUEST_ID	NULL	NUMBER(15)
COMPLETION_STATUS_CODE	NULL	VARCHAR2(1000)

**Table 9 – 7 (Page 2 of 2) GL\_IEA\_INTERFACE Table Column Descriptions**

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## Assigning Values for Accounts

For each row of the GL\_IEA\_INTERFACE table, you can assign values to the sender segments, receiver segments, or both. If you are

importing data for both the sender and receiver lines of an intercompany transaction, you can assign values to both the sender and receiver segments in the same row of the GL\_IEA\_INTERFACE table, even if the sender and receiver use different charts of accounts.

## Requirements

Before you load valid and enabled segment values for your enabled segments into the GL\_IEA\_INTERFACE table you must:

- Define segment values in your GIS system. Segment values cannot be parent segment values.
- Enable detail account posting.
- Define a GL transaction date that falls within the active date range of the code combination.

**To import sender data:** Assign an account value for each sender segment that you enable in your GIS system for the sender’s chart of accounts.

For example, if you enable four account segments for the sender’s chart of accounts, you must first determine into which of the GL\_IEA\_INTERFACE columns you should enter data. This can be done by looking at the Column field of each segment in the Key Flexfield Segments window. In this example, we find that:

this segment	corresponds to this column segment
Segment 1	SEGMENT1
Segment 2	SEGMENT2
Segment 3	SEGMENT4
Segment 4	SEGMENT5

**Table 9 – 8 (Page 1 of 1) Assigning Segment Values, example**

**Note:** The column SEGMENT3 is not used.

Given the information above, you should load the data as follows:

Data for Flexfield	Load Into...
Segment 1	GL_IEA_INTERFACE.SENDER_SEGMENT1
Segment 2	GL_IEA_INTERFACE.SENDER_SEGMENT2
Segment 3	GL_IEA_INTERFACE.SENDER_SEGMENT4
Segment 4	GL_IEA_INTERFACE.SENDER_SEGMENT5

**Table 9 – 9 (Page 1 of 1) Assigning Sender Segment Values, example**

**To import receiver data:** Assign an account value for each receiver segment that you enable in your GIS system for the receiver’s chart of accounts.

For example, the receiver has the same chart of accounts in the example above. You load the data as follows:

Data for Flexfield	Load Into...
Segment 1	GL_IEA_INTERFACE.RECEIVER_SEGMENT1
Segment 2	GL_IEA_INTERFACE.RECEIVER_SEGMENT2
Segment 3	GL_IEA_INTERFACE.RECEIVER_SEGMENT4
Segment 4	GL_IEA_INTERFACE.RECEIVER_SEGMENT5

**Table 9 – 10 (Page 1 of 1) Assigning Receiver Segment Values, example**

Segment values must be predefined. For example, value 01 is not the same as value 1. You can specify maximum size and right-justify zero-fill numbers when you define your value sets in the value sets form. Maximum size indicates the maximum width of each segment value that GIS Import expects. Right-justify zero-fill numbers indicates whether your account should right justify and zero-fill numbers when you enter values for a particular value set. If you have the Right-justify Zero-fill Numbers option enabled, and your maximum size is three, then your segment value would be 001. However, if your maximum size is four, then your segment value would be 0001.

---

## Assigning Values to Required Columns

Some columns in the GL\_IEA\_INTERFACE table are required. You must enter values in these columns for GIS Import to successfully convert your import data into GIS transactions.

Enter values in the following required columns of the GL\_IEA\_INTERFACE table:

**GROUP\_ID:** A unique group number to distinguish import data.

**TRANSACTION\_TYPE\_ID:** Define your Transaction Type in the GIS Subsidiaries window. You can find a list of valid values in the TRANSACTION\_TYPE\_ID column of the GL\_IEA\_TRANSACTIONS\_TYPES table.

**TRANSACTION\_STATUS\_CODE:** Enter N to indicate that the transaction should have a status of New, R for Review, or A for Approved.

**CURRENCY\_CODE:** The currency code must be defined and enabled, and the system date must be within the start and end dates defined for the currency. You define new currency codes in the GIS Currencies window. You can find a list of valid values in the CURRENCY\_CODE column of the FND\_CURRENCIES table. You can import transactions with different currencies in the same group.

**GL\_DATE:** This date must be valid for both sender and receiver. Also, the sender's and receiver's periods into which the GL Date falls must be either Open or Future Enterable.

**SENDER\_SUBSIDIARY\_ID:** You define your GIS subsidiaries in the GIS Subsidiaries window. You can find a list of valid values in the SUBSIDIARY\_ID column of the GL\_IEA\_SUBSIDIARIES table.

**RECEIVER\_SUBSIDIARY\_ID:** You define GIS subsidiaries in the GIS Subsidiaries window. You can find a list of valid values in the SUBSIDIARY\_ID column of the GL\_IEA\_SUBSIDIARIES table.

**LINE\_TYPE:** Enter D for Distribution (offset) line, or C for Clearing line.

**Note:** Importing only the sender or receiver clearing line without its corresponding distribution line(s) is not recommended.

---

## Assigning Values to Optional Columns

Some columns in the `GL_IEA_INTERFACE` table are optional. You can enter values in these columns to control how the GIS Import program groups transaction lines into transactions. If you do not enter a value in an optional column and a default value exists for that particular column, the Import Intercompany Transactions program automatically enters the default value.

Enter values in the following optional columns of the `GL_IEA_INTERFACE` table:

**TRANSACTION\_NUMBER:** A unique transaction number, up to 15 characters, to distinguish each transaction. The suffix, `IMP`, is attached to the end of the transaction number to indicate that the transaction was imported from an external system. If you do not enter a transaction number, the system generates a sequential transaction number with the `IMP` suffix.

**DESCRIPTION:** A description of the intercompany transaction. Because the Import Intercompany Transactions program selects the description randomly from any one of the rows, it is recommended, but not required that all rows in the `GL_IEA_INTERFACE` table pertaining to a single transaction have the same description.

**NOTE:** Additional information about the intercompany transaction. Because the Import Intercompany Transactions program selects the note randomly from any one of the rows, it is recommended, but not required that all rows in the `GL_IEA_INTERFACE` table pertaining to a single transaction have the same note.

**SENDER\_SEGMENT1 – SENDER\_SEGMENT30:** Sender segment values as described in the Assigning Values For Accounts section. For a given row in the `GL_IEA_INTERFACE` table, you can enter the values for the sender segments, or receiver segments, or both. The sender and receiver can use different charts of accounts.

**RECEIVER\_SEGMENT – RECEIVER\_SEGMENT30:** Receiver segment values as described in the Assigning Values for Accounts section. For a given row in the `GL_IEA_INTERFACE` table, you can enter the values for the sender segments, or receiver segments, or both. The sender and receiver can use different charts of accounts.



**Warning:** If you intend to import both the sender and receiver clearing lines for an intercompany transaction without automatically generating them, you must import them together as a single row in the `GL_IEA_INTERFACE` table by

completing both the sender and receiver segment value columns for a row.



**Attention:** If you intend to import both the sender and receiver distribution lines for an intercompany transaction without automatically generating them, you can import them together as a single row on the `GL_IEA_INTERFACE` table by completing both the sender and receiver segment value columns for a row.

**LINE\_DEBIT:** The debit amount for a distribution line. Leave blank for a clearing line.

**LINE\_CREDIT:** The credit amount for a distribution line. Leave blank for a clearing line.

**Note:** Enter a value in either the `LINE_DEBIT` or `LINE_CREDIT` column in a given row in the `GL_IEA_INTERFACE` table, but not both in any one row.

If you assign only sender segments in a row, then the debit or credit amount belongs to the sender.

If you assign only receiver segments in a row, then the debit or credit amount belongs to the receiver.

If you assign both sender and receiver segments in a row, then the debit or credit amount belongs to the sender and the receiver is assigned the same amount with the opposite sign (+/-).

---

## Required NULL Columns

Some columns, used for internal processing, must be NULL in the `GL_IEA_INTERFACE` table. Do not enter a value in the following columns:

`SENDER_CODE_COMBINATION_ID`

`RECEIVER_CODE_COMBINATION_ID`

`SENDER_CHART_OF_ACCOUNTS_ID`

`RECEIVER_CHART_OF-ACCOUNTS_ID`

`REQUEST_ID`

`COMPLETION_STATUS_CODE`

---

## Importing Specialized Data

Load statistical data into the GL\_IEA\_INTERFACE table the same way you load regular data. The only difference is that you enter the value STAT in the CURRENCY\_CODE column of the GL\_IEA\_INTERFACE table.

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## Applying AutoAccounting Rules with GIS Import

You can apply AutoAccounting rules to data imported from external sources. To do so, you must group (use the same group ID) your transaction data in the GL\_IEA\_INTERFACE table in the following manner:

1. Do not import transaction lines that you want to be autogenerated. For example, if you want to automatically generate receiver distribution lines for a transaction, do not import receiver distribution lines for that transaction.

**Note:** If you import a line for which AutoAccounting rules are defined and enabled, the imported accounts take precedence over the AutoAccounting rules if they are not consistent.

2. Group your transaction data based on the line types that you plan to automatically generate.

For example, if you want to automatically generate the receiver distribution lines for several transactions, assign the same Group ID to all the transactions. If even one transaction in the group has a receiver distribution line imported, automatic generation of receiver distribution lines does not occur for any of the transactions in the group.

---

## About GIS Import Validation

The Import Intercompany Transactions program validates all of your data before it creates transactions in your GIS system. The Import Intercompany Transactions program rejects all invalid lines; they remain in the GL\_IEA\_INTERFACE table where you can correct them. The GIS Import Execution report prints error lines that occurred when you ran the Import Intercompany Transactions program.

For a Group ID and Transaction Type ID, GIS groups as one transaction the import data sharing the same values in the following fields:

TRANSACTION\_STATUS\_CODE

CURRENCY\_CODE

GL\_DATE

SENDER\_SUBSIDIARY\_ID

RECEIVER\_SUBSIDIARY\_ID

The Import Intercompany Transactions program validates your account code combinations. If your code combinations are not valid, examine the following:

- Allow detail posting to segment combinations.
- Enable your code combinations for the GL Date you specify.
- Ensure your code combinations do not include parent segment values.

After validating your account code combination, the Import Intercompany Transactions program enters an appropriate value in the SENDER\_CODE\_COMBINATION\_ID and/or RECEIVER\_CODE\_COMBINATION\_ID columns.

The Import Intercompany Transactions program validates the status of an imported transaction.

To successfully import a transaction with Review status, you must:

- assign values to the required columns of the GL\_IEA\_INTERFACE table
- assign values to the line.dr or line.cr column
- assign or automatically generate complete account combinations for the sender transaction lines

To successfully import a transaction with Approved status, you must:

- assign values to the required columns of the GL\_IEA\_INTERFACE table
- assign values to the line.dr or line.cr column
- assign or automatically generate complete account combinations for the sender and receiver transaction lines

If transactions with a status code of R or A do not meet the predefined criteria, they are imported with a status code of N and the GIS Import Execution Report will display a warning for these transactions. When a transaction fails to be imported with the

status code N, the Import Intercompany Transactions program will fail.

**Note:** If a transaction is successfully imported with a Review status, GIS sends the appropriate Workflow notification when the transaction amount meets the threshold amount.

The Import Intercompany Transactions program does not validate transactions based on privileges defined for individual GIS subsidiaries. For example, you can import a transaction with AutoApprove status for a sender subsidiary that does not have AutoApprove privileges.

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## Importing Transactions

The Import Intercompany Transactions program supports multiple charts of accounts, foreign currencies, and statistical transactions. After data is successfully imported, you can submit, review, approve, reject, recall, or reverse imported transactions in GIS.

**Note:** For increased security and faster processing, the Import Intercompany Transactions program processes accounting data only for the set of books that you are logged into when you submit your request.

### Prerequisites

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Populate the GL\_IEA\_INTERFACE table.

► **To import transactions to GIS:**

1. Navigate to the Report Submission (SRS) window.
2. Select the Import Intercompany Transactions program.
3. Enter or select from the list of values, the Transaction Type for which you want the Import Intercompany Transactions program to create transactions.
4. Enter or select from the list of values, the Group ID of the transaction data that you want to import.
5. Submit the concurrent process to import transactions.
6. Review the GIS Import Execution Report to determine the status of the import process and any errors in the import data. Correct any

errors in the GL\_IEA\_INTERFACE table and run the Import Intercompany Transactions program again.

**Note:** If there are any errors in the import data, the Import Intercompany Transactions program will fail.

If there are no errors in the import data, your transactions are imported to GIS and the corresponding entries in the import table are automatically deleted.

---

## OBIS Setup and Maintenance

The Oracle Business Intelligence System (OBIS) provides high level business information to executives and managers. OBIS information is delivered three ways:

- **Web browser** — You use a standard web browser to access the OBIS reports from a client machine. There are no end-user installation and configuration tasks that need to be completed to use OBIS via a web browser.
- **Oracle Discoverer** — You use Oracle's award winning analysis tools to drill down and pivot report data by using predefined Discoverer workbooks or the OBIS Business Views. The workbooks reside on your server, are user extensible, and allow you to easily generate new analyses.
- **Performance Management Framework** – Monitor key management Performance Measures, such as revenues. The indicator with the latest performance measure results can appear on your personal web page. In addition, if performance measures exceed a set tolerance level, Oracle Workflow can notify your management staff.

All technology components used with OBIS are maintained on professionally managed, centralized servers.

OBIS uses much of the standard Oracle Applications Release 11i technology stack. In addition, OBIS requires a new technology component that is not a part of Release 11 — the Oracle Developer/2000 – Report Server and Oracle Discoverer. OBIS uses the Report Server to publish the fast answers (in HTML format) to the tough questions your users ask.

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## OBIS and General Ledger – Overview

OBIS uses General Ledger data to generate financial reports for executives and high level managers. These reports display actual, plan, and variance amounts. You can also use the Performance Management Framework to set management objectives for specific performance measures. Display your performance measures on your homepage and use Oracle Workflow to notify key people in your organization if a performance measure falls outside a set tolerance range.

**Note:** Plan amounts are derived from the budgeted amounts you've defined in General Ledger.

## Performance Management Framework

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The Performance Management Framework allows you to view the actual result of a performance measure and view that result against your budget in General Ledger. There are two ways you can monitor performance measures:

- An indicator appears on your home page that displays the actual performance measure as of a point in time
- Oracle Workflow notifications are sent when the variance between actual results and budgeted amounts exceeds a tolerance range you specify

For example, you can monitor the latest revenue results on your homepage and have Oracle Workflow notify appropriate individuals when the variance between actual and planned revenue exceeds a tolerance range you set.

Oracle Workflow notifications can be sent via e-mail, Oracle Applications or posted on your homepage. Notifications contain complete information about a performance measure, actual amounts and planned amounts, and hypertext links to reports directly related to your performance measure.

You can set up three tolerance ranges for notifications. For example, you can set up different tolerance ranges for financial analysts, the Controller, and the CFO.

In addition, you can use three Alerts for your notifications:

- **Latest Closed:** allows the user to see final figures for the last closed period.
- **Previous Open:** allows the user to see the figures between the last day of the previous period and the interim days until that period is closed.
- **Current Period:** allows the user to see the latest figure for the current period.

You can run alerts immediately or on a pre-defined schedule based upon your notification requirements.

**Revenue Performance Measure:** OBIS provides a Revenue Performance Measure based upon actual and planned revenue amounts stored in General Ledger. To setup the Revenue Performance Measure, Workflow notifications, and Alerts, see: *Oracle Business Intelligence System User's Guide*, and *Oracle Business Intelligence Implementation Guide*. Additional Performance Measures will be available in future OBIS releases.

## **OBIS Analysis Workbook for General Ledger Reports**

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OBIS Release 11i includes an Analysis Workbook supported by Oracle Discoverer. You can perform advanced ad-hoc analysis on the following worksheets in the Analysis Workbook: Revenues, Expenses, Profit Margin, Contribution Margin, and Current Ratio.

## **OBIS Security/General Ledger and Discoverer**

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The Oracle Applications set of books security model is extended to Oracle Discoverer. You can now log onto Discoverer using the same user name and responsibility used to access other Oracle Applications.

You can also apply Segment Value Security to users who analyze Business Views via Discoverer.

### **See Also**

*Oracle Business Intelligence User's Guide*

*Oracle Business Intelligence Implementation Guide*

*Oracle Discoverer User's Guide*

Defining Security Rules,  
\_\_\_\_\_ (*Oracle Applications Flexfields Guide*)

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## **Setting Up General Ledger to Support OBIS**

- ▶ **To set up your General Ledger to support OBIS reporting you:**
  - Setup your GL company and GL secondary measure
  - Define the natural accounts that roll up into specific OBIS *financial items*
  - Enter information about common stock and dividends
  - Specify your current budget
  - Enable Segment Value Security for Business Views (for non-GL responsibilities only)
  - Run the concurrent program, GLOSUM – Financial Item Data Collection

**Note:** You cannot create new financial items. You can only specify accounts that comprise financial items.

For additional OBIS setup information affecting reports and information using General Ledger data, see: *Oracle Business Intelligence System Implementation Guide*.

## Setting Up Your GL Company and GL Secondary Measure

To define the data extracted from General Ledger and how it is viewed by OBIS reports, you must setup your GL Company and Secondary Measure.

### Mapping Flexfields to Dimension Levels

The Map Flexfields window allows you to map flexfields to BIS dimension levels. There are two dimensions for Oracle General Ledger:

- GL Company
- GL Secondary

It is recommended you assign the GL Company to your Balancing Segment (usually Company). This is not required. The GL Secondary Measure can be assigned to any valid segment in the same Chart of Accounts. For example, the GL Secondary Measure can be mapped to accounts, department, or project.

If you want to map only one accounting segment, you must set the GL Secondary Measure to the same segment as the GL Company to satisfy BIS requirements.

#### ► To map flexfields to dimension levels:

1. Logon to Oracle Applications 11i and select BIS Super User Responsibility.
2. Navigate to the Map Flexfields window.
3. Query the Flexfield Name, *Accounting Flexfield*. Note: the query is case sensitive.
4. Select a Dimension. You will need to map both the GL Company and GL Secondary Measure.
5. Choose the Segment Mapping button. You identify the flexfield structure(s) and segment(s) the dimension is mapped to in the Segment Mapping window.
6. Enter or Query the Structure Name (Chart of Accounts) you want to use.

7. Enter or Query the Segment Name within the Chart of Accounts you want to assign to the dimension.
8. Save your work.

## Defining Financial Items

The financial items you define in General Ledger determine how actual and budget account balances are summarized for display in OBIS reports. OBIS also uses financial items to calculate key business indicators such as current ratio.

For example, you probably have numerous General Ledger accounts to track your organization's expenses. For OBIS reporting purposes, you need to summarize the balances from all of these expense accounts into one financial item, Expenses. The summary balance in the financial item is displayed in the Expenses report and used to compute profit margins that are displayed in the Profit Margin report.

There are six predefined financial items: Expenses, Revenues, Current Assets, Current Liabilities, Variable Costs, and Preferred Stock Dividends. You must specify all of the natural accounts that roll up into each financial item.

Account	Description
01.100.1001	Cash in Bank
01.100.1101	Short-Term Securities
01.100.1201	Receivables

- ▶ **To specify natural accounts that roll up into financial items:**
  1. Navigate to the Financial Item window.
  2. Choose Query > Find to see a list of financial items.

3. Select a financial item from the list, then choose OK.
4. In the Account fields, enter each natural account or parent account whose balances you want to roll up into the financial item. You can use parent accounts to summarize multiple child segment values.

For example, enter all the expense accounts that roll up into the financial item, Expenses. You can choose an Account from the list of values or enter a natural account directly. When you enter an account, the Description is displayed.

**Note:** The Financial Item window allows you to enter a parent account and a child account included in the parent account. Although your Financial Item may contain two entries for the same account, the collections program has a mechanism to prevent double counting.

5. Save your work.
6. Repeat the above steps for each financial item.

**Note:** To use OBIS reports that rely on General Ledger data, you must define at least one account for each Financial Item whether or not you intend to use that Financial Item.

## Entering Common Stock and Dividends

OBIS uses information about common stock and dividends to calculate earnings per share and diluted earnings per share in the OBIS Earnings Per Share report. The numbers of shares outstanding are also displayed in the report.

The screenshot shows a software window titled 'Common Stock (Vision Operations)'. It has two tabs: 'Outstanding Shares' (selected) and 'Stock Splits / Dividends'. Below the tabs is a table with the following structure:

Year	Share Measure	Measure Type	Weighted Average Shares Outstanding			
			Quarter 1	Quarter 2	Quarter 3	Quarter 4
1999	Basic	Actual	10,000	12,500	15,000	17,500
2000	Basic	Planned	20,000	25,000	50,000	100,000

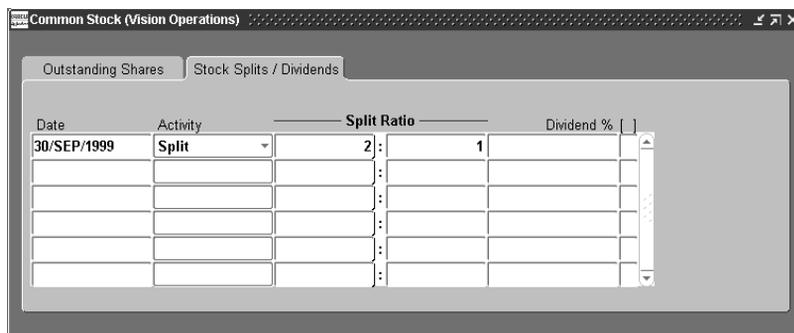
► **To enter common stock information:**

1. Navigate to the Common Stock window.
2. Choose Common Stock from the poplist.

3. Complete the following fields:
  - Year* – enter the Year for which you are entering stock information.
  - Share Measure* – choose Basic or Diluted.
  - Measure Type* – choose Actual or Planned.

**Note:** Select Planned to enter budgeted numbers of shares outstanding. Note, however, that planned amounts are not currently used by any of the OBIS reports.

  - Number of Shares Outstanding* – enter the total number of shares outstanding for each quarter.
4. Repeat the previous step for each combination of Year, Share Measure, and Measure Type for which you want to enter numbers of shares outstanding.
5. Save your work.



- ▶ **To enter stock splits and dividends:**
  1. Navigate to the Common Stock window.
  2. Choose Stock Splits/Dividends from the poplist.
  3. Complete the following fields:
    - Date* – enter the effective date of your stock split or dividend payment.
    - Activity* – choose Split or Dividend.
  4. If you chose Split as the Activity, enter the Split Ratio for the stock split.
  5. If you chose Dividend as the Activity, enter the Dividend %.
  6. Save your work.

## Specify Your Current Budget

OBIS reports and workbooks allow you to compare actual balances against budget balances for the financial items you define. To reference budget balances, you must specify one of your GL Budgets as the Current Budget. See: Defining Budgets: page 2 – 18

## Enabling Segment Value Security for Business Views

Segment Value Security is now provided for the General Ledger business views using the profile option, Initialization SQL Statement Oracle. Use the following guidelines to enable segment value security for your General Ledger Business Views.

### GL Responsibilities

If you are accessing the GL business view using a GL Responsibility:

1. Ensure that segment value security rules are defined for your GL Responsibility.
2. The profile option, Initialization SQL Statement Oracle, is already populated and segment value security is already enabled for the GL application. Therefore, any GL Responsibility you use will already have segment value security enabled. There are no additional setup steps required.

### Responsibilities Not Associated with General Ledger

If you want to access the GL business views with a Responsibility not associated with General Ledger:

1. Ensure that segment value security rules are defined for your Responsibility.
2. Ask the Application Administrator to populate the profile option, Initialization SQL Statement Oracle, for the Responsibility by entering the following text:

```
begin gl_security_pkg.init; end;
```

## Run and Schedule Prerequisite Processes

The financial reports available in OBIS require that you prepare summarized data before the reports are run by users. The summarized data is created by running a concurrent program in General Ledger.

To ensure that your OBIS users always have up-to-date information for their reports, we suggest that you schedule the concurrent program to run at specified intervals. Use Oracle Application's Standard Request Submission (SRS) feature to schedule the programs.

See: *Oracle Applications User's Guide* and *Oracle Applications System Administrators Guide*

Run the concurrent program GLOSUM — Financial Item Data Collection before your OBIS users run the following General Ledger reports:

GLXOAFIR — Expenses

GLXOAFIR — Revenues

GLXOAFIR — Current Ratio

GLXOAFIR — Profit Margin

GLXOAFIR — Contribution Margin

GLXOAEPS — Earnings Per Share

GLXOASUM — Analyst Summary

► **To run the Financial Item Data Collection concurrent program:**

1. Navigate to the Submit Requests window.
2. Choose Program – Financial Item Data Collection from the list of values.

You are not required to specify parameters. The program automatically collects and summarizes financial information from the latest open period for the set of books associated with the responsibility of the user who launches the program.

For budget amounts, the collection program collects budget information for entire fiscal year plus the previous two fiscal years.

3. Submit your request.

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# System Controls and Resources

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## Setting Concurrent Program Controls

You can set the concurrent program controls to improve the performance of the Journal Import, MassAllocation/MassBudgeting, and Open Period programs. For example, you can speed Journal Import by increasing the number of journal lines it holds in memory.

By increasing concurrent program control values, you increase the amount of memory the Journal Import or MassAllocation/MassBudgeting programs can use, thereby increasing their throughput. The total amount of main memory required for the programs and your accounting data is:

### **Size of program**

(Journal Import or MassAllocation/MassBudgeting)

### **+ Memory used for journal lines held in memory**

(Journal Import or MassAllocation/MassBudgeting)

### **+ Memory used for accounts held in memory**

(MassAllocation/MassBudgeting only)

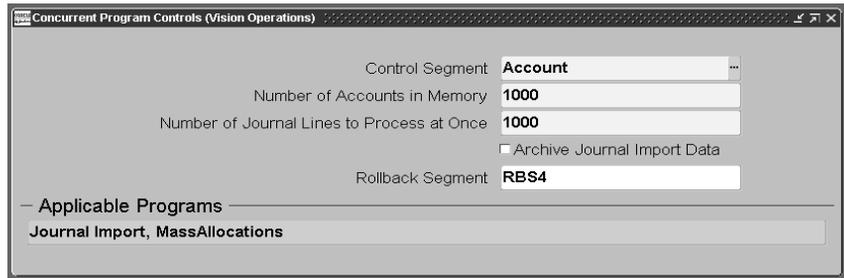
For the Open Period program, you can specify a rollback segment to be used whenever the program runs. Open Period typically requires a rollback segment larger than that used for normal transaction processing. The Concurrent Program Controls window allows you to assign the large rollback segment once during your setup procedures.

You can override the concurrent program control values. If you do not enter your own values, General Ledger uses default values that work well for most installations.

### **Prerequisites**

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- Run the Optimizer program to create indexes on segments of your account.
- Determine the amount of your computer's memory that you want to allocate to concurrent programs.



► **To set your concurrent program controls:**

1. Navigate to the Concurrent Program Controls window.

**Note:** The Applicable Programs region displays the programs to which the concurrent program controls apply:

*Control Segment* — MassAllocations/MassBudgeting

*Number of Accounts in Memory* — MassAllocations/MassBudgeting

*Number of Journal Lines to Process at Once* — Journal Import, MassAllocations/MassBudgeting

*Archive Journal Import Data* — Journal Import

*Rollback Segment* — Open Period

2. Enter a Control Segment to minimize the list of accounts that MassAllocations/MassBudgeting must search during validation. This should be the account segment with the largest number of different segment values. The default value is the natural account segment.

You must choose an indexed account segment. When you define your chart of accounts, you typically index one or more segments of your account. To create these indexes, you must run the General Ledger Optimizer.

3. Enter the Number of Accounts in Memory. The more accounts MassAllocations/MassBudgeting can hold in memory, the faster the program will run. If you do not enter a value here, your program process 2500 accounts at once.
4. Enter the Number of Journal Lines to Process at Once. The more journal lines the Journal Import and MassAllocations/MassBudgeting programs can hold in memory, the faster they will run. If you do not enter a value here, your concurrent programs process 1000 journal lines at once.

5. Choose to enable Archive Journal Import Data. When this check box is checked, the data in the GL\_INTERFACE is saved to GL\_INTERFACE\_HISTORY at the end of each Journal Import run.  
**Note:** If this check box is enabled, Journal Import runs slower.
6. Enter the name of the Rollback Segment to use whenever you run the Open Period program.
7. Save your work.

## See Also

Running the Optimizer Program: page D – 4

Defining Key Flexfields (*Oracle Applications Flexfields Guide*)

Importing Journals: page 1 – 137

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## Storage Parameters for Interim Tables

You can change the storage parameters for all interim tables and indexes in General Ledger. Several concurrent programs in General Ledger use interim tables as temporary storage space for transaction data. These programs create interim tables when they start and drop them when they finish.

Although the default storage parameters meet the needs of most installations, you can increase interim table allocations if the default parameters are inadequate.

The following General Ledger concurrent programs use interim tables:

**Posting:** GL\_POSTING\_INTERIM

**MassAllocations:** GL\_ALLOC\_INTERIM

**MassBudgets:** GL\_ALLOC\_INTERIM

**Translation:** GL\_TRANSLATION\_INTERIM

**Archive and Purge:** GL\_ARCHIVE\_BALANCES,  
GL\_ARCHIVE\_BATCHES, GL\_ARCHIVE\_HEADERS,  
GL\_ARCHIVE\_LINES

**Budget Posting:** GL\_BUDGET\_INTERIM,  
GL\_BUDGET\_RANGE\_INTERIM

**Create Summary Accounts:** GL\_SUMMARY\_INTERIM

Each table may contain one or more indexes. Refer to the *General Ledger Applications Technical Reference Manual* for more information on interim indexes.

### Prerequisite

---

- Determine the amount of storage space that you want to allocate to interim tables and indexes.

► **To set the storage parameters:**

1. Navigate to the Storage Parameters window.

General Ledger automatically displays all the interim tables and indexes it uses and the corresponding default storage parameters. General Ledger indicates the Object Type (Table or Index) and the Object Name.

2. Enter the Tablespace where you want the interim table or index to reside.

3. Enter the size (in kilobytes) of the Initial Extent you want General Ledger to allocate when it creates the interim table or index.
4. Enter the size (in kilobytes) of the Next Extent you want General Ledger to allocate for the interim table or index. This size is a base value which may remain constant for each subsequent extent, or may change depending on the value you enter for percent increase. The default extent values vary with the individual table or index. To see an explanation for the default value of a particular table or index, refer to the Description.
5. Enter the Maximum number of extents allowed for the interim table or index.
6. Enter the Pctincrease, or percentage for which you want each next extent size to increase over the last extent allocated. If percentage increase is zero (0), then the size of each additional extent remains constant.



**Suggestion:** We recommend that you specify a percent increase of either 0 or 100 for your interim tables. Other values can increase the rate of fragmentation of your interim tablespace.

## See Also

Tablespaces and Segments

*(Oracle7 Server Concepts Manual)*

## Opening and Closing Accounting Periods

Open and close accounting periods to control journal entry and journal posting, as well as compute period- and year-end actual and budget account balances for reporting.

Status	Period	Number	Fiscal Year	From Date	To Date	
Open	Mar-02	3	2002	16/FEB/2002	30/MAR/2002	
Open	Feb-02	2	2002	01/FEB/2002	15/FEB/2002	
Open	Jan-02	1	2002	01/JAN/2002	31/JAN/2002	
Open	Adj-01	13	2001	31/DEC/2001	31/DEC/2001	
Open	Dec-01	12	2001	01/DEC/2001	31/DEC/2001	
Open	Nov-01	11	2001	01/NOV/2001	30/NOV/2001	
Open	Oct-01	10	2001	01/OCT/2001	31/OCT/2001	
Open	Sep-01	9	2001	01/SEP/2001	30/SEP/2001	
Open	Aug-01	8	2001	01/AUG/2001	31/AUG/2001	

Accounting periods can have one of the following statuses:

**Open:** Journal entry and posting allowed.

**Closed:** Journal entry and posting not allowed until accounting period is reopened. Reporting and inquiry allowed.

**Permanently Closed:** Journal entry and posting not allowed. You cannot change this period status. Reporting and inquiry allowed.

**Never Opened:** Journal entry and posting are not allowed. General Ledger assigns this status to any period preceding the first period ever opened in your calendar, or to any period that has been defined, but is not yet future-enterable. You cannot change this period status.

**Future-Entry:** Journal entry is allowed, but posting is not. Your period is not yet open, but falls within the range of future-enterable periods you designated in the Set of Books window. You cannot change this period status without using the concurrent process to open the period.

You can open new accounting periods, close accounting periods, reopen closed accounting periods, and open an encumbrance year (if you are using encumbrance accounting).

**Note:** When you define a new set of books, choose carefully the first accounting period you want to open. Once you open your first accounting period, General Ledger does not allow you to open prior accounting periods.

Additionally, you cannot translate account balances for the first period ever opened. Therefore, we recommend that you open at least one period prior to the first accounting period in which you wish to enter transactions.

**Additional Information:** If you use Multiple Reporting Currencies, you must open/close accounting periods in your primary set of books and in each of your reporting sets of books.

### Prerequisite

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Define your set of books.

#### ► To open a new accounting period:

1. Navigate to the Open and Close Periods window.
2. General Ledger displays the Latest Open accounting period. Note that while a period may be the most recently opened accounting period, this period may have a current status of closed.
3. Choose Open Next Period. General Ledger calculates the ending account balances for the current period, and launches a concurrent process to open the next period. The current period remains Open.



**Suggestion:** Although you can have several open accounting periods, to maximize the efficiency of the General Ledger posting process, as well as to minimize the possibility of user error, limit the number of accounting periods that are open at one time.

If you open the first period of a new fiscal year, General Ledger automatically updates the Retained Earnings account.

4. Save your work.

#### ► To close an accounting period:

1. Navigate to the Open and Close Periods window.

General Ledger displays all accounting periods defined for your calendar with the period type of your set of books.

2. Select the open period that you want to close.
3. Enter a new status for the period.
  - Enter Closed to prevent entering or posting journals to that period. You can reopen a closed period at any time.
  - Enter Permanently Closed to prevent entering or posting journals to that period. You cannot reopen a permanently closed period.
4. Save your work.

► **To reopen an accounting period:**

1. Navigate to the Open and Close Periods window.

General Ledger displays all accounting periods defined for your calendar with the period type of your set of books.
2. Select the period that you want to reopen. You can reopen any closed period that is not permanently closed.
3. Change the status to Open.
4. Save your work.

## See Also

Defining Calendars: page 9 – 58

Defining Sets of Books: page 9 – 66

Entering Journals: page 1 – 9

Posting Journal Batches: page 1 – 146

Multiple Reporting Currencies Overview: page 11 – 54

## Opening an Encumbrance Year

When you open the first period ever for your set of books, General Ledger automatically opens your first encumbrance year as well. When you open additional encumbrance years, General Ledger automatically rolls your project-to-date encumbrance balances forward through the last period of the latest open encumbrance year.

You do not need to open encumbrance years if you are not using encumbrance accounting.

► **To open an encumbrance year:**

1. Navigate to the Open and Close Periods window.  
General Ledger automatically displays your Latest Open encumbrance year. You can enter and post encumbrance balances up to the last period of your latest open encumbrance year.
2. Choose Open Next Year. General Ledger submits a concurrent process to open the next encumbrance year.

**See Also**

Overview of Encumbrance Accounting: page 12 – 2

Entering Encumbrances: page 12 – 7



CHAPTER

# 10

## Maintenance

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## Mass Maintenance

Use Mass Maintenance to move balances by period from one account to another or merge balances by period from multiple accounts into a single account. The moved/merged balances are added to the existing balances in your target accounts. If you change your mind about a move/merge, you can reverse it and restore your account balances to their previous amounts.

During a move/merge operation the financial integrity between General Ledger and its subledgers is maintained, so you can still drill down to your subledger details after the move/merge is complete.

**Additional Information:** To drill down, perform an account inquiry from the move/merge target account. From there, you can drill down to the move/merge source account, then to the subledger detail.

You can also use Mass Maintenance's mass creation feature to create new accounts automatically based on existing accounts. For example, if you add a new cost center to your organization you can use mass creation to create all the accounts you need by modeling one of your other cost centers.

### See Also

Defining a Move/Merge Request: page 10 – 7

Reversing a Move/Merge: page 10 – 11

Purging Move/Merge Tables: page 10 – 12

Creating New Accounts with Mass Creation: page 10 – 15

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## Moving or Merging Account Balances

A move operation transfers balances from one or more source accounts to one or more target accounts. In the Mass Maintenance Workbench window, you use one account specification each to define the source accounts and the target accounts.

For example, assume your account has a cost center segment that you use to represent operations centers. Assume also that you have just closed one of your centers (#683) and want another center (#357) to absorb center #683's inventory and operations. For accounting and reporting purposes, you now want center #683's account balances

reflected in center #357's accounts. You can do this with a move operation. Assuming you use a four segment account, with cost center as the second segment, the source and target specifications in the Mass Maintenance Workbench window are:

*Source specification: . 683 . . Target specification: . 357 . .*

Note that you only have to specify a value for the cost center segment. By leaving the other three segments blank, your move/merge operation will move all account balances for all values of the other segments when the cost center value is 683.

The screenshot shows the 'Mass Maintenance Workbench (Vision Operations)' window. At the top, the 'Request' field contains 'Move Cost Center 6100' and the 'Status' field contains 'Prevalidation Completed'. The 'Description' field contains 'Move cost center 6100 to 6110'. Below this, the 'Request Type' section has two radio buttons: 'Move/Merge' (which is selected) and 'Mass Creation'. The 'Accounts' section contains a table with columns for 'Line', 'Source', and 'Target'. The first row shows '1' in the 'Line' column, '01..6100..' in the 'Source' column, and '01..6110..' in the 'Target' column. Below the table, the 'Descriptions' section has 'Source' set to 'Operations..Miscellaneous Employee Ex..' and 'Target' set to 'Operations..Payroll Taxes - FICA empl..'. At the bottom of the window are four buttons: 'Prevalidate', 'Submit', 'Reverse', and 'Segment Values'.

Line	Source	Target
1	01..6100..	01..6110..

A merge operation transfers balances from multiple source accounts into one or more target accounts. In the Mass Maintenance Workbench window, multiple account specifications are used to define the source accounts while the same account specification is used to define the target accounts.

For example, assume that you want to merge the balances from three costs centers (575, 683, and 937) into one (357). The source and target specifications in the Mass Maintenance Workbench window are:

*Source specification: . 575 . . Target specification: . 357 . .*  
*Source specification: . 683 . . Target specification: . 357 . .*  
*Source specification: . 937 . . Target specification: . 357 . .*

Request: **Move Cost Center 6100**      Status: **Prevalidation Completed**

Description: **Move cost center 6100 to 6110**

Request Type

Move/Merge       Mass Creation

Accounts

Line	Source	Target
1	01..6100..	01..6110..

Descriptions

Source: **Operations..Miscellaneous Employee Ex..**

Target: **Operations..Payroll Taxes - FICA empl..**

Prevalidate      Submit      Reverse      Segment Values

## Business Rules

- You cannot move/merge across sets of books.
- You cannot move/merge across balancing segment values. For example, if your balancing segment is company, you cannot move balances from one company to another.
- You cannot move/merge across financial statement categories. For example, you cannot move a balance sheet account balance to an income statement account. You can move/merge within categories, except for equity accounts. For example, you can move/merge an asset balance to a liability account.
- You cannot move/merge budget or encumbrance balances.
- You cannot move or merge the balances of purged accounting periods. However, since current balances are based on the purged periods, General Ledger will adjust the quarter-to-date, year-to-date, project-to-date, period-average-to-date, quarter-average-to-date, and year-average-to-date balances of your source and target accounts in the earliest unpurged period.
- Move/merge operations will not update the accounts and account ranges used in any General Ledger definitions, such as recurring journals, mass allocations, consolidation mappings, and summary accounts.

- ❑ You cannot use move/merge with General Ledger's dual currency accounting feature. If you need both move/merge and dual currency functionality, use General Ledger's multiple reporting currencies feature instead of dual currency.

See: Multiple Reporting Currencies Overview: page 11 – 54

- ❑ If any source accounts have historical rates assigned, you must update or create the historical rates for the target accounts. The rates will not be updated or created during the move/merge.
- ❑ If you have budgetary control enabled in your set of books, funds checking and reservation does not validate move/merge adjustments to your source and target accounts.
- ❑ Special rules for net income accounts (average balance processing):
  - You cannot move/merge into an existing net income account.
  - You cannot merge into a new net income account from more than one source account.
  - When moving net income accounts:
    - You must move the net income account for all balancing segment values in a set of books.
    - The target account cannot have an existing standard or average balance. This includes zero balances.
    - The target account and its natural account segment value cannot allow detail posting.

**Additional Information:** After you move a net income account's balance, the source account will no longer be treated as a net income account by General Ledger. Instead, the target net income account replaces the source net income account. The source account is then treated as any other account.

If you subsequently reverse a move operation that involved a net income account, the target net income account used in the original move operation cannot be used as a target net income account in any other move/merge operation.

## What Move/Merge Does

If no errors are encountered, a move/merge will perform the following steps before it finishes processing:

- Validate accounts (See: Validation and Prevalidation: page 10 – 10)

- Create target accounts that don't already exist
- Calculate balances to be moved or merged
- Calculate amounts to adjust quarter-to-date, year-to-date, project-to-date, period-average-to-date, quarter-average-to-date, and year-average-to-date balances
- Move/merge the calculated balances
- Create move/merge audit journals
- Produce the Mass Maintenance Execution Report

### **Translated Balances**

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After a successful move/merge operation, translated balances will be out of date. You must run General Ledger's Translation program to update your translated balances.

### **See Also**

Reversing a Move/Merge: page 10 – 11

Purging Move/Merge Tables: page 10 – 12

## Defining a Move/Merge Request

The screenshot shows the 'Mass Maintenance Workbench (Vision Operations)' window. The 'Request' field is 'CC683' and the 'Status' is 'New'. The 'Description' is 'Move Cost Center 683 to 367'. Under 'Request Type', 'Move/Merge' is selected. The 'Accounts' section contains a table with one row:

Line	Source	Target
10	01.140.1230..	01.850.7100.000000.000

Below the table, the 'Descriptions' section shows 'Source' as 'Operations.Communications Resou.Deferred Receivables..' and 'Target' as 'Operations.Human Resources.Indirect Burden Expenses.Default.No Product'. At the bottom, there are buttons for 'Prevalidate', 'Submit', 'Reverse', and 'Segment Values'.

### Prerequisites

- All target account segment values must exist and be enabled. If a target segment value is disabled, new accounts will not be created.
- Target accounts that exist before the move/merge is submitted must be enabled. Target accounts that do not exist will be created.

#### ► To move or merge account balances:

1. Navigate to the Mass Maintenance Workbench window.
2. Enter a Request name and Description for your move/merge.
3. Select Move/Merge as the Request Type.
4. Enter a Line number for the source-to-target account specification.
5. Enter a unique Source account specification from which to move/merge balances. You can also select your account segment values from the list of values.

**Note:** If you enter values for all of the account segments, the account must exist and must be enabled. If you enter values only for some of the segments, the values you enter must exist and be enabled.

**Additional Information:** Choose the Segment Values button if you want to review your segment values. This will take you to the Segment Values window. Use the menus to return to the Mass Maintenance Workbench window.

6. Enter the Target account specification to which you want to move/merge balances. You can also select your account segment values from the list of values.

**Note:** The format of the target account specification must be the same as the format you use for the source account. For example, if you enter values only for some of your source segments, you must enter values for the same segments of your target account specification. If you enter a complete account as your source, you must enter a complete account for your target.

**Additional Information:** Target accounts that do not exist will be created if they pass cross-validation checking.

7. Continue entering account specifications until you are done.
8. (Optional) Choose the Prevalidate button to run the prevalidation process. Review the execution report and correct any errors before submitting the move/merge.

See: Validation and Prevalidation: page 10 – 10

**Additional Information:** Generally, you should prevalidate your account specifications if you plan to run your move/merge unattended, such as overnight. The prevalidation process helps ensure that your move/merge request completes successfully. If you do not prevalidate, General Ledger will still validate your account specifications when you submit the move/merge.

9. Save your work.

## See Also

Mass Maintenance Statuses: page 10 – 10

Validation and Prevalidation: page 10 – 10

Reversing a Move/Merge: page 10 – 11

Purging Move/Merge Tables: page 10 – 12

Creating New Accounts with Mass Creation: page 10 – 15

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## Submitting a Move/Merge Request

1. Navigate to the Mass Maintenance Workbench window.
2. Query the move/merge definition that you want to submit.
3. Choose the Submit button to start the move/merge process.
4. Review the Mass Maintenance Execution Report for any errors. If necessary, correct any errors then resubmit the move/merge request.
5. (Optional) Purge the interim move/merge tables that were created during the move/merge process.

**Caution:** We recommend that you purge tables only after you have verified that the moved balances are correct. Once you purge the tables, you cannot reverse the move/merge operation.

### Conflicts with Other Processes and Activities

You should only run move/merge operations when no conflicting activity is taking place in the same set of books. There are several categories of activities that conflict with move/merge:

**Journal Creation:** includes entering manual or budgetary control journals, importing journals, revaluation, MassAllocations, and recurring formulas.

**Balance Processing:** includes posting, translation, summarization, open period, and purge.

**Account Creation:** includes creating, modifying, disabling, and enabling accounts.

All concurrent processes and online activity that fall into the above categories should be completed before you initiate a move/merge operation. To minimize the chance of conflicts occurring, we recommend that you establish and enforce procedures for scheduling move/merge operations. We also recommend that you establish and enforce procedures over account creation and modification.



**Suggestion:** Consider excluding the move/merge concurrent program from the standard concurrent manager. Instead, assign the program to a special concurrent manager queue that becomes active only at specified times.

## See Also

Defining a Move/Merge Request: page 10 – 7

Validation and Prevalidation: page 10 – 10

Reversing a Move/Merge: page 10 – 11

Purging Move/Merge Tables: page 10 – 12

Creating New Accounts with Mass Creation: page 10 – 15

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## Mass Maintenance Statuses

Any Mass Maintenance process (prevalidation, move/merge, reversal, mass creation, and purge) will have one of four statuses displayed in the Status field of the Mass Maintenance Workbench window:

**New:** Displayed when you define a new move/merge or mass creation.

**In Process:** The process is currently active.

**Completed:** The process has completed successfully.

**Failed:** The process has completed unsuccessfully.

## See Also

Moving or Merging Account Balances: page 10 – 2

Defining a Move/Merge Request: page 10 – 7

Reversing a Move/Merge: page 10 – 11

Purging Move/Merge Tables: page 10 – 12

Creating New Accounts with Mass Creation: page 10 – 15

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## Validation and Prevalidation

During validation and prevalidation, General Ledger will determine all the accounts that are defined by your source and target account specifications, perform validation checking on those accounts, and produce a Mass Maintenance Execution Report, showing any errors, such as:

- Overlapping accounts
- Disabled accounts
- Target accounts that violate cross-validation rules
- Move/merge transactions that violate the move/merge prerequisites and business rules

Validation is done automatically when you submit a move/merge request. However, since it is generally a good idea to run your move/merge operations during off-peak hours, you can choose to prevalidate before you submit the move/merge.

Running move/merge during off-peak hours minimizes system performance degradation and the possibility of the move/merge conflicting with other processes. Prevalidating helps ensure that an unattended move/merge operation completes successfully.

If a prevalidation request is successful, General Ledger will create your new target accounts if they do not already exist. The status displayed in the Mass Maintenance Workbench window will be Completed.

If a prevalidation request fails, General Ledger will only create those new target accounts which passed validation. Target accounts that do not pass validation will not be created. The status will be Failed. Review the Mass Maintenance Execution report and correct any noted problems before you submit your move/merge.

**Note:** If you update your segment values or accounts after a successful prevalidation, your move/merge operation may fail.

## See Also

Moving or Merging Account Balances: page 10 – 2

Defining a Move/Merge Request: page 10 – 7

Mass Maintenance Statuses: page 10 – 10

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## Reversing a Move/Merge

If you perform a move/merge operation then later change your mind, you can use Mass Maintenance to reverse the move/merge and restore your original balances.

**Caution:** Do not purge the interim move/merge tables until you are satisfied with the move/merge results. If you purge these tables, you cannot reverse the move/merge later.



**Warning:** To reverse move/merge operations that involved net income accounts (average balance processing), you must perform the reversals in the exact reverse order of the original move/merge operations. If you do not, your balances will be incorrect.

For example, assume you move net income account 4999 to 5999 (Request A), then subsequently move net income account 5999 to 5399 (Request B). To reverse these operations and restore your original balances, you must first reverse Request B, then reverse Request A.

► **To reverse a move/merge:**

1. Navigate to the Mass Maintenance Workbench window.
2. Query the move/merge request that you want to reverse.
3. Choose the Reverse button.

If the reverse request completes successfully your balances will be restored, the interim tables will be deleted, and new move/merge reversal audit journals will be created.

**Additional Information:** Any transactions you entered and posted to your target accounts after the initial move/merge operation will not be reversed. You must reverse these separately or create a journal entry to move the totals of those transactions back to the source accounts.

## See Also

Moving or Merging Account Balances: page 10 – 2

Defining a Move/Merge Request: page 10 – 7

Mass Maintenance Statuses: page 10 – 10

---

## Purging Move/Merge Tables

A move/merge operation populates two interim tables, GL\_MOVEMERGE\_BAL\_<move/merge request id> and GL\_MOVEMERGE\_DAILY\_BAL\_<move/merge request id>, with the

balances being moved or merged. The information in these tables is retained after a successful move/merge because it is needed to reverse the move/merge.

When you are satisfied that the results of a move/merge are correct and that you want to retain the new balances, you should purge the tables. *Do not purge the tables if you think you may want to reverse the move/merge later.*

**Additional Information:** If you reverse a move/merge operation, the interim tables will be purged automatically.

► **To purge the interim move/merge tables:**

1. Navigate to the Mass Maintenance Workbench window.
2. Query the move/merge request whose interim tables you want to purge.
3. Choose the Purge button.

## See Also

Moving or Merging Account Balances: page 10 – 2

Defining a Move/Merge Request: page 10 – 7

Mass Maintenance Statuses: page 10 – 10

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## Reviewing Move/Merge Audit Journals

When you perform a move/merge operation or a move/merge reversal, General Ledger creates an audit journal for each period for which balances are moved or merged. These journals are not used to update your target accounts. They are created only to provide an audit trail of all move/merge operations. These audit journals can be queried and included in a report.

**Note:** If average balance processing is enabled for your set of books, move/merge audit journals are created for each calendar day. Consolidation sets of books will have two sets of audit journals; one for standard balances and one for average balances.

You can identify move/merge audit journals by their journal source, journal category, and batch name. The journal source and category are

either Move/Merge or Move/Merge Reversal. The batch name follows this format:

*[request type]: [request name] [request id] [balance type] [period]: [batch date and time]*, where:

Parameter	Value
<i>[request type]</i>	<b>Move/Merge or Move/Merge Reversal</b>
<i>[request name]</i>	name of the move/merge request
<i>[request id]</i>	move/merge concurrent request ID
<i>[balance type]</i>	<b>Standard or Average</b>
<i>[period]</i>	accounting period of moved balances
<i>[batch date and time]</i>	date/time audit journal was created

**Table 10 – 1 (Page 1 of 1)**

For example, a move/merge batch might be named:

Move/Merge: CC357Merge 1687 Standard JUN-97: JUN 30, 1997 2:35:45

► **To query move/merge audit journals:**

- Use the query capabilities in the Enter Journals window. See: Finding Journals and Journal Batches: page 3 – 13.



**Suggestion:** In the Find Journals window, narrow your query by entering Move/Merge or Move/Merge Reversal as the journal source or journal category. Narrow the query further by entering the move/merge audit journal batch name.

**Additional Information:** Move/merge audit journals will not appear in the Reverse Journals window. To reverse a move/merge operation, you must use the Mass Maintenance reversal feature.

When you review the journal details, you will find that:

- The description field indicates:
  - Whether the journal line was a source or target account
  - The account
- Retained earnings accounts will not be shown unless you posted directly to them.

- The exchange rate will be displayed as 1.0 regardless of the actual exchange rate used in the original transactions.

## See Also

Moving or Merging Account Balances: page 10 – 2

Defining a Move/Merge Request: page 10 – 7

Reversing a Move/Merge: page 10 – 11

Finding Journals and Journal Batches: page 3 – 13

---

## Creating New Accounts with Mass Creation

Use Mass Maintenance's mass creation feature to create new accounts automatically based on existing accounts. For example, if you add a new cost center to your organization you can use mass creation to create all the accounts you need based upon one of your other cost centers.

**Additional Information:** Mass creation does not update any accounts and account ranges used in General Ledger definitions, such as recurring journals, mass allocations, consolidation mappings, and summary accounts.

### Prerequisites

---

- All target account segment values must exist and be enabled. If a target segment value is disabled, new accounts will not be created.

► **To create accounts using mass creation:**

1. Navigate to the Mass Maintenance Workbench window.
2. Enter a Request name and Description for your mass creation.
3. Select Mass Creation as the Request Type.
4. Enter a Line number for the source-to-target account specification.
5. Enter a Source account specification to use to model your target accounts. You can also select your account segment values from the list of values.

**Note:** If you enter values for all of the account segments, the account must exist and must be enabled. If you enter values

only for some of the segments, the values you enter must exist and be enabled.

6. Enter the Target account specification for the accounts you want to create. You can also select your account segment values from the list of values.

**Note:** The format of the target account specification must be the same as the format you use for the source account. For example, if you enter values only for some of your source segments, you must enter values for the same segments of your target account specification. If you enter a complete account as your source, you must enter a complete account for your target.

**Additional Information:** Target accounts that do not exist will be created if they pass cross-validation checking. Target accounts that exist but which are disabled will remain disabled after the mass creation operation.

7. Continue entering account specifications until you are done.
8. Choose the Submit button to save your work and start the mass creation process.
9. Review the Mass Creation Execution Report for any errors. If necessary, correct any errors then resubmit the mass creation request.

**Additional Information:** Errors will occur if your target accounts violate cross-validation rules or if your mass creation transactions violate the prerequisites.

If there are no errors, mass creation creates the new accounts and updates the status to Completed. If there are errors, no accounts are created and the status is changed to Failed.

## See Also

Moving or Merging Account Balances: page 10 – 2

Defining a Move/Merge Request: page 10 – 7

Mass Maintenance Statuses: page 10 – 10

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## Correcting Misclassified Account Types

In the event you have an account with a misclassified account type that results in an erroneous Retained Earnings calculation, you can correct your account balances and the misclassified account type.

For example, after running a trial balance for the first period of your new fiscal year, you notice that your Cash account balance is zero. You discover that your Cash account was originally created with an account type of Expense rather than Asset. Therefore, when you opened the first period of your new fiscal year, General Ledger automatically closed out your Cash account balance to Retained Earnings.



**Attention:** Follow the steps below in the exact order. If you changed Account Types from incorrect to correct values before starting these steps, you must reverse any changes before following these steps or the steps will not function properly.

► **To correct balances for a misclassified account:**

1. Reopen the last period of your prior fiscal year, if it is closed.
2. Create a journal entry that brings the misclassified account balance to zero for the last day of the last period of your prior fiscal year. Use a temporary account such as Suspense for the offsetting amount.
3. Post the journal entry on the last day of the last period of your prior fiscal year.
4. Verify that the misclassified account balance is zero by reviewing account balances online or in reports.
5. Correct the account type of the misclassified account by changing the segment value qualifiers. General Ledger prevents you from changing the account type unless you first unfreeze all account structures that reference your account segment using the Key Flexfield Segments window.
6. Ask your System Administrator to correct the account type of all accounts referencing the misclassified account by updating the ACCOUNT\_TYPE column in the GL\_CODE\_COMBINATIONS table using SQL\*Plus.
7. Restore the misclassified account balance by reversing the journal entry you posted in Step 3 above. Reverse the journal entry into the last day of the same period that it was originally posted.
8. Post the reversing journal entry.

Using the previous example, the Cash account type is now Asset so when you post the reversing journal entry, General Ledger rolls forward your Cash and Retained Earnings balances into the first period of the new fiscal year.

9. Review the corrected account balances online or in reports.

## See Also

Designing Your Accounting Flexfield: page 9 – 27

Opening and Closing Periods: page 9 – 180

Entering Journals: page 1 – 9

Posting Journals: page 1 – 146

Reversing Journals: page 1 – 158

Performing an Account Inquiry: page 3 – 6

Finding Journals and Journal Batches: page 3 – 13

## Archiving Account Balances and Journal Detail

You can archive and purge account balances, as well as journal batches, entries, lines, and associated journal references for one or more accounting periods, provided the periods are permanently closed.

You can archive and purge actual, budget, or encumbrance balances. In addition, for translated actual and budget balances, you can purge them before you rerun your translation. Except for translated balances, you must archive balances or journals before you can purge them.

**Note:** If you have average balance processing enabled in your set of books, your average balances will be archived and/or purged automatically, at the same time that you archive and purge your standard balances.

To ensure better control over your archiving and purging process, we recommend that you perform your archive and purge in separate steps. If possible, run the archive utility when no users are on the system. This avoids degrading performance and response time during business hours.

General Ledger prevents you from archiving twice for the same period and set of books. However, if your archive process does not complete successfully, you can rerun the Archive program.



**Attention:** When you rerun the Archive program, you overwrite the data in the archive tables. Therefore if you have previously run the archive process, be sure to export your archived data to an operating system file and to save the file to tape.

Consult your Database Administrator and your System Administrator before running the archive utility.

The screenshot shows a window titled "Archive and Purge (Vision Operations)". It has three tabs: "Balances", "Journals", and "Translated Balances". The "Balances" tab is active. Inside the window, there are two checkboxes: "Archive Balances" and "Purge Balances". Below these, there are two rows of input fields: "Balance Type" with a dropdown menu showing "Actual", and "Budget" with an empty text box. To the right of these is a "Periods" section with "From" and "To" labels and corresponding empty text boxes. At the bottom center of the window is a button labeled "Archive/Purge".

---

## Prerequisites

- Permanently close all periods that you want to archive or purge. You do not have to permanently close periods to purge only translated balances.
- Run all of your standard accounting reports to maintain a printed record of the transactions you will archive and purge.
- Create the appropriate tablespace and set your storage parameters to hold your archived data.
- Ensure that you have exported any previously archived data to an operating system file and saved the file to tape.

► **To archive account balances:**

1. Make sure you are using the set of books for the data you want to archive. You can only archive and purge data for the current set of books.
2. Navigate to the Archive and Purge window.
3. Select Balances from the poplist.  

General Ledger automatically displays (in the field, Period From) the earliest accounting period in your set of books that has not already been successfully archived and purged. You must archive and purge data for your oldest accounting period first.
4. Select the Archive Balances checkbox.
5. Select the Balance Type you want to archive. You can archive Actual, Budget, or Encumbrance balances. If you choose to archive budget balances, you must also enter a Budget name. You cannot enter All.
6. Enter the Period To which you want to archive. General Ledger will archive all periods in the range specified in the Period From and Period To fields.
7. Choose Archive/Purge. General Ledger submits a concurrent request to archive your balances. The Archive program copies account balances from the GL\_BALANCES table to the GL\_ARCHIVE\_BALANCES table for the range of periods you requested.
8. Review the Archive and Purge Audit Report to verify that the data for all periods you requested was successfully archived. We also recommend that you keep a written confirmation of the number of

records you archived. You can compare this number to the number of records purged when you run the purge utility.

9. Export the archive tables and copy the export files to tape.
10. Purge your data.

► **To archive journals:**

1. Make sure you are using the set of books for the data you want to archive. You can only archive and purge data for the current set of books.
2. Navigate to the Archive and Purge window.
3. Select Journals from the poplist.

General Ledger automatically displays (in the field, Periods From) the earliest accounting period in your set of books that has not already been successfully archived and purged. You must archive and purge data for your oldest period first.

4. Select the Archive Journals checkbox.
5. Select the Balance Type you want to archive. You can archive Actual, Budget, or Encumbrance journals. If you choose to archive budget journals, you must also enter a Budget name. You cannot enter All.
6. Enter the Period To which you want to archive. General Ledger will archive all periods in the range specified in the Period From and Period To fields.
7. Choose Archive/Purge. General Ledger submits a concurrent request to copy journal details from the GL\_JE\_BATCHES, GL\_JE\_HEADERS and GL\_JE\_LINES tables to the GL\_ARCHIVE\_BATCHES, GL\_ARCHIVE\_HEADERS and GL\_ARCHIVE\_LINES tables for the accounting periods you requested. If you imported journal references along with your actual journal entries, General Ledger also copies reference details from the GL\_IMPORT\_REFERENCES table to the GL\_ARCHIVE\_REFERENCES table.
8. Review the Archive and Purge Audit Report to verify that the data for all periods you requested was successfully archived. We also recommend that you keep a written confirmation of the number of records you archived. You can compare this number to the number of records purged when you run the purge utility.
9. Export the archive tables and copy the export files to tape.

10. Purge your data.

## See Also

Opening and Closing Periods: page 9 – 180

Submitting a Request (*Oracle Applications User's Guide*)

Archive and Purge Audit Report: page 14 – 81

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## Creating a Tablespace for Archived Data

Before you archive data, consult your Database Administrator to create a tablespace large enough to hold the data you want to archive.

► **To calculate the amount of space you need for archiving:**

1. Determine how many actual rows for your set of books are in the GL\_BALANCES table for the fiscal year you want to archive using the following SQL statement:

```
select count(*)
from GL_BALANCES
where PERIOD_YEAR = [your archive year]
and ACTUAL_FLAG = 'A'
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF_BOOKS
where NAME=[your set of books name]);
```

2. Determine how many rows are in the GL\_JE\_BATCHES table for the fiscal year you want to archive using the following SQL statement:

```
select count(*)
from GL_JE_BATCHES
where DEFAULT_PERIOD_NAME in [list of periods]
and ACTUAL_FLAG='A'
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF_BOOKS
where NAME=[your set of books name]);
```

3. To determine how many rows are in the GL\_JE\_HEADERS or GL\_JE\_LINES tables for the fiscal year you want to archive, use the

previous SQL statement, substituting GL\_JE\_HEADERS or GL\_JE\_LINES for GL\_JE\_BATCHES and PERIOD\_NAME for DEFAULT\_PERIOD\_NAME.

4. Determine how many rows are in GL\_IMPORT\_REFERENCES table for the fiscal year you want to archive, using the following SQL statement:

```
select count(*)
from GL_IMPORT_REFERENCES
where JE_BATCH_ID in
(select JE_BATCH_ID
from GL_JE_BATCHES
where DEFAULT_PERIOD_NAME in [list of periods]
and ACTUAL_FLAG='A'
and SET_OF_BOOKS_ID =
(select SET_OF_BOOKS_ID
from GL_SETS_OF_BOOKS
where NAME=[your set of books name]);
```

5. Determine the amount of space needed to archive the rows you want from the appropriate table(s). To do this, you must determine the average size of a row in each of those tables. First, determine the total number of rows in each table using the following SQL statement:

```
select count (*)
from [table name]
```

6. Consult your System Administrator to determine the total table size. Divide this table size by the total number of rows in the table to get the average size of a row in that table. Finally, multiply that average size by the number of rows you want to archive, as determined above.



**Attention:** Contact your Database Administrator if your tablespace is not large enough to store your archive data.

7. Select the archive tablespace and storage parameters for which to store the following interim tables using the Storage Parameters window:

```
GL_ARCHIVE_BALANCES
GL_ARCHIVE_BATCHES
GL_ARCHIVE_HEADERS
GL_ARCHIVE_LINES
GL_ARCHIVE_REFERENCES
```

---

## Exporting Archived Data

After archiving your account balance and journal data, your Database Administrator should export the archive tables from your database to an operating system file.

► **To export the archive tables:**

1. Make sure there is enough disk space for your export file. You will need about 75% of the space you needed for your tables.
2. Use the ORACLE RDBMS export utility to export the archive tables.
3. Make sure that your export was successful and verify that there are no errors. If you continue with the following steps without a successful export, you might lose valuable financial data. All of these conditions **MUST** be satisfied for a successful export:
  - Make sure that an export file has been created in your directory and that the file is not empty.
  - Look for normal completion of the export file (the last word of your export file should be 'EXIT').
  - Carefully monitor the export process while it is running, and look for error messages.
  - Make sure that the number of rows exported (as counted by the export program) is the same as the number of rows that you counted for the range of periods being archived.
  - Look for other errors in the log file, such as invalid parameters, errors in the export command line, not enough disk space for the export file, etc. The export process stops whenever it finds an error record.

If there are any errors, correct them and rerun the export.

4. Copy the export file to tape.



**Attention:** Verify that your backup procedure is successful. If you fail to backup the export file successfully and continue with the next step, you might lose valuable financial data.

5. After successfully completing the previous steps, delete the export file from your directory.

## See Also

*ORACLE RDBMS Utilities User's Guide*

---

## Purging Archived Account Balances and Journals

After archiving account balances and journal detail, purge the data. Except for translated balances, you can only purge data for accounting periods that have been archived. Translated balances cannot be archived; they can only be purged.

If possible, run the purge utility when there are no users on the system. This avoids degrading performance and response time during business hours.



**Suggestion:** To improve journal purge performance, see the following profile options: page B – 10

Number of Purge Workers

Journal Entry Purge Set

Journal Line Purge Set Size

### Prerequisites

---

- Archive your balances, journal details and associated references.
- Use the ORACLE RDBMS export utility to export balance and journal archive tables from your database to an operating system file. Save the operating system file to tape.

#### ► To purge account balances:

1. Navigate to the Archive and Purge window.  
General Ledger displays your Set of Books Name. You can only purge data for the current set of books.
2. Select Balances from the poplist.  
General Ledger automatically displays (in the field, Periods From) the earliest accounting period in your set of books that has not

already been successfully purged. You must purge data for your oldest period first.

3. Select the Purge Balances checkbox.
4. Select the Balance Type you want to purge. You can purge Actual, Budget, or Encumbrance balances. If you choose to purge budget balances, you must also enter a Budget name. You cannot enter All.
5. Enter the Period To which you want to purge. General Ledger will purge all periods in the range specified in the Period From and Period To fields.
6. Choose Archive/Purge. General Ledger submits a concurrent request to delete the archived records from the GL\_BALANCES table for the range of periods you requested.
7. Review the Archive and Purge Audit Report to ensure that the purge process completes successfully. Compare the number of records purged to the number of records archived for each period.
8. Export, drop and reimport the new GL\_BALANCES table to shrink the size of the table on your system and reclaim disk space. You will also notice increased performance by reducing fragmentation.
  - Export the purged GL\_BALANCES table and verify the export.
  - Drop your archive tables. To drop your Journal Details and References tables, run the following SQL command, substituting GL\_ARCHIVE\_HEADERS, GL\_ARCHIVE\_LINES, or GL\_ARCHIVE\_REFERENCES for the table name:

```
drop table GL_BALANCES;
```

- Import the GL\_BALANCES table

► **To purge journals:**

1. Navigate to the Archive and Purge window.

General Ledger displays your Set of Books Name. You can only purge data for the current set of books.
2. Select Journals from the poplist.

General Ledger automatically displays (in the field, Periods From) the earliest accounting period in your set of books that has not already been successfully purged. You must purge data for your oldest period first.
3. Select the Purge Journals checkbox.

4. Select the Balance Type you want to purge. You can purge Actual, Budget, or Encumbrance journals. If you choose to purge budget journals, you must also enter a Budget name. You cannot enter All.
5. Enter the Period To which you want to purge. General Ledger will purge all periods in the range specified in the Period From and Period To fields.
6. Choose Archive/Purge. General Ledger submits a concurrent request to delete the archived records from the GL\_JE\_BATCHES, GL\_JE\_HEADERS, GL\_JE\_LINES, and GL\_IMPORT\_REFERENCES tables.
7. Review the Archive and Purge Audit Report to ensure that the Purge process completed successfully. Compare the number of records purged to the number of records archived for each period.
8. Export, drop and reimport the new GL\_JE\_BATCHES, GL\_JE\_HEADERS, GL\_JE\_LINES, and GL\_IMPORT\_REFERENCES tables to shrink the size of these tables and reclaim disk space. You will also notice increased performance by reducing fragmentation.
  - Export the purged GL\_JE\_BATCHES, GL\_JE\_HEADERS, GL\_JE\_LINES, and GL\_IMPORT\_REFERENCES tables and verify the export.
  - Drop your journal tables. To drop your Journal Details and References tables, run the following SQL command, substituting GL\_JE\_BATCHES, GL\_JE\_HEADERS, GL\_JE\_LINES or GL\_IMPORT\_REFERENCES for the table name:
 

```
drop table [table name],
```
  - Import the GL\_JE\_BATCHES, GL\_JE\_HEADERS, GL\_JE\_LINES, and GL\_IMPORT\_REFERENCES tables.

► **To purge translated balances:**

1. Navigate to the Archive and Purge window.  
General Ledger displays your Set of Books Name. You can only purge data for the current set of books.
2. Select Translated Balances from the poplist.
3. Select the Balance Type you want to purge. You can purge translated Actual or Budget balances. If you choose to purge translated budget balances, you must also enter a Budget name. You cannot enter All.

4. Enter the Currency whose translated balances you want to purge.  
General Ledger automatically displays (in the field, Periods To) the latest translated period for the balance type and the currency. You cannot change this value.
5. Enter the Period From which you want to purge. You change this to any earlier period, going back as far as the earliest translated period for the balance type and currency. General Ledger will purge all periods in the range specified in the Period From and Period To fields.
6. Choose Purge. General Ledger submits a concurrent request to delete the translated balances for the range of periods you requested.
7. Review the Archive and Purge Audit Report to ensure that the purge process completes successfully.

## See Also

Submitting a Request (*Oracle Applications User's Guide*)

Opening and Closing Periods: page 9 – 180

Archive and Purge Audit Report: page 14 – 81

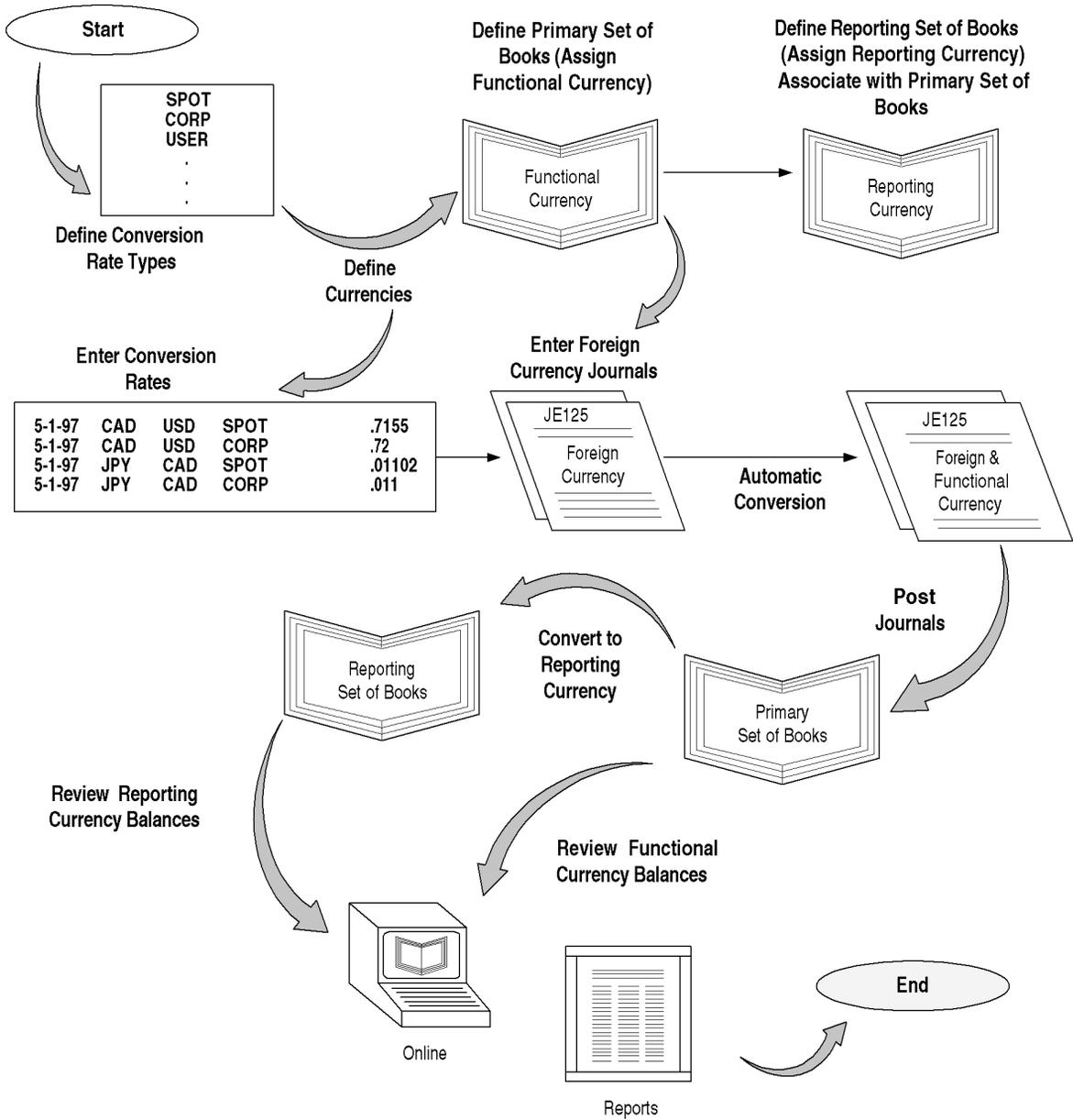
CHAPTER

# 11



## Multi-Currency

# Overview of Multi-Currency Accounting



► **To set up multi-currency accounting:**

1. Define the conversion rate types you want to use to maintain daily exchange rates and to enter foreign currency journals. General Ledger comes with four predefined conversion rate types: Spot, Corporate, User, and EMU Fixed. See: Defining Conversion Rate Types: page 11 – 11.
2. Define and enable the currencies you want to use. General Ledger predefines all ISO currencies, but you can define as many additional currencies as you need. See: Defining Currencies: page 11 – 6.
3. Assign a functional currency to your set of books. General Ledger records all transactions and maintains all of your account balances in the functional currency. See: Defining Sets of Books: page 9 – 66.
4. If you use Multiple Reporting Currencies, assign reporting currencies to your reporting sets of books. See: Multiple Reporting Currencies Overview: page 11 – 54.
5. Define a Cumulative Translation Adjustment account for your set of books. Set the account type of your Cumulative Translation Adjustment account to:
  - **Owner's Equity:** to create a translation adjustment on your balance sheet (required by SFAS #52 (U.S.)).
  - **Revenue or Expense:** to create a translation gain/loss on your income statement.

General Ledger automatically posts any net adjustments resulting from currency translation or revaluation to this account in accordance with SFAS #52 (U.S.).

**Note:** General Ledger conforms to multiple national accounting standards, including SFAS #52 (U.S.)—with regard to the translation, revaluation, and reporting of foreign currency-denominated balances.

6. Define an account to use to record unrealized gains and losses that arise when you revalue account balances that are denominated in a foreign currency. See: Defining Accounts: page 9 – 47 and Revaluing Balances: page 11 – 34.
7. Enter the daily rates you will need. Typically, you will enter rates to convert foreign currency journal entries into your functional and reporting currencies. See: Entering Daily Rates: page 11 – 13.

If you do not want to predefine daily rates, you can use the conversion rate type User to enter daily rates at the time you enter journals.

**Note:** If you have average balance processing enabled in your set of books, you must define a daily rate on or before the first day of the first year for which you want to translate balances.

8. Enter period rates for running foreign currency revaluation or translation. See: Entering Period Rates: page 11 – 23.
9. Enter historical rates or amounts to translate selected balances in accordance with national accounting standards. General Ledger also uses historical rates and amounts to remeasure selected account balances for companies in highly inflationary economies. See: Entering Historical Rates: page 11 – 30.

► **To work with multiple currencies in General Ledger:**

1. Update your daily conversion rates regularly.
2. Enter or import foreign currency journals. If you use the conversion rate type User, enter the currency conversion rate when you enter journals. See: Entering Foreign Currency Journals: page 1 – 16.
3. Post your foreign currency journal entries to an open period. General Ledger stores the foreign currency amount associated with each journal line, in addition to the converted functional currency equivalent. See: Posting Journal Batches: page 1 – 146.
4. Revalue foreign currency–denominated accounts. General Ledger creates journal entries to adjust the functional currency balances for exchange rate fluctuations, in accordance with SFAS #52 (U.S.). See: Revaluing Balances: page 11 – 34.
5. Post the revaluation journal batch to adjust your unrealized gain/loss account for exchange rate fluctuations. See: Posting Journals: page 1 – 146.
6. Translate account balances before consolidating sets of books with different functional currencies, or to report account balances in an alternate currency. You can translate actual or budget balances. See: Translating Balances: page 11 – 41.

**Note:** If you use Multiple Reporting Currencies, you can report account balances in an alternate currency directly from your reporting sets of books. See: Multiple Reporting Currencies Overview: page 11 – 54.

7. Review entered and converted foreign currency balances online using the Account Inquiry window. You can also review translated amounts online using the Account Inquiry window. See: Performing an Account Inquiry: page 3 – 6.

**Note:** You must have previously translated your account balances to the foreign currency before you perform the translated account balance inquiry.

8. Run foreign currency Trial Balance reports. Use the:
  - Detail, Summary1, Summary2, or Translation Trial Balances to view translated account balances after you run translation.
  - Foreign Currency Detail, Foreign Currency Summary1, or Summary2 Trial Balances to view balances entered in a foreign currency.
  - Foreign Currency General Ledger Report to reconcile revaluation journals after you run revaluation.

See: Running Standard Reports and Listings: page 14 – 2.

9. Produce foreign currency financial statements. Use the Financial Statement Generator to build custom reports to report on actual and budget translated account balances, as well as amounts entered in foreign currency. See: Overview of Financial Statement Generator: page 4 – 3.

# Currencies

## Defining Currencies

Use the Currencies window to define non-ISO (International Standards Organization) currencies, and to enable/disable currencies. Oracle Applications has predefined all currencies specified in ISO standard #4217.

To use a currency other than U.S. Dollars (USD), you must enable the currency. U.S. Dollars (USD) is the only currency that is enabled initially.



Code	Name	Issuing Territory	Symbol	Precision	Extended Precision	Minimum Accountable Unit
ABC	Abc	Afghanistan		3	6	
ABCD	Abcd	Afghanistan		3	3	
ADP	Andorran Peseta	Andorra		0	3	
AED	UAE Dirham	United Arab Em		2	5	
AFA	Afghani	Afghanistan		2	5	
AGC	AGC Currency	American Sam	\$	2	5	1
ALL	Lek	Albania		2	5	
AMD	Armenian Dram	Armenia		2	5	
ANG	Netherlands Antilliar	Netherlands A		2	5	
AOK	Kwanza	Angola		0	3	

► **To define a new currency:**

1. Navigate to the Currencies window.
2. Enter a unique Code to represent your currency.

**Note:** You cannot change a currency code after you enable the currency, even if you later disable that currency.

3. Enter the Name and Description of the currency.
4. (Optional) Select the name of the Issuing Territory. Oracle Applications has predefined the names of countries (per ISO Standard #3166) that issue standard currencies.
5. Enter the Symbol for your currency.

**Note:** Some Oracle Applications use currency symbols when displaying amounts. Others, like General Ledger, do not.

6. Enter the Precision of the currency to designate the number of digits to the right of the decimal point used in regular currency transactions.
7. Enter the Extended Precision to designate the number of digits to the right of the decimal point used in calculations for this currency. The extended precision must be greater than or equal to the standard precision.  

**Note:** Some Oracle Applications use the extended precision. Others, like General Ledger, do not.
8. Enter the Minimum Accountable Unit to designate the smallest denomination used in this currency. Note that this might not correspond to the precision.
9. If you are defining the national currency of an EMU member state, define your Currency Derivation options.  

See: Defining European Monetary Union Relationships: page 11 – 7
10. (Optional) Enter Effective Dates for your currency. You can only enter transactions denominated in this currency for dates within the range. If you don't enter a start date, the currency is valid immediately. If you don't enter an end date, the currency is valid indefinitely.
11. Enable your currency.
12. Save your work.

► **To enable or disable a currency:**

1. Navigate to the Currencies window.
2. Query the Code or Name of the currency that you want to enable or disable.
3. Mark the Enabled check box to indicate that the currency can be used to enter transactions and record balances. Clear the check box to indicate that the currency cannot be used.
4. Save your work.

---

## Defining European Monetary Union Relationships

Oracle Applications and General Ledger include specific features for defining the relationships between the official currency (Euro) of the

European Monetary Union (EMU) and the national currencies of EMU member states. For each EMU currency, you define its Euro-to-EMU fixed conversion rate (see Notes below) and the effective starting date.

General Ledger comes with a predefined currency for the Euro, with a currency code of EUR. To use this predefined currency, you must activate it. To use a different currency code for the Euro, you must define a new Euro currency.

## Notes

---

- When defining a new EMU currency or creating the EMU relationship for an existing currency, you must enter a currency derivation factor. This is the fixed conversion rate by which you multiply one Euro to derive the equivalent EMU currency amount.
- When defining a new EMU currency or creating the EMU relationship for an existing currency, you must enter an effective starting date. This is the date on which the relationship between the EMU currency and the Euro effectively starts.
- You *must* create the EMU relationship for your existing currency *before* you enter period rates for any period that is the same as or which follows the period of the effective starting date. For example, if your effective starting date is 04/20/1998, do not enter period rates for April or May of 1998 until you have created the EMU relationship for your existing currency.

If you enter period rates first, run the program, Maintain Euro Period Rates for each set of books for which you have defined period rates.

### ► To create an EMU relationship for an existing currency:

1. Navigate to the Currencies window.
2. Query the currency for which you want to create an EMU relationship.
3. Select EMU Derived as the Currency Derivation Type.
4. Enter the Currency Derivation Factor between the Euro and the EMU currency.
5. Enter the Currency Derivation Effective starting date.
6. Save your work.



**Suggestion:** We recommend that you carefully check your entered period rates before creating an EMU relationship for

your existing currency. You can corrupt your General Ledger data if you have entered rates for any period that is the same as or which follows the period of the effective starting date, if you do so before you create the EMU relationship for your existing currency. See: Entering Period Rates: page 11 – 23

► **To define a new EMU currency:**

1. Follow the steps for defining a currency.
2. While defining the currency, select EMU Derived as the Currency Derivation Type.
3. Enter the Currency Derivation Factor between the Euro and the EMU currency.
4. Enter the Currency Derivation Effective starting date.
5. Complete the steps for defining a currency.
6. Save your work.

► **To activate the predefined Euro currency:**

1. Navigate to the Currencies window.
2. Query the currency Code EUR.
3. Select Euro Currency as the Currency Derivation Type.
4. Mark the Enabled check box to indicate that the currency can be used to enter transactions and record balances.
5. Save your work.

► **To define a new Euro currency:**

1. Make sure the predefined Euro currency is deactivated.
2. Follow the steps for defining a currency. See: Defining Currencies: page 11 – 6.
3. While defining the currency, select Euro Currency as the Currency Derivation Type.
4. Complete the steps for defining a currency.
5. Save your work.

► **To deactivate the predefined Euro currency:**

1. Navigate to the Currencies window.

2. Query the currency Code EUR.
3. Delete any entry for the Currency Derivation Type. This field should be empty.
4. Unmark the Enabled check box to indicate that the currency cannot be used to enter transactions and record balances.
5. Save your work.

## See Also

*Oracle Applications and the Euro*

Defining Currencies: page 11 – 6

Overview of Multi-Currency Accounting: page 11 – 2

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# Conversion Rates

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## Defining Conversion Rate Types

Use conversion rate types to automatically assign a rate when you convert foreign currency journal amounts to functional currency equivalents. You enter daily conversion rates for specific combinations of foreign currency, date, and conversion rate type.

When you enter a foreign currency journal, General Ledger automatically displays the predefined exchange rate based on the currency, rate type (unless you are using the User rate type), and conversion date you enter. When you have a User rate type, you enter the rate directly when you enter a foreign currency journal.

**Additional Information:** If you want to enter different daily rates for the same combination of from-currency, to-currency, and conversion date, you must define separate conversion rate types.

General Ledger provides the following predefined daily conversion rate types:

**Spot:** An exchange rate which you enter to perform conversion based on the rate on a specific date. It applies to the immediate delivery of a currency.

**Corporate:** An exchange rate you define to standardize rates for your company. This rate is generally a standard market rate determined by senior financial management for use throughout the organization.

**User:** An exchange rate you specify when you enter a foreign currency journal entry.

**EMU Fixed:** An exchange rate General Ledger provides automatically when you enter journals (after the EMU effective starting date) using a foreign currency that has a fixed relationship with the Euro.

*See: Oracle Applications and the Euro*

You can use these predefined rate types to enter exchange rates, or you can define additional conversion rate types. After defining a conversion rate type, enter daily rates using that rate type.

► **To define a new conversion rate type:**

1. Navigate to the Conversion Rate Types window.

2. Enter a Name and Description for the new conversion rate type.
3. Save your work.

## **See Also**

Entering Foreign Currency Journals: page 1 – 16

Defining Currencies: page 11 – 6

Overview of Multi-Currency Accounting: page 11 – 2

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## Entering Daily Rates

General Ledger uses daily rates to perform foreign currency journal conversions. You can maintain daily conversion rates between any two non-EMU currencies that you have enabled in your applications instance. For EMU currencies, you can only enter daily rates between the EMU currency and other currencies if the date precedes the EMU currency's effective starting date.

If you use General Ledger's Multiple Reporting Currencies feature, your daily rates are used to convert your primary set of books' journals to the appropriate reporting currencies when the journals are copied to your reporting sets of books. Your daily rates must be defined before you post journals in your primary set of books.

In addition, you can enter a range of dates for a single exchange rate in the Enter Rates By Date Range window. The date range can span multiple days or periods.

**Additional Information:** If you have average balance processing enabled in your set of books, you must define a daily rate on or before the first day of the first year for which you want to translate balances.

**Note:** General Ledger maintains *one set of daily rates* for all sets of books within an Applications instance. In earlier releases, General Ledger maintained a set of rates for each set of books.

---

### Entering Foreign Currency Journals

If you specify a foreign currency, conversion date, and conversion rate type when entering journals, General Ledger will automatically display the daily rate you defined to convert the foreign currency to your functional currency, for the specified date and rate type. General Ledger calculates functional debit and credit equivalents by multiplying the debits and credits entered in a foreign currency by the retrieved daily rate.

See: Entering Foreign Currency Journals: page 1 – 16

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### Daily Rates in Oracle Receivables

If you enter exchange rates in the Daily Rates window, Oracle Receivables will display the appropriate rate for a particular transaction date in the QuickCash, Receipts, Apply Miscellaneous Transactions, Credit Memos, and Transactions windows. If you do not maintain daily rates, you can still enter exchange rates manually when

you enter your foreign currency receipts, debit memos, on-account credits, invoices, deposits, and guarantees.

Currency		Conversion			AUD To USD	USD To AUD
From	To	Date	Type			[ ]
AUD	USD	10/31/1999	Corporate	.7793	1.2832028744	
AUD	USD	10/30/1999	Corporate	.7793	1.2832028744	
AUD	USD	10/29/1999	Corporate	.7793	1.2832028744	
AUD	USD	10/28/1999	Corporate	.7793	1.2832028744	
AUD	USD	10/27/1999	Corporate	.7793	1.2832028744	
AUD	USD	10/26/1999	Corporate	.7793	1.2832028744	
AUD	USD	10/25/1999	Corporate	.7793	1.2832028744	
AUD	USD	10/24/1999	Corporate	.7793	1.2832028744	

Enter by Date Range...

## Prerequisites

- Define and enable your currencies.
- Define your conversion rate types.

**Additional Information:** If you want to enter different daily rates for the same combination of from-currency, to-currency, and conversion date, you must define separate conversion rate types. See: *Defining Conversion Rate Types*: page 11 – 11.

- Have your system administrator set the profile option Daily Rates Window: Enforce Inverse Relationship During Entry.

### ► To enter a daily conversion rate:

1. Navigate to the Daily Rates window.
2. Enter the From-Currency — the currency you want to convert from using the rates you enter. You can choose any enabled currency except STAT.

General Ledger automatically displays the functional currency for your set of books as the To-Currency — the currency to which you want to convert.

**Additional Information:** If your functional currency is an EMU currency, the to-currency defaults to the Euro. See: *Defining European Monetary Union Relationships*: page 11 – 7.

3. As needed, change the To-Currency. If you enter the same currency as your from-currency, you will receive an error.

4. Enter the Conversion Date and Type. When you use this date and rate type to enter journals, General Ledger automatically displays the rate you define here.
5. Enter the conversion rate you want General Ledger to use to convert your from–currency amounts into your to–currency equivalents. General Ledger automatically calculates the inverse of the rate and displays it in the adjacent column.

If the profile option Daily Rates Window: Enforce Inverse Relationship During Entry is set to Yes, General Ledger ensures that the rates in both columns always have an inverse relationship. If either rate is changed General Ledger automatically recalculates the other as the inverse of the changed rate.

If the profile option is set to No, General Ledger will not enforce the inverse relationship. You can change either of the rates independently.

- Enter a rate in the first column that converts your from–currency to your to–currency. This is the rate that you multiply your from–currency amount by to determine the to–currency equivalent. For example, to convert AUD to USD (Australian Dollars to U.S. Dollars), enter .7793 if the rate is .7793 U.S. dollars per Australian dollar.
- Enter a rate in the second column that converts your to–currency to your from–currency. This is the rate that you multiply your to–currency amount by to determine the from–currency equivalent. For example, to convert USD to AUD (U.S. Dollars to Australian Dollars), enter 1.2832 if the rate is 1.2832 Australian dollars per U.S. dollar.

**Note:** If you have the profile option Journals: Display Inverse Rate set to Yes, General Ledger will display inverse exchange rates in the Enter Journals and other windows. For example, assume that the profile option is set to Yes and your functional currency is USD. If you enter the AUD to USD rate as .7793 in the Daily Rates window, General Ledger will display the inverse rate, or 1.2832, in the Enter Journals window when you create a foreign currency journal using AUD as the foreign currency.

Currency		Conversion				
From	To	From Date	To Date	Type		
EUR	USD	01-JAN-1998	30-JUN-2002	Corporate	1.1006912341	0.90852
EUR	USD	01-JAN-1998	30-JUN-2002	Reporting	1.0	1.0
GBP	USD	01-JAN-1998	30-JUN-2002	Corporate	1.6129032258	0.62
SGD	USD	01-JAN-1998	30-JUN-2002	Corporate	0.6666666667	1.5

► **To enter a single rate for a date range:**

1. Navigate to the Daily Rates window.
2. Choose the Enter by Date Range button.

The Enter Rates By Date Range window appears.

3. Enter the From-Currency — the currency you want to convert from using the rates you enter. You can choose any enabled currency except STAT.

General Ledger automatically displays the functional currency for your set of books as the To-Currency — the currency to which you want to convert.

**Additional Information:** If your functional currency is an EMU currency, the to-currency defaults to the Euro. See: Defining European Monetary Union Relationships: page 11 – 7.

4. As needed, change the To-Currency. If you enter the same currency as your from-currency, you will receive an error.
5. Enter From Date and To Date to span your desired date range.
6. Enter the Conversion Date and Type. When you use this date and rate type to enter journals, General Ledger automatically displays the rate you define here.
7. Enter the conversion rate you want General Ledger to use to convert your from-currency amounts into your to-currency equivalents. General Ledger automatically calculates the inverse of the rate and displays it in the adjacent column.

If the profile option Daily Rates Window: Enforce Inverse Relationship During Entry is set to Yes, General Ledger ensures

that the rates in both columns always have an inverse relationship. If either rate is changed General Ledger automatically recalculates the other as the inverse of the changed rate.

If the profile option is set to No, General Ledger will not enforce the inverse relationship. You can change either of the rates independently.

- Enter a rate in the first column that converts your from–currency to your to–currency. This is the rate that you multiply your from–currency amount by to determine the to–currency equivalent. For example, to convert AUD to USD (Australian Dollars to U.S. Dollars), enter .7793 if the rate is .7793 U.S. dollars per Australian dollar.
- Enter a rate in the second column that converts your to–currency to your from–currency. This is the rate that you multiply your to–currency amount by to determine the from–currency equivalent. For example, to convert USD to AUD (U.S. Dollars to Australian Dollars), enter 1.2832 if the rate is 1.2832 Australian dollars per U.S. dollar.

**Note:** If you have the profile option Journals: Display Inverse Rate set to Yes, General Ledger will display inverse exchange rates in the Enter Journals and other windows. For example, assume that the profile option is set to Yes and your functional currency is USD. If you enter the AUD to USD rate as .7793 in the Daily Rates window, General Ledger will display the inverse rate, or 1.2832, in the Enter Journals window when you create a foreign currency journal using AUD as the foreign currency.

**Note:** If you run a query on a single rate that contains a range of dates, your query results list each date within your specified date range as a single row.

## See Also

Multiple Reporting Currencies Overview: page 11 – 54

Loading Rates Automatically: page 11 – 18

Entering Foreign Currency Journals: page 1 – 16

Defining Currencies: page 11 – 6

Translating Balances: page 11 – 41

Revaluing Balances: page 11 – 34

## Loading Daily Rates Automatically

General Ledger provides the `GL_DAILY_RATES_INTERFACE` table that you can use to automatically insert, update, or delete daily rates in the `GL_DAILY_RATES` table. General Ledger validates the rows in the interface table before making changes in the `GL_DAILY_RATES` table.



**Warning:** Always use the interface table to load your daily rates into General Ledger. Do not load rates directly into the `GL_DAILY_RATES` table, since this can corrupt your daily rates data.

When General Ledger processes the interface table, the system follows the behavior described below:

- If you specify a range of conversion dates, the system inserts, updates, or deletes one row in `GL_DAILY_RATES` for each date in your range. For example, if you specify:

```

From-currency:          JPY
To-currency:           USD
Conversion date range: 01-OCT-97 to 03-OCT-97
User conversion type:   Spot
Conversion rate:       .0083
  
```

... and you are inserting new rates, General Ledger will insert three new rows into `GL_DAILY_RATES` with the following information:

```

JPY  USD  01-OCT-97  Spot  .0083
JPY  USD  02-OCT-97  Spot  .0083
JPY  USD  03-OCT-97  Spot  .0083
  
```

- General Ledger automatically inserts, updates, or deletes the corresponding inverse rates rows in `GL_DAILY_RATES`. Using the same example as above, General Ledger will insert three additional rows into `GL_DAILY_RATES` with the following information:

```

USD  JPY  01-OCT-97  Spot  120.482
USD  JPY  02-OCT-97  Spot  120.482
USD  JPY  03-OCT-97  Spot  120.482
  
```

## The `GL_DAILY_RATES_INTERFACE` Table

The insert, update, or deletion of rates in `GL_DAILY_RATES` is done automatically by database triggers on the `GL_DAILY_RATES_`

INTERFACE table. You do not need to run any import programs. You only need to develop an automated process that populates the interface table with your daily rates information.

The columns in GL\_DAILY\_RATES\_INTERFACE are described below.

Column Name	Null?	Type
FROM_CURRENCY	NOT NULL	VARCHAR2 (15)
TO_CURRENCY	NOT NULL	VARCHAR2 (15)
FROM_CONVERSION_DATE	NOT NULL	DATE
TO_CONVERSION_DATE	NOT NULL	DATE
USER_CONVERSION_TYPE	NOT NULL	VARCHAR2 (30)
CONVERSION_RATE	NOT NULL	NUMBER
MODE_FLAG	NOT NULL	VARCHAR2 (1)
INVERSE_CONVERSION_RATE		NUMBER
USER_ID		NUMBER (15)
ERROR_CODE		VARCHAR2 (30)
LAUNCH_RATE_CHANGE		VARCHAR2 (1)
CONTEXT		VARCHAR2 (150)
ATTRIBUTE1		VARCHAR2 (150)
ATTRIBUTE2		VARCHAR2 (150)
ATTRIBUTE3		VARCHAR2 (150)
ATTRIBUTE4		VARCHAR2 (150)
ATTRIBUTE5		VARCHAR2 (150)
ATTRIBUTE6		VARCHAR2 (150)
ATTRIBUTE7		VARCHAR2 (150)
ATTRIBUTE8		VARCHAR2 (150)
ATTRIBUTE9		VARCHAR2 (150)
ATTRIBUTE10		VARCHAR2 (150)
ATTRIBUTE11		VARCHAR2 (150)
ATTRIBUTE12		VARCHAR2 (150)
ATTRIBUTE13		VARCHAR2 (150)
ATTRIBUTE14		VARCHAR2 (150)

Table 11 – 1 GL\_DAILY\_RATES\_INTERFACE Table (Page 1 of 2)

Column Name	Null?	Type
ATTRIBUTE15		VARCHAR2 (150)
USED_FOR_AB_TRANSLATION		VARCHAR2 (1)

**Table 11 – 1 GL\_DAILY\_RATES\_INTERFACE Table (Page 2 of 2)**

### **Required and Conditionally Required Columns**

---

The field descriptions below are based on the example below.

**FROM\_CURRENCY:** The source currency applicable to the conversion rate. The amount denominated in the from-currency multiplied by the conversion rate gives the amount denominated in the to-currency.

**TO\_CURRENCY:** The target currency applicable to the conversion rate.

**FROM\_CONVERSION\_DATE:** The starting date of the range of dates for which rows will be inserted into GL\_DAILY\_RATES. General Ledger will insert one row for each date in the range. Each date will have the same conversion rate you specify.

**TO\_CONVERSION\_DATE:** The ending date of the range of dates for which rows will be inserted into GL\_DAILY\_RATES.

**Additional Information:** The range of dates specified by FROM\_CONVERSION\_DATE and TO\_CONVERSION\_DATE cannot exceed 366 days.

**USER\_CONVERSION\_TYPE:** The conversion type that users see displayed in the Daily Rates window. General Ledger automatically converts the user conversion type into the conversion type ID that is stored in the GL\_DAILY\_RATES table.

**CONVERSION\_RATE:** The currency conversion rate. This is the rate by which the amount denominated in the from-currency is multiplied to arrive at the amount denominated in the to-currency.

**Additional Information:** If the row you are entering in the interface table is to delete rates in GL\_DAILY\_RATES, enter a dummy CONVERSION\_RATE.

**MODE\_FLAG:** For each row, enter 'D' if you want to delete matching rows from the GL\_DAILY\_RATES table. Enter 'I' if you want to insert new rows.

**Additional Information:** If you specify 'T' as the MODE\_FLAG and the combination of from-currency, to-currency, conversion date, and user conversion type already exist in GL\_DAILY\_RATES, the existing rate will be updated with the new rate you specified in the interface table.

If you specify 'D' as the MODE\_FLAG, General Ledger will also delete corresponding inverse rates rows in GL\_DAILY\_RATES.

**Note:** Any rows you enter in GL\_DAILY\_RATES\_INTERFACE that fail validation will remain in the interface table and will not be moved to GL\_DAILY\_RATES. Also, the mode flag will change to X and the error code column will be populated. Use a SQL\*Plus SELECT statement to check if any of the rows you loaded into the interface table failed validation.

You cannot reprocess rejected rows that remain in the interface table after failing validation. To process the correct data, you must first delete the rejected rows from the interface table then enter the correct data as new rows in the table. The new data will be processed as usual.

## Optional Columns

---

**INVERSE\_CONVERSION\_RATE:** The inverse of the conversion rate. This is the rate by which the amount denominated in the to-currency is multiplied to arrive at the amount denominated in the from-currency.

**Additional Information:** If you do not provide this value, General Ledger will calculate the inverse rate from the CONVERSION\_RATE column and insert the appropriate inverse rate rows into GL\_DAILY\_RATES.

**USER\_ID:** The user ID of the person who is adding rows to the interface table. To determine the user ID for a specific user name, use the following SQL\*Plus statement:

```
select user_id
from fnd_user
where user.name='<user name>'
```

**LAUNCH\_RATE\_CHANGE:** If you want the rate change program to run automatically, enter a 'Y' in the LAUNCH\_RATE\_CHANGE column for *one row* of the rates you are loading. Leave this column blank for the remaining rows. Otherwise, multiple concurrent requests will be launched when only one is required to load all of your rates.

When a daily rate has changed, the rate change program will outdate average translations in those average balance sets of books that use the changed daily rate.

**CONTEXT:** The descriptive flexfield context.

**ATTRIBUTE1 through ATTRIBUTE15:** Any descriptive flexfield information associated with the daily rate.

#### **Other Columns**

---

**ERROR\_CODE:** The text of the error message you receive if the row in the interface table failed validation. This column is used by the system. No user entry is needed.

**USED\_FOR\_AB\_TRANSLATION:** This column is used internally by General Ledger when copying rates to GL\_DAILY\_RATES. Do not make any entries in this column.

#### **See Also**

Entering Daily Rates: page 11 – 13

Defining Currencies: page 11 – 6

Multiple Reporting Currencies Overview: page 11 – 54

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## Entering Period Rates

You can maintain period-average, period-end, and revaluation exchange rates for any foreign currency you have enabled. General Ledger uses:

- Period-average and period-end rates when you translate your actual and budget account balances.
- The revaluation rate when you revalue account balances that are denominated in a foreign currency.

**Note:** If you change a period rate after you've already run translation, you must retranslate your account balances for the period whose rate has changed.



**Warning:** If your functional currency is that of a European Monetary Union (EMU) member state, you *must* create the EMU relationship for your existing currency *before* you enter period rates for any period that is the same as or which follows the period of your effective starting date in the EMU.

For example, if your effective starting date is 04/20/1998, do not enter period rates for April or May of 1998 until you have created the EMU relationship for your existing currency.

If you enter period rates first, you will have to delete those rates, then back out the effects of any journals that used the rates, before you create the EMU relationship. Otherwise, you can corrupt your General Ledger data.

See: Defining European Monetary Union Relationships: page 11 – 7.

### EMU and Non-EMU Currencies

EMU currencies, such as the French Franc, have a fixed exchange rate with the euro. General Ledger can calculate rates between EMU and Non-EMU currencies in a EMU functional currency set of books based on a euro to Non-EMU rate you specify.

To do so, set the profile option: Allow Direct EMU/Non-EMU User Rates, to NO.

*Example:* Set up a period rate for French Francs and the US Dollar.

1. Set the profile option, Allow Direct EMU/Non-EMU User Rates to NO.
2. You are entering a period rate in a French Franc set of books.
3. In the Period Rates window, specify the To Currency, in this example, USD.

4. Enter values for the Period Exchange Rate fields: Average and End. For each field, a pop-up window appears, allowing you to enter a euro to USD rate.
5. General Ledger automatically calculates the French Franc to USD rate based on the Euro to USD rate you entered, and displays it in the French Franc to USD field.
6. Choose OK to accept the General Ledger rate calculation for each of these fields. The calculate Average and End rates appear in the Period Rates window.
7. Proceed to the next period to enter period exchange rates.

The screenshot shows a window titled "Period Rates (Vision Operations)". It contains a table with columns for "Currency" (From, To, Balance Type), "Period", "Average", "End", and "Revaluation". The table lists various currency pairs and their corresponding exchange rates for different periods.

Currency			Period Exchange Rates			
From	To	Balance Type	Period	Average	End	Revaluation
USD	AGC	Actual	Oct-01	15	5	.2
USD	BHT	Actual	Nov-00	45	25	.04
USD	BHT	Actual	Jul-00	60	45	.022222222
USD	CAD	Actual	Dec-98	1.12128761	1.3234423688	.7556052485
USD	CAD	Actual	Jan-98	1.3	1.555	.6430868167
USD	CAD	Actual	Aug-97	.7407	.7407	1.3500742541
USD	CAD	Actual	Jul-97	.7352	.7352	1.3601741023
USD	CAD	Actual	Jun-97	.7352	.7352	1.3601741023
USD	CAD	Actual	May-97	.7352	.7352	1.3601741023
USD	CAD	Actual	Apr-97	.7352	.7352	1.3601741023
USD	CAD	Actual	Mar-97	.7352	.7352	1.3601741023
USD	CAD	Actual	Feb-97	.7299	.7299	1.3700506919

### Prerequisite

- Define and enable your currencies.
- Define your set of books.
- (Optional) Set the profile option: Allow User Rate Between EMU and Non-EMU to No

#### ► To enter a period rate:

1. Navigate to the Period Rates window.
2. Enter the Currency you want to translate To. You can choose any enabled currency except the functional currency of your set of books, or STAT.

General Ledger automatically displays the functional currency for your set of books as the From currency.

3. Choose the Balance Type to which the period rates apply. Enter Actual if you want to enter rates for your actual balances, or Budget if you want to enter rates for your budget balances.
4. Enter the accounting Period to which the rates apply. For actual balances, you can maintain period rates for any open, future-enterable, or closed accounting period. For budget balances, you can maintain period rates for any period up to the last period of the latest open budget year.
5. Enter the Period–Average rate for the accounting period. General Ledger uses the period–average rate to perform currency translation. Typically, you use period–average rates to translate income statement accounts.

If the profile option: Allow User Rate Between EMU and Non–EMU is set to No, a pop–up window appears. Enter the euro to EMU or EMU to euro rate. General Ledger calculates the EMU to Non–EMU rate.

Choose OK to accept the calculated rate.

**Note:** You must be entering a period rate to a non–EMU currency in a EMU functional currency set of books.

Enter the rate that you multiply your functional currency amount by to determine the foreign currency equivalent. For example, if your functional currency is USD (U.S. Dollars) and you want to translate your balances to JPY (Japanese Yen), enter 126.275 if the average exchange rate is 126.275 yen per dollar.

6. Enter the Period-End rate for your accounting period. General Ledger enters the inverse of the period–end rate as the revaluation rate. If you want, you can skip the period-end rate and enter the revaluation rate directly.

General Ledger uses period-end rates to perform currency translation. Typically, you translate balance sheet accounts using period-end rates.

Enter the rate that you multiply your functional currency amount by to determine the foreign currency equivalent. For example, if your functional currency is USD (U.S. Dollars) and you want to translate your balances to JPY (Japanese Yen), enter 126.87 if the period-end rate is 126.87 yen per dollar.

If the profile option: Allow Direct EMU/Non–EMU User Rates is set to No, a pop–up window appears. Enter the euro to Non–EMU rate. General Ledger calculates the EMU to Non–EMU rate.

Choose OK to accept the calculated rate.

**Note:** You must be entering a period rate to a non-EMU currency in a EMU functional currency set of books.

7. If you did not enter a period-end rate, enter the Revaluation rate. General Ledger enters the inverse of the revaluation rate as the period-end rate.

General Ledger uses the revaluation rate when you run revaluation.

## See Also

Translating Balances: page 11 – 41

Revaluing Balances: page 11 – 34

Defining Calendars: page 9 – 58

Defining Currencies: page 11 – 6

Overview of Multi-Currency Accounting: page 11 – 2

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## Using Period Rates with European Monetary Union Currencies

General Ledger is able to derive certain period-average and period-end rates when the to-currency has a euro, EMU, or Interim EMU currency derivation (See: Currency Derivations: page 11 – 28). In all other cases, you must specifically enter the appropriate rates using the Period Rates window.

The tables below summarize those situations when you must enter rates versus those where General Ledger is able to derive the rates.

**Note:** You cannot change derived rates.

### Period-Average Rates

Currency Derivation of From-Currency (Note 4)	Currency Derivation of To-Currency			
	Other	Euro	EMU	Interim EMU
Other	Entered	Entered (Note 1)	Derived (Note 1)	Entered
Euro	Entered	N/A	Derived (Note 2)	Entered

Currency Derivation of From-Currency (Note 4)	Currency Derivation of To-Currency			
	Other	Euro	EMU	Interim EMU
EMU	Entered	Derived (Note 2)	Derived (Note 2)	Entered
Interim EMU	Entered	Entered	Entered	Entered

Table 11 – 2 Period-Average Rates (Page 2 of 2)

### Period-End Rates

Currency Derivation of From-Currency (Note 4)	Currency Derivation of To-Currency			
	Other	Euro	EMU	Interim EMU
Other	Entered	Entered (Note 1)	Derived (Note 1)	Entered
Euro	Entered	N/A	Derived (Note 2)	Derived (Note 3)
EMU	Entered	Derived (Note 2)	Derived (Note 2)	Derived (Note 2)
Interim EMU	Entered	Derived (Note 3)	Derived (Note 3)	Derived (Note 3)

Table 11 – 3 Period-End Rates (Page 1 of 1)

### Notes

1. After you close the Period Rates window, General Ledger runs the Maintain Euro Period Rates program. This program creates all of the derived rates noted in the table, based on the period-average and period-end rates you've entered. See: Running the Maintain Euro Period Rates Program: page 11 – 29.
2. Rate are derived automatically when you open a new period or a new budget year. Also, every time you add or change an EMU currency, you should run the Maintain Euro Period Rates program to update your derived period rates.
3. The rate is derived from the Period Rates window when you enter the period-average rate for the period.
4. The from-currency is also your set of books' functional currency.

## Currency Derivations

General Ledger recognizes four currency derivations that can result depending on the value of the Currency Derivation Type and Currency Derivation Effective fields of the Currencies window. These currency derivations are summarized in the table below.

Currency Derivation	Currency Derivation Type	Currency Derivation Effective	Examples and Notes
Other	Null (blank)	n/a	USD, JPY, AUD, etc.  Currencies of countries that are not members of the European Monetary Union.  <b>Note:</b> National currencies of EMU member states are treated as having a currency derivation of Other for periods preceding their effective starting date in the European Monetary Union.
Euro	Euro Currency	n/a	EUR  The official single currency of the European Monetary Union.
EMU	EMU Derived	Any day of the effective starting period.	FRF, DEM, BEF, etc.  <b>Period Rates Note:</b> National currencies of EMU member states <i>for all full periods</i> following the effective starting date are considered to have a currency derivation of EMU.
Interim EMU	EMU Derived	Other than first day of the effective starting period.	FRF, DEM, BEF, etc.  <b>Period Rates Note:</b> National currencies of EMU member states for the effective starting period are considered to have a currency derivation of Interim EMU.  <b>Note:</b> Applies only when the effective starting date is not the first day of the period. Also, the currency derivation is only in effect for the first period. It becomes EMU for all subsequent periods.

Table 11 – 4 Currency Derivations (Page 1 of 1)

### See Also

Entering Period Rates: page 11 – 23

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## Running the Maintain Euro Period Rates Program

The Maintain Euro Period Rates program creates derived period-average and period-end rates based on the period rates you've entered. For actual balances, the program creates derived rates for all closed, open, and future-enterable periods in your current set of books. For budget balances, the program creates derived rates for all periods up through the last period of the latest open budget year.

You must run the program through standard request submission (Submit Request window) whenever you add or change an EMU currency.

**Note:** The Maintain Euro Period Rates program requires no parameters.

The Maintain Euro Period Rates program runs automatically in the following situations:

- Entering Period Rates:** When you use the Period Rates window to enter period rates from an Other currency to the Euro currency, the Maintain Euro Period Rates program will run automatically after you close the Period Rates window.
- Opening Periods:** If your set of books' functional currency is the Euro or an EMU currency, the Maintain Euro Period Rates program will run automatically after you open your first or subsequent accounting periods.
- Opening a Budget Year:** If your set of books' functional currency is the Euro or an EMU currency, the Maintain Euro Period Rates program will run automatically after you open your first or subsequent budget years. Derived rates will be created for each period in your budget year.

### See Also

Using Period Rates with European Monetary Union Currencies: page 11 – 26

Entering Period Rates: page 11 – 23

## Entering Historical Rates

Enter historical rates or amounts for translating actual and budget account balances. You can enter rates for any foreign currency you have enabled.

You can assign historical rates to accounts, either individually or by range. Generally, you enter historical rates only for specific balance sheet accounts. For example, you can use historical rates to translate non-monetary and selected owners' equity account balances.

If you have average balance processing enabled for your set of books, you enter separate historical rates for standard and average balances for specific balance sheet accounts.

**Note:** If you change a historical rate after you've already run translation, you must retranslate your account balances for the period whose rate has changed.

Period	Account	Rate	Amount	Rate Type	[ ]
Jan-99	03.000.3310.0000.000	1.65		Period	
Jan-99	03.000.3310.0000.110	1.65		Period	
Jan-99	01.000.3200.0000.000	1.65		Period	
Jan-99	01.000.3310.0000.000	1.61		Prior	
Jan-99	01.000.3100.0000.000	1.65		Period	
Jan-99	02.000.3310.0000.000	1.65		Period	

— Account Description —  
Project Mf.Balance Sheet.Retained Earnings.No Sub Account.No Product

### Prerequisites

- Define and enable your currencies.
- Define your set of books.

#### ► To enter a historical rate for a specific account:

1. Navigate to the Historical Rates window.
2. Enter the Target Currency for which you want to enter rates. You can enter any foreign currency as the Target Currency.
3. Enter the Period to which the historical rate applies.

4. Enter the Account to which the rate applies.
5. Enter either a Rate or Amount.

See: Translating Balances: page 11 – 41 for a discussion of how General Ledger determines the translated balance from the rate or amount you enter on the Historical Rates window.

**Note:** Data entry for this window assumes you are entering a credit amount (a positive number for a credit amount, a negative number for a negative credit amount).

6. If you have average balance processing enabled, choose a Usage type to apply the rate to Standard or Average balances.

**Additional Information:** You can use the Assign by Ranges window to define the same rate for both standard and average balances.

**Note:** If average balance processing is not enabled in your set of books, the usage field will not appear in the Historical Rates window.

7. Select Historical as the Rate Type. General Ledger overrides the period-end rate, if one exists, with rates associated with this type.

**Note:** If you have average balance processing enabled, General Ledger will automatically enter Historical as the Rate Type.

8. Save your work.
9. Produce a Historical Rates Listing to see your historical rates, amounts and weighted-average rates.

► **To enter a historical rate for a range of accounts:**

1. Navigate to the Historical Rates window.
2. Enter the Target Currency for which you want to enter rates. You can enter any foreign currency as the Target Currency.
3. Choose the Assign by Ranges button.
4. Enter the Period, Rate or Amount, and Rate Type just as you would for individual accounts.

**Note:** If you have average balance processing enabled, the Rate Type field will not appear.

**Note:** Data entry for this window assumes you are entering a credit amount (a positive number for a credit amount, a negative number for a negative credit amount).

5. (Optional) If average balance processing is enabled, select a Usage type to apply the rate to Standard, Average, or Standard & Average balances.
6. Enter an account Low and High for the range you want to assign the defined rate. You can assign the same rate to multiple account ranges.
7. Choose OK when you have entered all the ranges for the period, rate, and rate type.
8. Save your work. General Ledger runs a concurrent process to assign historical rates to the accounts in the designated ranges.
9. Produce a Historical Rates Listing to see your historical rates, amounts and weighted-average rates.

## Automatically Assigned Rate Types

If you translate an owners' equity account for which you have not entered a historical rate for the period and to-currency, or an asset or liability account for which you have entered a previous historical rate, General Ledger automatically creates a historical rate and assigns it one of the rate types listed below. The information below also describes how General Ledger derives the historical rate it uses for the period and to-currency:

**Prior:** General Ledger uses the most recently entered historical rate or amount for your balance sheet accounts, and assigns it the rate type Prior. If you have average balance processing enabled, General Ledger rolls this historical rate or amount forward using the rate type Prior.

**Period:** If you have never defined a historical rate or amount for an owners' equity account, General Ledger uses:

- The period-average rate if the profile option GL: Owners Equity Translation Rule is set to PTD.
- The period-end rate if the profile option GL: Owners Equity Translation Rule is set to YTD.

In both cases, General Ledger assigns the rate type Period.

**Calculated:** This rate type is only used when the profile option GL: Owners Equity Translation Rule is set to YTD. It is only applicable to the first period of your fiscal year. If you have never defined a historical rate or amount for your retained earnings account, General Ledger calculates a rate and assigns it the rate type Calculated.

## See Also

Defining Sets of Books: page 9 – 66

Historical Rates Listing: page 14 – 37

Overview of Multi-Currency Accounting: page 11 – 2

Overview of Average Balance Processing: page 13 – 1

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## Revaluing Balances

Use the Revalue Balances window to revalue foreign currency–denominated balances. This window launches a process that revalues the functional currency equivalent balances for the accounts and currencies you select, using the appropriate current market rate for each currency. Resulting gain or loss amounts are posted to the gain/loss or cumulative translation adjustment account you specify. This process creates a revaluation batch containing separate journal entries for each revalued foreign currency.

You can revalue a single account or ranges of accounts, for both income statement and balance sheet reporting. Income statement accounts are revalued on the basis of their period–to–date or year–to–date balances, in accordance with the Income Statement Accounts Revaluation Rule profile option (See: Setting General Ledger Profile Options: page B – 2.). Balance sheet accounts are always revalued on the basis of their year–to–date balances.

When you revalue balances in an average balance set of books, General Ledger only revalues standard balances. When you post the revaluation journal entries to update your standard balances, the system recomputes your average balances automatically.

If you use Multiple Reporting Currencies, revaluation journal entries generated and posted in your primary set of books are automatically replicated and converted to each of your reporting sets of books. *You must separately post these replicated journal batches in each of your reporting sets of books.*

See: Revaluation

*(Multiple Reporting Currencies in Oracle Applications)*

**Additional Information:** General Ledger conforms to multiple national accounting standards, including SFAS #52 (U.S.)—with regard to the translation, revaluation, and reporting of foreign currency–denominated balances.

Revalue Balances (Vision Operations)

Period

Unrealized Gain/Loss Account

**Currency Option**

Single Currency      Currency       Rate

Euro and EMU Currencies

All Currencies

**Revaluation Ranges**

Account Low	Account High
01.200.1110.0000.000	01.200.1130.2159.250
02.100.1110.0000.000	02.100.1130.2159.250

## Prerequisites

- Define an unrealized gain/loss account.
- Define a Cumulative Translation Adjustment account.
- Define a revaluation rate for each currency for each period for which you want to run revaluation.

### ► To revalue your account balances:

1. Navigate to the Revalue Balances window.

**Note:** As you complete the remaining steps, note that the Revalue Balances window may display various warning messages, depending on the selections you make, especially if either the currency you are revaluing or your functional currency has a currency derivation of Euro, EMU, or Interim EMU (See: Currency Derivations: page 11 – 28). If you receive a warning, review your entries carefully to make sure they are correct.

2. Enter the accounting Period for the balances you want to revalue.
3. If you have average balance processing enabled, enter an Effective Date for the revaluation journal entries that General Ledger will create. If you do not enter an effective date, General Ledger will use the nearest business day in the Period you chose.

**Additional Information:** If you enter an invalid effective date, based on the Effective Date Rules you've defined for your Revaluation journal source, General Ledger will automatically adjust the effective date to one that is valid. See: Effective Date Validation: page 1 – 135.

4. Enter the Unrealized Gain/Loss or Cumulative Translation Adjustment Account to record net gains and losses from the revaluation. The default is the account you entered for the previous revaluation.

5. Choose one of the following Currency Options:

**Single Currency:** to revalue a particular foreign currency.

**EURO+EMU:** to revalue all currencies whose currency derivation is EURO, EMU, and Interim EMU.

**All Currencies:** to revalue all foreign currencies.

6. If you choose to revalue a single currency, enter the Currency to use for the revaluation. If your set of book's functional currency has a currency derivation of Other, you can only enter a currency that also has a currency derivation of Other.

If you choose to revalue all currencies, General Ledger revalues each foreign currency balance only if a period-end rate exists for each currency and accounting period.

**Note:** You must define a period-end rate for your selected accounting period and currency before running revaluation.

7. If you choose to revalue a single currency, you may need to enter the Rate to use for the revaluation, depending on whether your set of book's functional currency has a currency derivation of Other, EURO, EMU, or Interim EMU:

**Other:** If the functional currency derivation is Other, General Ledger automatically displays the period-end rate defined for this accounting period and currency. You can use this default rate, or enter a different Rate (in the window).

**Euro, EMU, or Interim EMU:** If the functional currency derivation is Euro, EMU, or Interim EMU, General Ledger automatically displays a fixed rate or a period-end rate, depending on the currency derivation of the currency you choose to revalue:

- *Euro, EMU, or Interim EMU:* General Ledger displays the fixed conversion rate. *You cannot change this rate.*

- *Other*: General Ledger displays the period–end rate for the period and currency. You can use this default rate, or enter a different Rate (in the window).
8. If the GL: Revaluation AutoQuery Last Run Range profile option is set to **Yes**, the Revalue Ranges region of the window automatically displays the GL account number ranges last entered. You can use these existing account numbers and proceed with the revaluation, or you can delete the record (Edit>Delete Record) and enter a new account number range or ranges.

If the profile option is set to **No**, the Revaluation Ranges region displays blank account number fields. Enter a low account number (Account Low) and a high account number (Account High) to define a range of account numbers to be revalued. Repeat this step to enter multiple ranges.

**Note:** You can select balance sheet and income statement accounts. Balance sheet accounts are revalued in accordance with their year–to–date balances. Income statement accounts are revalued using either their period–to–date or year–to–date balances, as defined by profile option GL: Income Statement Accounts Revaluation Rule. See: Setting General Ledger Profile Options: page B – 2

9. Choose Revalue. General Ledger launches a concurrent process to revalue your account balances. The process names your revaluation batch in the following format: Revalue <Period Name> <Concurrent Request Date> <Concurrent Request Time>; for example, Revalue JAN–95 31–JAN–95 15:34:00.

The following table summarizes the revaluation journal entries generated by the Revalue Button:

GL Account Type	Journal Line	
	Primary	Offset
Asset	Target Asset Account	Selected Gain/Loss Account
Liability	Target Liability Account	
Revenue	Target Revenue Account	Cumulative Translation Adjustment Account
Expense	Target Expense Account	
Capital	<i>No Entry</i>	<i>No Entry</i>

Table 11 – 5 (Page 1 of 1) Revaluation Journal Entries

See: *Summary of Revaluation Program Action* below.

10. Use the Revaluation Execution Report to review the status of your account revaluation. General Ledger automatically generates this report when you run revaluation.
11. Post the revaluation journal batch.

**Note:** If you use Multiple Reporting Currencies, you must revalue your primary set of books and *each of your reporting sets of books*. Revaluation journal entries generated and posted in your primary set of books are automatically replicated and converted to each of your reporting sets of books. *You must separately post these replicated journal batches in each of your reporting sets of books.* See: *Performing Standard General Ledger Activities, Revaluation (Multiple Reporting Currencies in Oracle Applications)*.

## Summary of Revaluation Program Action

The following table summarizes what the revaluation program does, depending on your functional currency's currency derivation and the currency option you choose from the Revalue Balances window.

Currency Option	Currency Derivation of Functional Currency		
	Other	Euro or EMU	Interim EMU
Single Currency	<p>Revalues standard balances denominated in the selected currency for the selected period and range of accounts.</p> <p>Currency is revalued using the rate defined by the Revalue Balances window.</p>	<p>Revalues standard balances denominated in the selected currency for the selected period and range of accounts.</p> <p>Currencies whose currency derivation is Other are revalued using the rate defined by the Revalue Balances window. Currencies whose currency derivation is Euro, EMU, and Interim EMU are revalued using the fixed conversion rate.</p>	<p>Revalues standard balances denominated in the selected currency for the selected period and range of accounts.</p> <p>Currencies whose currency derivation is Other are revalued using the rate defined by the Revalue Balances window. Currencies whose currency derivation is Euro, EMU, and Interim EMU are revalued using the fixed conversion rate.</p>
EURO+EMU	<p>Revalues standard balances denominated in a currency whose currency derivation is Euro, EMU, or Interim EMU, for the selected period and range of accounts.</p> <p>Currencies are revalued using the rate defined by the Revalue Balances window.</p>	<p>Revalues standard balances denominated in a currency whose currency derivation is Euro, EMU, or Interim EMU, for the selected period and range of accounts.</p> <p>Currencies are revalued using the fixed conversion rate.</p>	<p>Revalues standard balances denominated in a currency whose currency derivation is Euro, EMU, or Interim EMU, for the selected period and range of accounts.</p> <p>Currencies are revalued using the fixed conversion rate.</p>
All Currencies	<p>Revalues all standard balances denominated in a currency other than your functional currency, for the selected period and range of accounts.</p> <p>Currencies are revalued using the rate defined by the Revalue Balances window.</p>	<p>Revalues all standard balances denominated in a currency whose currency derivation is not Euro or EMU, for the selected period and range of accounts.</p> <p>Currencies whose currency derivation is Other are revalued using the rate defined by the Revalue Balances window. Currencies whose currency derivation is Euro or EMU are not revalued. Currencies whose currency derivation is Interim EMU are revalued using the fixed conversion rate.</p>	<p>Revalues all standard balances denominated in a currency other than your functional currency, for the selected period and range of accounts.</p> <p>Currencies are revalued using the rate defined by the Revalue Balances window.</p>

Table 11 – 6 (Page 1 of 1) Summary of Revaluation Program Action

## See Also

Entering Period Rates: page 11 – 23

Posting Journal Batches: page 1 – 146

Overview of Multi-Currency Accounting: page 11 – 2

Overview of Average Balance Processing: page 13 – 1

Multiple Reporting Currencies Overview: page 11 – 54

# Translating Balances

You can translate your actual and budget account balances from your functional currency to another currency. If average balance processing is enabled, you can translate both average and standard balances. If you want to report financial results in Euro, you can use General Ledger's translation feature to translate your account balances from your functional currency to Euro.

Run translation after you have completed all journal activity for an accounting period. If you post additional journal entries or change your translation rates after running translation for a period, you must retranslate. Additionally, if you change the account type for an account segment value and want to retranslate your actual account balances, you must re-enter or change the period-end and average exchange rates for the periods you want to retranslate.

## Rates Used for Translation

General Ledger selects translation rates in accordance with the following table:

GL Account Type	Translation Rate Type		
	Period-End	Period Weighted Average	Historic
Monetary Assets, Liabilities	✓		
Non-Monetary Assets, Liabilities			✓
Revenue, Expense		✓	
Equity			✓

Table 11 – 7 (Page 1 of 1) Translation Rates

**Additional Information:** See: Notes on Translation with Historical Rates and Amounts: page 11 – 45

When you translate average balances, General Ledger uses averages of different rates, depending on whether the system is translating a non-historical account or a historical account:

**Non-historical accounts:** General Ledger uses averages of daily rates for the rate type specified in the Set of Books window.

**Historical accounts:** General Ledger uses a weighted average of the historical rates across the number of periods in the specified range being translated.

### **Cumulative Translation Adjustment Account**

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When you translate your actual balances into another currency, General Ledger automatically adjusts the balance of the Cumulative Translation Adjustment account to the net difference needed to balance your translated chart of accounts. If you have multiple companies or balancing entities within a set of books, General Ledger automatically adjusts the balance of the translation adjustment accounts of each company or balancing entity. General Ledger does not make balancing adjustments to this account when you translate budget balances.

### **Multiple Reporting Currencies**

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General Ledger's translation feature is used to translate amounts from your functional currency to another currency at the account balances level. General Ledger's Multiple Reporting Currencies (MRC) feature is used to convert amounts from your functional currency to a reporting currency at the transactions level.

MRC is specifically intended for use by organizations that must regularly and routinely report their financial results in multiple currencies. MRC is not intended as a replacement for General Ledger's translation feature. For example, an organization with a once-a-year need to translate their financial statements to their parent company's currency for consolidation purposes, but no other foreign currency reporting needs, should use General Ledger's standard translation feature instead of MRC.

If you use MRC and have properly initialized your reporting set of book's balances, you can report directly from your reporting set of books without running Translation. For more information, see: Notes on Using Translation with Multiple Reporting Currencies: page 11 – 51



## Prerequisites

- Define a period in your calendar that precedes the first period you want to translate.
- Define a period in your calendar following the period you want to translate.
- Enter period and historical rates for your target currency.
- Review the setting of the profile option GL: Owners Equity Translation Rule. If necessary, have your system administrator change the setting. See: Notes on Translating Owners' Equity Accounts: page 11 – 46
- If you are translating budgets, define your source and target budgets.

### ► To translate actual account balances to a foreign currency:

1. Navigate to the Translate Balances window.  
General Ledger displays the Functional Currency for your set of books as the currency you are translating.
2. Select Actual for the Balance Type to translate.
3. (Optional) If average balance processing is enabled in your set of books, select a Usage:

**Standard:** To translate standard balances only.

**Average:** To translate average balances only.

**Both:** To translate both standard and average balances.

4. Mark the All checkbox to translate balances for all balancing segment values, or enter a single Balancing Segment Value for which you want to translate balances.
5. Enter the Target Currency to which you want to translate. You can choose any enabled currency other than your functional currency.
6. Enter the Period of the balances you want to translate.



**Attention:** The Period you enter the first time you translate actual balances will be the earliest period for which you can translate actual balances for any subsequent translations.

7. Choose the Translate button to begin a concurrent process to translate account balances. General Ledger displays the request ID (Req ID).

**Additional Information:** Translating both standard and average balances generates two separate concurrent requests; one to translate standard balances and one to translate average balances. Both request IDs will be displayed in the Req ID field.

► **To translate budget balances to a foreign currency:**

1. Navigate to the Translate Balances window.  
General Ledger displays the Functional Currency for your set of books.
2. Choose Budget as the Balance Type to translate. If average balances are enabled for your set of books, the Usage field will display Standard and cannot be changed.
3. Mark the All checkbox to translate balances for all balancing segment values, or enter a single Balancing Segment Value for which you want to translate balances.
4. Enter the Target Currency to which you want to translate. You can choose any enabled currency other than your functional currency.
5. Enter the Period of the balances you want to translate. You can translate budget balances for any period regardless of the period you choose to translate first.
6. Enter the Source budget whose account balances you want to translate, and the Target budget for which you want to calculate translated account balances. You can translate one source budget into one or more target budgets.

 **Attention:** You should not translate more than one source budget into the same target budget for the same period and currency because each source budget translation will override the balances in your target budget.

The budget year containing the period you are translating must be open in your source budget.

7. Choose the Translate button to begin a concurrent process to translate account balances. General Ledger displays the request ID (Req ID).

## See Also

Defining Calendars: page 9 – 58

Entering Period Rates: page 11 – 23

Entering Historical Rates: page 11 – 30

Assigning the Set of Books Accounts: page 9 – 73

Defining Budgets: page 2 – 18

Overview of Multi-Currency Accounting: page 11 – 2

Overview of Average Balance Processing: page 13 – 1

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## Notes on Translation with Historical Rates and Amounts

If you have defined historical rates or amounts in the Historical Rates window, General Ledger will select one of two amounts that is used to arrive at a translated balance for your account:

**Account Balance:** General Ledger uses the historical amount you've provided or translates the account using the historical rate you've provided, and uses the resulting amount as the YTD translated account balance.

**Net Activity:** General Ledger uses the historical amount you've provided or translates the account's net period activity using the historical rate you've provided, and uses the resulting amount as the translated net period activity for the account. The amount is added to the previous period's translated balance to arrive at the current period's translated balance.

The amount used depends on whether the account to which the historical rate or amount applies is a revenue/expense, asset/liability, or owners' equity account:

**Revenue/Expense:** The amount is treated as translated net activity for the period.

**Asset/Liability:** The amount becomes the YTD translated balance for the account.

**Owners' Equity:** If the profile option GL: Owners Equity Translation Rule is set to PTD, the amount is treated as translated net activity for the period. If the profile option is set to YTD, the amount becomes the YTD translated balance for the owners' equity account.

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## Notes on Translating Owners' Equity Accounts

General Ledger translates owners' equity accounts in accordance with SFAS #52 (U.S.), using historical rates or amounts.



**Suggestion:** Historical rates tend to be more precise than period-end rates with respect to owners' equity accounts. Therefore, if you translate your owners' equity accounts without defining a historical rate, General Ledger warns you that it used a calculated or period-end rate to perform translation. If you receive such a warning, we suggest that you define a historical rate and retranslate your balances using that rate.

See: Automatically Assigned Rate Types: page 11 – 32

General Ledger uses one of the following translation rules, depending on the account type being translated. You can choose to use either of these rules to translate owners' equity accounts. If you do not choose a rule, General Ledger uses the Period-to-Date rule.

Account Type	Translation Rule
Revenue and Expense	Period-to-Date (PTD) Rule: $PTD_{(xlt)} = Rate \times PTD_{(func)}$
Assets and Liabilities:	Year-to-Date (YTD) Rule: $YTD_{(xlt)} = Rate \times YTD_{(func)}$ where (xlt) = translated currency (func) = functional currency

Table 11 – 8 Translation Rules (Page 1 of 1)

► **To choose the translation rule to use for owners' equity accounts:**

1. Review the setting for the profile option GL: Owners Equity Translation Rule. There are two possible settings:

**PTD:** Owners' equity is translated using the Period-to-Date rule.

**YTD:** Owners' equity is translated using the Year-to-Date rule.

**Note:** If you do not maintain historical rates in your set of books, General Ledger will create them for each period for which you translate your owners' equity accounts, using:

- Period-average rates if you use the PTD rule.
- Period-end rates if you use the YTD rule.

2. Have your system administrator set the profile option to the method your organization uses for translating owners' equity.

**Restating Balances Previously Translated with the Year-to-Date Rule**

Older versions of General Ledger always translated owners' equity accounts using the Year-to-Date rule. If you subsequently switch to the Period-to-Date rule, your owners' equity accounts will be translated using this rule for new translations only. Previously translated owners' equity balances will not change. If you wish, you can restate your previously translated owners' equity balances.

► **To restate your previously translated owners' equity balances using the Period-to-Date rule:**

1. Purge the old translated balances for each period to be restated.
2. Change the GL: Owners Equity Translation Rule profile option to PTD.

3. For each period to be restated, use the Historical Rates window to delete the rates used to translate owners' equity accounts, as follows:
  - **Retained Earnings:** Delete any non-historical rates.
  - **Other Owners' Equity accounts:** Delete any period rates.
4. Run translation. Your owners' equity balances will be translated using the Period-to-Date rule.

## See Also

Setting General Ledger Profile Options: page B – 2

Purging Archived Account Balances and Journals: page 10 – 25

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## Notes on Translating Average Balances

Following are some notes about how General Ledger translates average balances, the rates used for translation, and changing rate types.

### How General Ledger Translates Average Balances

When you choose to translate average balances, General Ledger will translate balances for every day in the period you choose to translate. If you subsequently retranslate, the system will retranslate balances for every day in the period you choose to retranslate.

When you translate average balances, the PATD balance type will be translated automatically, using the appropriate calculated average rates (See: Rates Used for Translation, below). If you have chosen to translate optional amount types (See: Set of Books Average Balance Options: page 9 – 72), General Ledger will also automatically translate the average balance types you have selected (i.e., QATD, YATD, and/or EOD).

The cumulative translation adjustment account is not translated directly. Instead, once all other accounts have been translated at the appropriate rates, a balancing entry is made to the cumulative translation adjustment account.

## Rates Used for Translation

When you translate average balances, General Ledger uses averages of different rates, depending on whether the system is translating a non-historical account or a historical account. A historical account is one for which you have entered a historical rate or amount for the Average usage on the Historical Rates window. Non-historical accounts are those for which you have not entered a historical rate.

### Non-historical Accounts

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General Ledger will use averages of daily rates for the rate type specified in the Set of Books window. For example:

Day	Daily Rate	Average Rate	PATD Balance	Translated PATD
1	1.250	1.250	2,500.00	3,125.00
2	1.300	1.275	3,000.00	3,825.00
3	1.280	1.277	3,250.00	4,150.25
4	1.290	1.280	3,250.00	4,160.00
5	1.320	1.288	3,300.00	4,250.40

Table 11 – 9 (Page 1 of 1)

Daily rates for all days, business and non-business, are included when General Ledger computes the average rates used to translate non-historical accounts. If there is no daily rate for a specific date, the system will use the most recently entered daily rate for the appropriate rate type.

### Historical Accounts

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General Ledger uses a weighted average of the historical rates across the number of periods in the specified range being translated. For example, assume the historical rate is 1.25 for January 1996, 1.40 for February, and 1.45 for March. Quarter average-to-date balances for March 16th would be translated using the following weighted-average rate:

1.25	*	31	(days in January)	=	38.75
+ 1.40	*	29	(days in February)	=	40.60
+ 1.45	*	16	(days in March)	=	23.20

-----	-----
76	102.55
divided by total days	76
-----	-----
Rate to translate March 16th average balances	1.349
	=====

**Note:** You can choose to specify historical amounts rather than rates in the Historical Rates window. General Ledger will calculate, in the same manner that historical rates are calculated, a weighted historical amount to use for translation.

If you define a historical rate or amount in one period, but not in a subsequent period, General Ledger will automatically roll forward the historical rate or amount from the previous period. This is true for all accounts; not just equity accounts.

If you have never defined a historical rate or amount for an account, General Ledger treats the account as non-historical and translates the average balances using an average of daily rates. This is also true for equity accounts, however, General Ledger will warn you in this instance.

## Changing Rate Types

Under certain circumstances, you can change the rate type used to translate an account's average balances. For example, you might initially treat a particular account as non-historical and translate its average balance using an average of daily rates. In a subsequent period, you may decide that the account should be treated as historical and translated using historical rates or amounts. Or, you may initially translate a historical account using historical rates and later decide to translate using a historical amount.

The rules you need to follow when changing rate types for translating average balances are shown in the table below. If you violate these rules, the translation process will terminate with an error.

RATE TYPE FROM:	RATE TYPE TO:	RULES FOR CHANGING
Average Daily Rate	Historical Rate or Historical Amount	After the first translated period, you can only change in the first period of a year.
Historical Rate or Historical Amount	Average Daily Rate	Delete all historical rates or amounts that have been entered since the first translated period.
Historical Rate	Historical Amount	No special considerations if the change is made in the first period of a year. To change in any period other than the first period, you must delete all historical rates entered since the first translated period, then enter your new historical amounts starting from that first period.
Historical Amount	Historical Rate	No special considerations if the change is made in the first period of a year. To change in any period other than the first period, you must delete all historical amounts entered since the first translated period, then enter your new historical rates starting from that first period.

Table 11 – 10 (Page 1 of 1)

## See Also

Translating Balances: page 11 – 41

Entering Daily Rates: page 11 – 13

Entering Historical Rates: page 11 – 30

Overview of Multi-Currency Accounting: page 11 – 2

Overview of Average Balance Processing: page 13 – 1

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## Notes on Using Translation with Multiple Reporting Currencies

General Ledger’s translation feature is used to translate amounts from your functional currency to another currency at the account balances level. General Ledger’s Multiple Reporting Currencies (MRC) feature is used to convert amounts from your functional currency to a reporting currency at the transactions level.

MRC is specifically intended for use by organizations that must regularly and routinely report their financial results in multiple currencies. MRC is not intended as a replacement for General Ledger's translation feature. For example, an organization with a once-a-year need to translate their financial statements to their parent company's currency for consolidation purposes, but no other foreign currency reporting needs, should use General Ledger's standard translation feature instead of MRC.

If you use MRC and have properly initialized your reporting set of book's balances (see: *Initializing Reporting Set of Books Balances*, below), you can report directly from your reporting set of books without running Translation. This is because the actual transaction amounts in your reporting sets of books have already been converted from your primary set of book's functional currency. As a result, the account balances of your reporting set of books are automatically maintained in your reporting currency.

For example, to consolidate a subsidiary that maintains a reporting set of books using your parent company's functional currency, you might simply consolidate the reporting set of books to your parent set of books, rather than translating, then consolidating the subsidiary's primary set of books.

In most cases, when you compare the results of using amounts from your reporting set of books rather than translated primary set of book's amounts, there will be rounding differences in your accounts. Many of these differences arise because reporting set of book's transaction amounts are converted using daily rates at the time journals are posted in the primary set of books. Translation, however, uses period or historical rates to translate account balances.

Before you use your reporting set of book's amounts in lieu of translating your primary set of book's amounts, you need to understand and carefully consider:

- How Multiple Reporting Currencies works. See: Multiple Reporting Currencies Overview: page 11 – 54
- The country-specific accounting rules and regulations that govern your parent and subsidiary companies.

### **Budget Balances**

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If you use MRC and need to report budget amounts in your reporting currency, you will need to translate the budget amounts in your primary set of books, then consolidate the translated balances to your reporting set of books.

## **Reporting Set of Book's Beginning Balances**

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If you choose to use MRC for reporting in multiple currencies, you must initialize the beginning balances in your reporting sets of books. We recommend that you use Translation and Consolidation to initialize your reporting set of books.

See: Initializing Reporting Set of Book's Balances: page 11 – 58

### **See Also**

Translating Balances: page 11 – 41

Accounting for Multiple Companies Using a Single Set of Books: page 5 – 2

Accounting for Multiple Companies Using Multiple Sets of Books: page 6 – 2

Multiple Reporting Currencies Overview: page 11 – 54

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# Multiple Reporting Currencies in General Ledger

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## Multiple Reporting Currencies Overview

Use Multiple Reporting Currencies (MRC) to maintain your transactions and account balances in multiple currencies. For example, you can maintain a primary set of books in CAD (Canadian Dollars) and have General Ledger automatically maintain reporting sets of books in USD (U.S. Dollars), FRF (French Francs), and the Euro — the single currency of the European Monetary Union (EMU).

From any of your reporting sets of books, you can:

- Perform online inquiries and produce any of the standard General Ledger reports, in your reporting currency, without first having to perform a separate translation operation.
- Use the Financial Statement Generator (FSG) to create custom reports in your reporting currencies.
- Consolidate a reporting set of books directly to a parent set of books, bypassing the need to separately translate the balances in your subsidiary's primary set of books.



**Attention:** If you currently use Dual Currency and Weighted Average Rates, we recommend that you switch to MRC as soon as practicable. While General Ledger still includes the fields, setup options, programs, and reports needed to support those organizations that currently use Dual Currency and Weighted Average Rates, information about these features is no longer included in this user's guide. Also, MRC will completely replace Dual Currency in a future release of Oracle General Ledger.

If you are a new customer, do not use the old Dual Currency feature. Use MRC instead.

### Guidelines for Using MRC

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MRC is specifically intended for use by organizations that must regularly and routinely report their financial results in multiple currencies. MRC is not intended as a replacement for General Ledger's translation feature. For example, an organization with a once-a-year need to translate their financial statements to their parent company's currency for consolidation purposes, but no other foreign currency

reporting needs, should use General Ledger's standard translation feature instead of MRC.

**Additional Information:** General Ledger's translation feature is used to translate amounts from your functional currency to another currency at the account balances level. General Ledger's Multiple Reporting Currencies (MRC) feature is used to convert amounts from your functional currency to a reporting currency at the transactions level.

Typically, you should consider using MRC when:

- You operate in a country whose unstable currency makes it unsuitable for managing your business. As a result, you need to manage your business in a more stable currency and still be able to report your transactions and account balances in the unstable local currency.
- Your company is multinational, and you need to report financial information in a common functional currency other than that of the transaction or your primary functional currency.
- You operate in a country that is part of the European Monetary Union (EMU), and you want to concurrently report in Euro in preparation for the single European currency.

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## Understanding MRC

Many of the business needs met by MRC are addressed in SFAS #52 (U.S.), particularly the sections that discuss functional currency determination, foreign currency transactions, remeasurement of books of record, and operations in highly inflationary economies. A thorough understanding of SFAS #52, as well as the specific accounting rules and regulations of the countries in which your organization operates, will help you to understand MRC and how to apply it properly at your organization.

Duplicating this information is beyond the scope of this user's guide. However, you may find the list of key issues below to be helpful in learning about MRC.

**Additional Information:** SFAS #52 (U.S.) provides some guidance on the differences between translation, revaluation, and remeasurement. Note that the accounting treatment in other countries may differ from that described in SFAS #52.

- ❑ **Determining Functional Currency:** Your organization's *accounting functional currency* is different from the General Ledger set of books functional currency. For example, you may choose Japanese Yen (JPY) for your set of books functional currency when your functional currency for accounting purposes is actually U.S. Dollars (USD). The determination of the accounting functional currency is based on a number of factors, discussed in SFAS #52.

You can define your primary set of books using your accounting functional currency and a reporting set of books using a local currency. Alternatively, you can define your primary set of books using a local currency and a reporting set of books using your accounting functional currency.



**Suggestion:** As a general guideline, we recommend that you define your primary set of books with the currency that you use to manage your day-to-day business operations.

- ❑ **Remeasurement:** When books of record are denominated in a currency other than the accounting functional currency, they must be remeasured (SFAS #52) before being translated into the reporting currency. The remeasurement process requires that any resulting exchange gains and losses be recognized in the income statement.

MRC follows these rules for remeasurement, making it an easy way for you to maintain your accounting records in multiple accounting functional currencies. In the table below, the example organization maintains its primary set of books in its local currency, JPY. However, the accounting functional currency is USD. Using MRC, the organization maintains a reporting set of books in its accounting functional currency. It can report directly from this reporting set of books without having to remeasure the primary set of books.

	Primary Set of Books (functional currency = JPY)	Reporting Set of Books (reporting currency = USD)
Organization's Accounting Functional Currency:	USD	USD
Source transactions denominated in:	JPY	JPY — Converted to USD using daily rates.
General Ledger Revaluation:	Run each period to revalue accounts denominated in foreign currencies (i.e., other than JPY).	Run each period to revalue accounts denominated in foreign currencies (i.e., other than USD).  Note that the day-to-day transaction source currency (JPY) is considered a foreign currency in the reporting set of books.
Revaluation exchange gains and losses:	Recorded as income or expense items.	Recorded as income or expense items.
General Ledger Translation:	Run each period if needed to translate from JPY to other currencies.	Run only when needed to translate from USD to other currencies.
Online inquiries and reports:	Amounts are displayed and reported as if JPY was the organization's accounting functional currency. Such reports may be needed to meet local reporting requirements.	Amounts are displayed and reported in the organization's accounting functional currency.

Table 11 – 11 (Page 1 of 1)

**Additional Information:** The balances in your reporting set of books are generally comparable to those you would see if you actually remeasured your primary set of books into your accounting functional currency. There will likely be rounding differences in your account balances since remeasurement uses period rates, compared to the daily rates used to convert amounts that are recorded in your reporting set of books.

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## Using MRC with General Ledger

To use MRC with General Ledger, you must perform certain setup steps, described in the separate MRC Guide. These steps include initializing your reporting set of books balances (see below).

See: Setup Procedures, *Multiple Reporting Currencies in Oracle Applications*.

### Initializing Reporting Set of Book's Balances

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If you choose to use MRC for reporting in multiple currencies, you must initialize the beginning balances in your reporting sets of books. You can do this in one of several ways:

- ❑ **Translation and Consolidation:** Use General Ledger's Translation and Consolidation features to generate your reporting set of book's beginning account balances from your primary set of books balances.
  - Translate balances in your primary set of books from your functional currency to your reporting currency.
  - Use General Ledger's Consolidation feature to consolidate the translated balances from your primary set of books to your reporting set of books, into a period preceding the first period for which you plan to use your reporting set of books.

You must repeat these steps for each reporting set of books.



**Suggestion:** We recommend that you use Translation and Consolidation to initialize your reporting set of books.

- ❑ **Manual Journals:** In your reporting set of books, use the Enter Journals window to manually enter journals with your beginning account balance amounts for the period preceding the first period for which you plan to use your reporting set of books. Post your journals.
- ❑ **Journal Import:** Use Journal Import to import journals with your beginning account balance amounts for the period preceding the first period for which you plan to use your reporting set of books. Post your journals.

### General Ledger Activities and Processes

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Once you have set up MRC, many of the standard General Ledger activities will require new steps or additional information. These include:

- ❑ **Opening Periods** — You must open/close accounting periods in your primary set of books and in each of your reporting sets of books. See: *Opening and Closing Accounting Periods*: page 9 – 180
- ❑ **Defining Daily Rates** — Daily rates are used to convert your primary set of books' journals to the appropriate reporting currencies. If you do not currently maintain daily rates, you must do so if you want to use MRC. Your daily rates must be defined before you post journals in your primary set of books. See: *Entering Daily Rates*: page 11 – 13
- ❑ **Posting Journals** — General Ledger automatically generates unposted converted journal batches in your reporting sets of books when you post the original journals in your primary set of books. These unposted journal batches must be posted to update the related account balances. See: *Posting Journal Batches*: page 1 – 146
- ❑ **Reversing Journals** — When you reverse a journal entry in your primary set of books, General Ledger will also reverse the corresponding entry in your reporting sets of books. See: *Defining Reverse Journal Entries*: page 1 – 157
- ❑ **Importing Journals** — When you import journals from non-Oracle feeder systems, General Ledger creates converted journals in your reporting sets of books when you post the imported journal batch in your primary set of books. See: *Importing Journals*: page 1 – 137
- ❑ **Subledger Posting to General Ledger** — If you use Oracle feeder systems, you must run the subledger application's post to General Ledger process in both your primary and reporting sets of books. See the various Oracle subledger user's guides for more information. Also see:
  - Overview of Multiple Reporting Currencies  
*(Multiple Reporting Currencies in Oracle Applications)*
- ❑ **Entering Budgets** — Budget amounts are not converted automatically to your reporting currencies. If you need your budget amounts in a reporting set of books, you must enter them separately. See: *Overview of Budgeting*: page 2 – 2
- ❑ **Entering Encumbrances** — General Ledger automatically creates converted encumbrance entries in your reporting sets of books when you create the associated encumbrance entry in your primary set of books. See: *Entering Encumbrances*: page 12 – 7
- ❑ **Translation** — If you use MRC, you may not need to translate your account balances to achieve your desired reporting results. See:

Notes on Using Translation with Multiple Reporting Currencies:  
page 11 – 51

**Additional Information:** You can use Translation to initialize the beginning balances in your reporting set of books. See: Initializing Reporting Set of Books Balances: page 11 – 58

- Revaluation** — You must run revaluation in your primary set of books and in each of your reporting sets of books. See: Revaluing Balances: page 11 – 34
- Consolidation** — You may be able to consolidate directly from a subsidiary's reporting set of books to your parent set of books. See: Preparing Subsidiary Data: page 7 – 33

**Additional Information:** You can use Consolidation to initialize the beginning balances in your reporting set of books. See: Initializing Reporting Set of Books Balances: page 11 – 58

- Online Inquiries, Reports, and FSG** — You can use all of these standard General Ledger features in your reporting sets of books.

## Completing MRC-Related Tasks in the Correct Order

There are multiple dependencies between a reporting set of books and the primary set of books to which it is assigned. Therefore, it is important that you complete your period-begin tasks, day-to-day accounting tasks, and period-closing tasks in the correct order. Some guidelines are presented below.

### Period-Begin Tasks

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- Open the accounting period in both your primary and reporting sets of books before you create journals for the period. MRC will only generate converted journals in your reporting set of books if the period is open or future-enterable.

### Day-to-Day Tasks

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- Enter the daily exchange rates to convert your journals to each of your reporting currencies.

### Period-End Tasks

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- Complete entering all regular and adjusting journals for the period in your primary set of books.

- ❑ If you use Oracle feeder systems, such as Receivables and Payables, you must run the subledger application's post to General Ledger process in both your primary and reporting sets of books.

**Note:** When you post a journal batch that was posted from an Oracle subledger system to your primary set of books, General Ledger does not create a converted journal in the reporting sets of books as it does for other journals.

- ❑ Post all unposted journals in your primary set of books.
- ❑ Post all unposted journals in your reporting sets of books.
- ❑ Run Revaluation in both your primary and reporting sets of books. Post the resulting revaluation batches in each set of books.
- ❑ As needed, translate balances in both your primary and reporting sets of books.
- ❑ Generate needed reports from both your primary and reporting sets of books.
- ❑ Close your accounting period in both your primary and reporting sets of books.

## See Also

Overview of Multiple Reporting Currencies  
(*Multiple Reporting Currencies in Oracle Applications*)

Overview of Financial Statement Generator: page 4 – 3

Overview of Multi-Currency Accounting: page 11 – 2



CHAPTER

# 12



## Encumbrance Accounting

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## Overview of Encumbrance Accounting

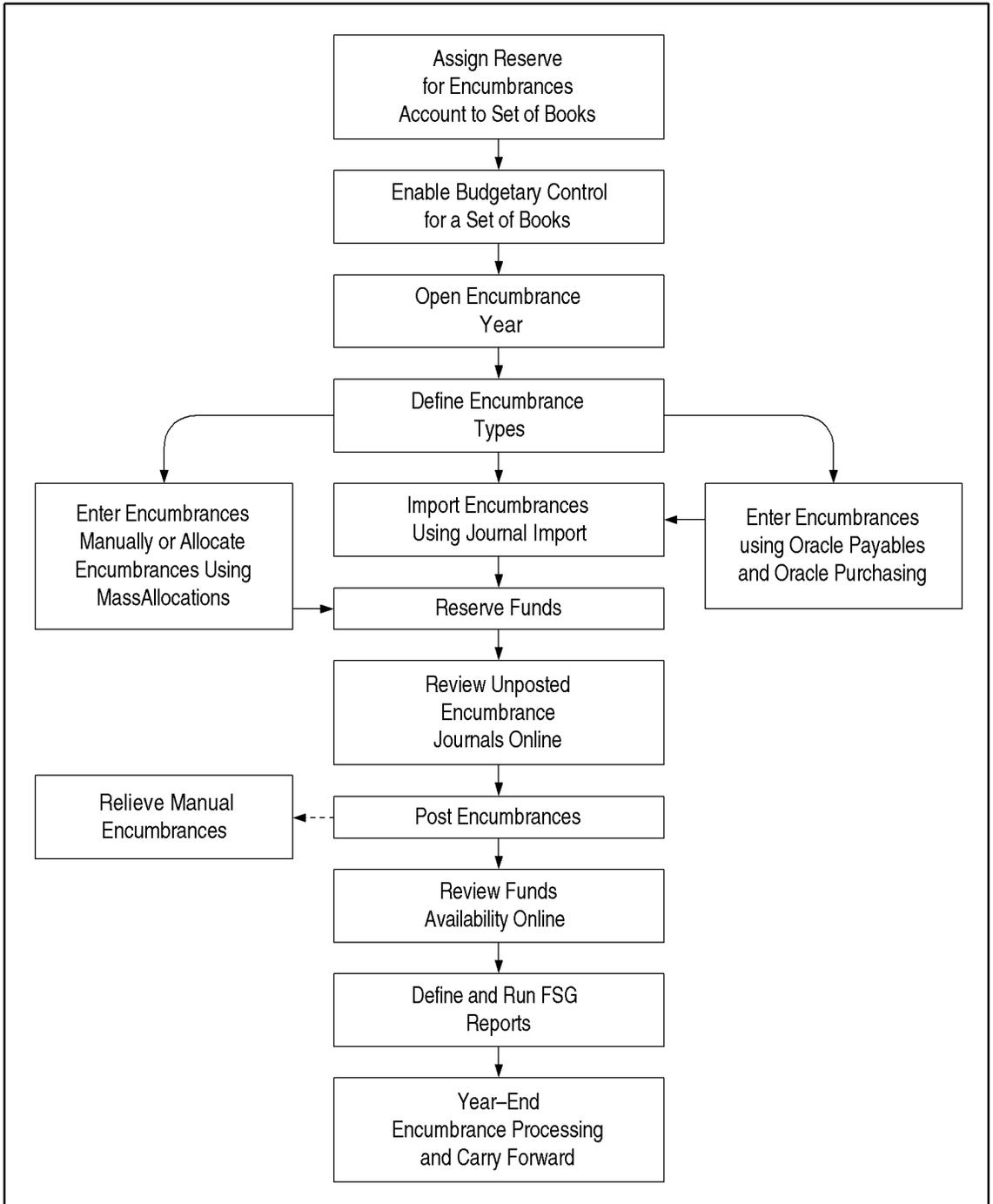
With General Ledger you can record pre-expenditures commonly known as encumbrances. The primary purpose of tracking encumbrances is to avoid overspending a budget. Encumbrances can also be used to predict cash outflow and as a general planning tool.

To use the full capabilities of encumbrance accounting, you must enable the budgetary control flag for a set of books. When you enable the budgetary control flag, the system automatically creates encumbrances from requisitions, purchase orders and other transactions originating in feeder systems such as Purchasing and Payables.

When you do not enable the budgetary control flag, you can still enter manual encumbrances via journal entry, but you cannot generate encumbrances from requisitions and purchase orders.

You have two options for using encumbrance data to monitor over-expenditure of a budget: After actuals and encumbrances have been posted, you can generate reports to show over-expenditures. You can also use funds checking to prevent over-expenditures before they occur. See: Budgetary Control and Online Funds Checking; page 2 – 80.

The following figure shows the encumbrance accounting process with the budgetary control flag enabled.



► **To use General Ledger encumbrance accounting:**

1. Define Reserve for Encumbrance account for each set of books.  
See: Assigning Set of Books Accounts: page 9 – 73.

When you post encumbrance transactions, General Ledger automatically posts offset amounts to this account.

2. Enable Budgetary Control for your set of books to automatically create encumbrance entries from Oracle Purchasing and Oracle Payables. See: Defining Sets of Books: page 9 – 66.

However, you need not define budgetary control options for your detail or summary accounts nor must you define budgetary control groups.

3. Open encumbrance years to enter and post encumbrance entries to future periods. Your initial encumbrance year is opened automatically when you open your first period for your set of books. See: Opening an Encumbrance Year: page 9 – 182

General Ledger uses the last period of your latest open encumbrance year to determine how far to calculate your project-to-date encumbrance balances.

4. Define encumbrance types: page 12 – 6.
5. Define financial encumbrance options in Purchasing and Payables in the Financials Options window: page 2 – 98.
6. Enter encumbrances manually: page 12 – 7.
7. Use MassAllocations to allocate encumbrances across cost centers, departments, and divisions.
8. Import encumbrances using Journal Import. See: Importing Journals: page 1 – 137.
9. Enter encumbrances via Purchasing and Payables.

Purchasing automatically creates unposted encumbrance entries in General Ledger when you approve a requisition and print and approve purchase orders.

Payables automatically creates unposted encumbrance entries in General Ledger to encumber funds for purchase order variances and unmatched invoices.

See: Encumbrance Entries in Payables (*Oracle Payables User's Guide*)

General Ledger immediately updates your funds available when you reserve funds for your transactions in Purchasing and

Payables. However, you must post your encumbrance entries to review funds available in Financial Statement Generator reports.

10. Reserve funds for encumbrance entries to allow posting of encumbrances. To do so, do one of the following:
  - Reserve funds online in the Enter Encumbrances window. See: Entering Encumbrances: page 12 – 7.
  - Reserve funds in batch by running the Mass Funds Check/Reservation program. See: Running the Mass Funds Check/Reservation Program: page 2 – 124.
  - Have the Posting program automatically reserve funds when you post your encumbrance batch. See: Posting Journals: page 1 – 146.



**Suggestion:** We recommend that you let the Posting program automatically reserve funds. Since reserving funds for encumbrance entries independent of budgetary control is always successful, this method requires no user intervention.

11. Review unposted encumbrance journal entries online. See: Reviewing Encumbrances: page 12 – 8.
12. Post encumbrances: page 1 – 146.
13. Relieve encumbrances: page 12 – 9.
14. Review funds available: page 12 – 10.
15. Define and submit encumbrance reports using the Financial Statement Generator. For example, you might define a Funds Available report to measure budgets against expenditures and encumbrances. See: Overview of Financial Statement Generator: page 4 – 3.

You can also use standard reports to review your encumbrance balances and activity. Standard reports include the following:

- Encumbrance Trial Balance Report: page 14 – 67.
  - General Ledger Report: page 14 – 45.
  - Account Analysis Report: page 14 – 9.
16. Perform Year-End Encumbrance Processing: page 12 – 13.
  17. Carry Forward Year-End Encumbrances: page 12 – 15.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

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## Defining Encumbrance Types

Encumbrance types let you classify and track expenditures according to the purchasing approval process. You can define encumbrance types in addition to the General Ledger standard encumbrance types or disable existing encumbrance types.

General Ledger has the following predefined encumbrance types:

**Commitment**      An encumbrance you record when you complete a purchase requisition.

**Obligation**        An encumbrance you record when you turn a requisition into a purchase order.

You can define as many additional encumbrance types as you want or change the names of the standard encumbrance types to reflect the terminology you use within your organization. You specify an encumbrance type when you enter an encumbrance and when you perform inquiries.

► **To define an encumbrance type:**

1. Navigate to the Encumbrance Types window.
2. Enter a name and description.
3. Enable the encumbrance type.
4. Save your work.

### See Also

Budgetary Control and Online Funds Checking: page 2 – 80

# Entering Encumbrances

Enter and update encumbrance entries, as well as review and update encumbrance entries imported to General Ledger from feeder systems such as Purchasing and Payables.

Entering encumbrances is similar to entering actual journals. Before entering encumbrances manually, organize them into batches. For example, group your encumbrances by encumbrance type, date, and preparer.

You can enter encumbrances only in your functional currency.

**Note:** If you use Multiple Reporting Currencies, General Ledger creates a converted encumbrance entry in your reporting set of books when you create the associated encumbrance entry in your primary set of books.

**Note:** You can modify the Enter Encumbrances folder form to customize your query capabilities on encumbrance information. Refer to the *Oracle Applications User's Guide* for more information on modifying and saving folder forms.

Batch Status	Batch Name	Journal Name	Period	Journal Debit	Journal Credit
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Aug-00	51,417.86	514.50
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Aug-00	<100.00>	25,000.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Aug-99	100.00	0.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Dec-99	10,000.00	0.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Feb-00	1,600.00	1,400.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Feb-00	0.00	1,500.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Jan-00	14,300.00	0.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Jan-00	0.00	3,300.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Jul-00	3,001.98	0.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Jun-00	11,150.99	0.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	Mar-00	1,000.00	0.00
<input type="checkbox"/> Unposted	CJE: Payables 5981!	CJE: Purchase I USD	May-99	24,000.00	0.00

## Prerequisites

- Define your set of books.
- Define your encumbrance types.
- Open an encumbrance year.

► **To enter an encumbrance batch:**

1. Navigate to the Enter Encumbrances window.
2. Choose New Batch.
3. Enter a batch Name, an appropriate Accounting Period, and an optional Control Total. You can enter encumbrances up to the last period of your latest open encumbrance year.
4. Choose Journals to enter your encumbrance journals.
5. Create your encumbrance journal by entering a name, category, encumbrance type, and optional description, reference and control total.
6. Enter encumbrance lines, specifying an account and debit or credit amount for each. General Ledger automatically validates each segment value as well as the combination of segments you enter.  

If the debit amounts do not equal the credit amounts in either your manual or imported encumbrance entries, General Ledger automatically enters a balancing amount to the Reserve for Encumbrances account at posting. Your encumbrance entries always balance by balancing segment value.
7. Save your work.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Defining Sets of Books: page 9 – 66

Opening and Closing Accounting Periods: page 9 – 180

Entering Journals: page 1 – 9

Multiple Reporting Currencies Overview: page 11 – 54

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## Reviewing Encumbrances

You can review your posted or unposted encumbrance journal batches, such as those created manually or those imported from Payables or Purchasing.

- ▶ **To review your encumbrances:**
  1. Navigate to the Enter Encumbrances window.
  2. Enter or query your encumbrance batch.
  3. Choose Review Batch to review batch information or choose Review Journal to review journal information.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

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## Relieving Encumbrances

Whether the system accrues expenses on receipt of goods or on processing of invoices, the system creates expense distribution lines from purchase order lines at the appropriate time and automatically relieves the purchase order encumbrance.

You can also relieve encumbrances manually in General Ledger. To do so, you must make an encumbrance entry.

- ▶ **To relieve encumbrances manually:**
  1. Navigate to the Enter Encumbrances window.
  2. Enter or query an encumbrance batch.
  3. Choose More Actions.
  4. Choose Reverse Batch.
  5. Enter the Period to which to reverse the original encumbrance entry.

The default period is the current accounting period.
  6. Post the reversal batch to relieve the encumbrances.

## See Also

Posting Journal Batches: page 1 – 146

Entering Journals: page 1 – 9

Budgetary Control and Online Funds Checking: page 2 – 80

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## Viewing Funds Available

You can review funds available and compare encumbrances and expenditures with budgets. You can review functional currency budget, actual and encumbrance balances, and funds available for any detail or summary account. General Ledger calculates funds available by subtracting expenditures and encumbrances from budgets.

When you inquire on funds available, the amount type you specify determines how General Ledger calculates funds available.

<b>Amount Type</b>	<b>How the System Calculates Funds Available</b>
<b>Period-to-Date</b>	Calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period.
<b>Quarter-to-Date Extended</b>	Calculates funds available as the budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter. For example, you budget \$100 to an account for each of the three months in a quarter. The available amount for the second month of the quarter is \$200.
<b>Year-to-Date Extended</b>	Calculates funds available as the budgeted amount to date for the year, less actuals and encumbrances to date for the year. For example, you budget \$100 to an account for each of the 12 months. The available amount for the first half of the year is \$600.
<b>Project-to-Date</b>	Calculates funds available as the budgeted amount to date, less actuals and encumbrances to date.

You can review the cumulative funds available total only by selecting Year-to-Date Extended as the amount type. For example, if you budget \$100 for January, spend \$50 and have \$10 in encumbrances, the funds available for January is \$40. If you view funds available for the amount type PTD for February, the February balances will not include the \$40 available at the end of January. When you choose an amount type of YTDE, you can view cumulative amounts so the February balances will include the \$40 available for January.

**Funds Available Inquiry (Vision Operations)**

**Selection Criteria**

Budget:  Amount Type:

Period:  Encumbrance Type:

**Funds Available ( USD )**

Account	Budget	Encumbrance	Actual	Funds Available
01.404.1112.0000.000	0.00	0.00	0.00	0.00
01.740.4150.0000.000	0.00	0.00	0.00	0.00
01.140.1400.0000.000	0.00	0.00	0.00	0.00
01.140.4160.0000.000	0.00	0.00	0.00	0.00
01.540.7350.0000.000	0.00	0.00	0.00	0.00
01.510.1412.0000.000	0.00	0.00	0.00	0.00
07.402.1115.2101.000	0.00	0.00	0.00	0.00
07.402.1115.1300.140	0.00	0.00	0.00	0.00

— Encumbrance Amounts —

Other

— Account Description —

Operations.West Region Sales.Cash Recon.No Sub Account.No Product

## Prerequisites

- Enter budget amounts or journals.
- Post actual, budget, and encumbrance journals.

### ► To view funds available:

1. Navigate to the Funds Available Inquiry window.
2. Enter the Budget Name for the inquiry. General Ledger defaults the current budget, if you have one.
3. Enter the Period Name for the inquiry.  
General Ledger defaults to the first period for the current budget. General Ledger uses the period name along with the amount type to determine funds available.
4. Select an Amount Type.
5. Enter an Encumbrance Type. You can view all encumbrances types by entering ALL.
6. Do one of the following:
  - Choose the Find button to query all accounts that meet your selection criteria.
  - Navigate to the Funds Available region and query a partial or complete account.

General Ledger displays the functional Budget, Encumbrance and Actual Amounts for each account. The displayed amounts are the posted balances plus reserved funds. General Ledger displays debit balances as positive amounts and credit balances as negative amounts.

General Ledger automatically displays Funds Available as:

```
Budget Amount for Period Interval
— Actual Amount for Period Interval
— Encumbrance Amount for Period Interval
```

If you chose the encumbrance type ALL and you have budgetary control enabled and Purchasing installed, General Ledger displays the encumbered amounts for purchase order and requisition encumbrance types and all other encumbrance types.

## See Also

Budgetary Control and Online Funds Checking: page 2 – 80

Entering Budget Amounts: page 2 – 48

Entering Budget Journals: page 2 – 56

Posting Journal Batches: page 1 – 146

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# Year-End Encumbrance Processing

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## Performing Year-End Encumbrance Processing

Perform year-end processing to identify outstanding purchase order and requisition encumbrances, to cancel some or all of these encumbrances, and to carry forward encumbrance, budget, and funds available balances into the new fiscal year.

You can carry forward encumbrances into the next fiscal year. If you do not carry forward encumbrances, you might want to cancel existing requisitions and purchase orders behind the encumbrances. You can easily identify purchase orders and requisitions behind encumbrances.

### Prerequisites

---

- Run receipt accruals in Purchasing if installed.

► **To perform year-end encumbrance processing:**

1. Identify outstanding encumbrances in Oracle Purchasing to determine which encumbrances to cancel or to carry forward.
2. Review purchase order and requisition encumbrances by requesting the following reports:
  - Encumbrance Details Report in Oracle Purchasing
  - Open Encumbrance Balance with Transaction Detail Report: page 14 – 77.



- Suggestion:** In addition to using these reports to identify outstanding encumbrances, request these reports before year-end carry-forward to create an audit trail of encumbrance balances.
3. Define the MassCancel criteria in Oracle Purchasing to select the encumbrances you want to cancel.
  4. Run MassCancel in Oracle Purchasing to cancel selected outstanding purchase order and requisition encumbrances.
  5. Post all encumbrance, budget, and actual journal entries. See: Posting Journal Batches: page 1 – 146.
  6. Request the Encumbrance Trial Balance Report in General Ledger to review in detail encumbrance balances and activity for the

general ledger accounts before year-end carry forward. See:  
Encumbrance Trial Balance Report: page 14 – 67

7. Close the last period of the current fiscal year. See: Opening and Closing Accounting Periods: page 9 – 180
8. Open the first period of the next fiscal year. See: Opening and Closing Accounting Periods: page 9 – 180
9. Open the next encumbrance year: page 9 – 182
10. Open the next budget year: page 2 – 20
11. Carry forward year-end encumbrances: page 12 – 15
12. Request the Encumbrance Trial Balance Report: page 14 – 67 in General Ledger to review the year-end carry forward balances.

**Note:** Requesting the Encumbrance Trial Balance report before and after year-end carry-forward creates an audit trail of encumbrance balances.

## See Also

Run MassCancel (*Oracle Purchasing Reference Manual*)

Define MassCancel (*Oracle Purchasing Reference Manual*)

---

## Carrying Forward Year-End Encumbrances

You can carry forward year-end encumbrances into the following year. You can also carry forward an equivalent budget amount or funds available.

When you carry forward year-end encumbrances, the Carry Forward rule you specify determines how General Ledger calculates the amount to be carried forward. Note that General Ledger carries forward encumbrances, not as period activity, but as beginning balances.

You can choose one of the following Carry Forward rules:

**Encumbrances Only:** General Ledger calculates the year-to-date encumbrance balance as of the end of the year and carries that balance forward into the beginning balance of the first period of the next fiscal year.

**Encumbrances and Encumbered Budget:** General Ledger calculates the year-to-date encumbrance balance as of the end of the year and carries forward that balance, plus an equivalent budget amount, into the beginning balance of the first period of the next fiscal year.

**Funds Available:** General Ledger calculates the funds available as the year-to-date budget balance less year-to-date actual and encumbrance balances. General Ledger then carries forward that amount into the beginning balance of the first period of the next fiscal year.

You can print a preview report to view the effects of a year-end carry forward before you initiate the carry forward process. If you do not use the Year-End Carry Forward window to carry forward encumbrances at the end of the fiscal year, all encumbrances automatically go to zero.

You can execute year-end carry forward a number of times for different ranges of accounts and different encumbrance types.

**Year-End Carry Forward**

Carry Forward Rule: **Encumbrances Only**

Encumbrance Type: **ALL**

**Budget**

From:

To:

Organization: **ALL**

**Period**

From: **Adj-95**

To: **Jan-96**

**Carry Forward Ranges**

Account Low	Account High
<b>01.440.7730.0000.000</b>	<b>01.440.7795.0000.250</b>
<b>02.400.4150.0000.100</b>	<b>02.480.4900.0000.250</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



**Suggestion:** Keep a checklist as you execute your year-end carry forward. Perform one company at a time, or one encumbrance type at a time, and check off each company or encumbrance type as you process it.

### Prerequisites

- Run receipt accruals in Oracle Purchasing.
- Post all budget, actual, and encumbrance journal entries.
- Close the last period of the fiscal year.
- Open the first period of the next fiscal year.
- Open the next encumbrance year.
- Open the next budget year.

► **To carry forward year-end encumbrances:**

1. Navigate to the Year-End Carry Forward window.
2. Enter a General Ledger Carry Forward Rule.
3. If you are using the Encumbrances Only rule or the Encumbrances and Encumbered Budget rule, enter the Encumbrance Type you want to carry forward. Select ALL to carry forward amounts for all encumbrance types.

4. If you are using the Funds Available rule, enter the From Budget to use to determine the year-to-date funds available. This budget must include the From Period.
5. If you are using the Encumbrances and Encumbered Budget or the Funds Available rule, enter the To Budget for the carry forward. This budget must include the To Period.
6. Enter the Budget Organization for which to carry forward balances or ALL for all budget organizations.

If you choose ALL, General Ledger carries forward balances for all the accounts you enter in the Carry Forward Ranges region, regardless of the budget organization.

If you specify a budget organization other than ALL, General Ledger carries forward balances only for those accounts that are included in this budget organization and in the ranges you specify in the Carry Forward Ranges region.

7. Enter the From/To Period information.

General Ledger automatically defaults the From/To Period pair when the last period of the fiscal year for which you are carrying forward balances is Closed or Permanently Closed (From Period), and the period following the closed period is Open or Future Enterable (To Period).

The period that follows the closed period must also be one of the following:

- An open encumbrance year if you are using the Encumbrances Only, or the Encumbrances and Encumbered Budget rule.
- An open budget year if you are using the Encumbrances and Encumbered Budget rule, or the Funds available rule.

If the carry forward periods meet these conditions, General Ledger defaults the earliest pair meeting this criteria; you can choose a period pair from a later fiscal year if all of the same conditions are met. General Ledger then calculates year-to-date amounts based on the From Period but does not update existing From Period balances.

8. Enter the Carry Forward account Ranges.

The values you enter need not be valid segment values. You cannot enter overlapping ranges of accounts.

General Ledger carries forward balances for only those accounts that are included in the ranges you enter and that are assigned to the budget organization you specify.

9. Choose Preview to print a preview report that shows the effects of the year-end carry forward before you initiate it.
10. Choose Carry Forward to initiate the carry forward process and to print an audit report.

General Ledger carries forward the encumbrance and budget balances into the beginning balance of the first period of the next fiscal year. General Ledger does not roll forward encumbrance and budget balances as period activity in the next month.

## See Also

Overview of Encumbrance Accounting: page 12 – 2

Posting Journal Batches: page 1 – 146

Opening and Closing Accounting Periods: page 9 – 180

Defining Budgets: page 2 – 18

CHAPTER

# 13



## Average Balance Processing

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## Overview of Average Balance Processing

The Average Balance feature of Oracle General Ledger provides organizations with the ability to track average and end-of-day balances, report average balance sheets, and create custom reports using both standard and average balances. Average balance processing is particularly important for financial institutions, since average balance sheets are required, in addition to standard balance sheets, by many regulatory agencies. Many organizations also use average balances for internal management reporting and profitability analysis.

The difference between an average and standard balance sheet is that balances are expressed as average amounts rather than actual period-end amounts. An average balance is computed as the sum of the actual daily closing balance for a balance sheet account, divided by the number of calendar days in the reporting period.

With General Ledger you can maintain and report average balances daily, quarterly, and yearly. General Ledger tracks average balances using effective dates which you enter for each of your transactions.

General Ledger stores both average and end-of-day balance amounts. These amounts can be used with many other General Ledger features, such as translation, consolidation, multi-currency accounting, and formula journals.

You can use General Ledger's on-line inquiry features to display information about average balances for specified effective dates. You can also request standard average balance reports, as well as create your own custom reports.

### See Also

- *Oracle General Ledger Technical Reference Manual*
- *Oracle Applications User Guide*
- *Oracle Applications System Administrator's Guide*

---

### Basic Business Needs

General Ledger provides you with the features you need to satisfy the following basic average balance needs:

- Use average balance processing only in those sets of books which require it.

- Maintain average balances for all balance sheet accounts automatically.
- Create and maintain a transaction calendar to ensure that all postings have effective dates which are valid business days.
- Ensure that input is balanced by effective date, as well as by period.
- Calculate average balances based on the effective date of transactions, not the posting or accounting date.
- Calculate period, quarter, and year averages-to-date based on the balances for each day within the period, quarter, or year.
- Calculate the impact of net income on the average balance for retained earnings.
- Retrieve average and ending balances for any effective date, via on-line inquiry and reports.
- Translate average balances from your functional currency into any foreign currency.
- Consolidate average balances from one accounting entity into another.
- Calculate allocations and other formula journals, using average balances as the basis.
- Archive and purge average and end-of-day balances, as well as actual journal batches, entries, lines, and associated journal references for one or more fiscal years.

## See Also

Average Balance Examples: page 13 – 3

Major Features: page 13 – 10

Effective Date Handling: page 13 – 14

Set Up and Maintenance: page 13 – 17

Multi-Currency Processing: page 13 – 21

Consolidation: page 13 – 24

On-line Inquiry: page 13 – 27

Reporting: page 13 – 28

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## Average Balance Examples

The next few pages present several examples which illustrate the concepts of average balance processing. We start with a general example, then move on to illustrate period, quarter, and year average-to-date balances. Throughout the examples, we will explain how average balance processing takes place in General Ledger.

---

### General Example

Assume that you have three balance sheet accounts (Account A, Account B, and Account C). Each has an opening period balance of \$0.00.

#### Day One

---

The following transaction is the only activity which takes place on the first day of an accounting period:

Dr.	Account A . . . . .	1,000
Cr.	Account B . . . . .	1,000

The above activity yields the following results:

Day 1 Account Balances				
	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	1000	1,000	1,000	1,000
Account B	(1,000)	(1,000)	(1,000)	(1,000)

Note that on day one the aggregate balance for each account is the same as the end-of-day balance. The average balance equals the aggregate balance divided by 1, the number of days in the period.

## Day Two

---

On day 2, the following transaction takes place:

Dr.	Account A .....	100
Cr.	Account C .....	100

The above activity yields the following results:

Day 2 Account Balances				
	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	100	1,100	2,100	1,050
Account B	0	(1,000)	(2,000)	(1,000)
Account C	(100)	(100)	(100)	(50)

Note that the aggregate balance for each account equals the end-of-day balance for day 1, plus the end-of-day balance for day 2. Another way to state this is: aggregate balance equals the previous aggregate balance plus the current day's end-of-day balance.

The average balance for each account equals the aggregate balance divided by 2, the number of days in the period-to-date.

## Day Three

---

On day 3, the following transaction takes place:

Dr.	Account B .....	200
Cr.	Account C .....	200

The above activity yields the following results:

Day 3 Account Balances				
	Activity	End-of-Day Balance	Aggregate Balance	Average Balance
Account A	0	1,100	3,200	1,066.66
Account B	200	(800)	(2,800)	(933.33)
Account C	(200)	(300)	(400)	(133.33)

Note that the aggregate balance for each account equals the sum of the end-of-day balances for days 1 through 3. The average balance for each account equals the aggregate balance divided by 3, the number of days in the period-to-date.

### Relationship Between Aggregate and Average Balances

When you enable average balance processing in General Ledger, the system calculates and stores three aggregate balances for each balance sheet account in your set of books, for every calendar day. The three amounts are the period-to-date, quarter-to-date, and year-to-date aggregate balances. Every time you post a transaction, General Ledger updates the standard period-end balances, as well as the three aggregate balances.

Note that General Ledger does not actually store average or end-of-day balances. Instead, the system performs a quick and simple calculation whenever you need one of these balances. For example, when you perform an on-line inquiry or run a report, the required average balances are quickly calculated from the aggregate balances, using the following simple formulas:

**Average balance** = aggregate balance divided by number of days in the range.

**End-of-day balance** = current day's aggregate balance minus previous day's aggregate balance.

This relationship between aggregate and average balances is a key concept in General Ledger average balance processing. Throughout the remainder of this document, whenever we refer to tracking average balances, average balance processing, or maintaining average balances, we are implicitly referring to the relationship described above.

## Types of Average Balances

---

To satisfy different reporting and analysis requirements, General Ledger can track three types of average balances:

- Period average-to-date
- Quarter average-to-date
- Year average-to-date

**Note:** General Ledger tracks average balances for actual transactions only. You cannot track average balances for budget or encumbrance balances.

---

### Example: Period Average-to-Date Balance

The following example illustrates how period average-to-date balances are calculated by General Ledger.

This example assumes that we are looking at the activity and balances for one account in a set of books. The ending balance for May 31st was \$100,000.

Example: Period Average-to-Date Calculation				
Day	Activity	Ending Balance	PTD Aggregate Balance	PTD Range
June 1	\$5,000	\$105,000	\$105,000	1
June 2	\$8,000	\$113,000	\$218,000	2
June 3	\$4,000	\$117,000	\$335,000	3

The period average-to-date balance for June 3rd:

$$\begin{aligned} &= \text{PTD Aggregate Balance (as of June 3)} \\ &\quad \text{divided by PTD Range (number of days: period-to-date)} \\ &= \$335,000 / 3 \text{ days} \\ &= \$111,666.67 \end{aligned}$$

**Note:** The PTD aggregate balance is reset to zero at the beginning of each period.

---

## Example: Quarter Average-to-Date Balance

Expanding on the period average-to-date example, the following example illustrates how quarter average-to-date balances are calculated by General Ledger.

In this example, the ending balance for March 31st was \$70,000.

Example: Quarter Average-to-Date Calculation					
Day	Daily Activity	Ending Balance	PTD Aggregate Balance	QTD Aggregate Balance	QTD Range
April 1	\$2,000	\$72,000	\$72,000	\$72,000	1
April 2	\$3,000	\$75,000	\$147,000	\$147,000	2
April 3	(\$1,000)	\$74,000	\$221,000	\$221,000	3
:	:	:	:	:	:
:	:	:	:	:	:
June 1	\$5,000	\$105,000	\$105,000	\$5,145,000	62
June 2	\$8,000	\$113,000	\$218,000	\$5,258,000	63
June 3	\$4,000	\$117,000	\$335,000	\$5,375,000	64

The quarter average-to-date balance for June 3rd:

$$\begin{aligned} &= \text{QTD Aggregate Balance (as of June 3)} \\ &\quad \text{divided by QTD Range (number of days: quarter-to-date)} \\ &= \$5,375,000 / 64 \text{ days} \\ &= \$83,984.38 \end{aligned}$$

**Note:** The QTD aggregate balance is reset to zero at the beginning of each quarter. Accordingly, throughout the first period of a quarter, the PTD and QTD aggregate balances for any day are the same.

**Additional Information:** Some financial institutions calculate quarter average-to-date balances by summing the three period ending averages-to-date for the quarter and dividing by three. You can use General Ledger's Financial Statement Generator to create a custom report using this calculation method for quarter average-to-date.

## Example: Year Average-to-Date Balance

Expanding on the previous two examples, the following example illustrates how year average-to-date balances are calculated by General Ledger.

In this example, the ending balance for December 31st of the previous year was \$50,000.

Example: Year Average-to-Date Calculation						
Day	Daily Activity	Ending Balance	PTD Agg. Bal.	QTD Agg. Bal.	YTD Agg. Bal.	YTD Rng
Jan. 1	\$4,000	\$54,000	\$54,000	\$54,000	\$54,000	1
Jan. 2	\$2,000	\$56,000	\$110,000	\$110,000	\$110,000	2
Jan. 3	\$0	\$56,000	\$166,000	\$166,000	\$166,000	3
:	:	:	:	:	:	:
:	:	:	:	:	:	:
Apr. 1	\$2,000	\$72,000	\$72,000	\$72,000	\$5,711,000	91
Apr. 2	\$3,000	\$75,000	\$147,000	\$147,000	\$5,786,000	92
Apr. 3	(\$1,000)	\$74,000	\$221,000	\$221,000	\$5,860,000	93
:	:	:	:	:	:	:
:	:	:	:	:	:	:
June 1	\$5,000	\$105,000	\$105,000	\$5,145,000	\$10,784,000	152
June 2	\$8,000	\$113,000	\$218,000	\$5,258,000	\$10,897,000	153
June 3	\$4,000	\$117,000	\$335,000	\$5,375,000	\$11,014,000	154

The year average-to-date balance for June 3rd:

$$\begin{aligned}
 &= \text{YTD Aggregate Balance (as of June 3)} \\
 &\quad \text{divided by YTD Range (number of days: year-to-date)} \\
 &= \$11,014,000 / 154 \text{ days} \\
 &= \$71,519.48
 \end{aligned}$$

**Note:** The YTD aggregate balance is reset to zero at the beginning of each year. Accordingly, for every day in the first period of a year, the PTD, QTD, and YTD aggregate balances are the same.

Also note that all three aggregate balances, for all asset, liability, and equity accounts, are reset to zero at the beginning of a new year.

**Additional Information:** Some financial institutions calculate year average-to-date by summing all the period ending averages-to-date within the year and dividing by the number of periods, excluding any adjusting periods. Another alternative is to sum the four quarter averages-to-date and divide by four. You can use General Ledger's Financial Statement Generator to create a custom report using either of these calculation methods for year average-to-date.

## See Also

Overview: page 13 – 1

Basic Business Needs: page 13 – 1

Effective Date Handling: page 13 – 14

Set Up and Maintenance: page 13 – 17

Multi-Currency Processing: page 13 – 21

Consolidation: page 13 – 24

On-line Inquiry: page 13 – 27

Reporting: page 13 – 28

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## Major Features

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### **Enable Average Balance Processing for Specified Sets of Books**

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If you want to use average balance processing in General Ledger, you must enable the functionality for a specific set of books. With this feature, you can enable average balance processing only for those sets of books that require it. This ensures that you incur no additional overhead unless you need average balance processing.

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### **Capture Average Balances**

---

General Ledger calculates and stores the necessary aggregate balance information needed to compute average balance amounts as of any day in the year.

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### **Effective-Date Transaction Processing**

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A transaction's effective date determines which end-of-day and aggregate balances are updated by General Ledger. These balances, in turn, determine the calculated values of your average balances.

---

### **Transaction Calendar Control**

---

Certain organizations that need average balance processing, such as financial institutions, are required to post transactions only on business days. Posting on weekends or holidays is not allowed, although some organizations do post period-end accruals on non-business days.

In General Ledger, you control transaction posting with a transaction calendar. When you define a transaction calendar, you choose which days of the week will be business days. You also specify the holidays, using a form provided for maintaining the transaction calendar.

Each set of books, for which average balance processing is enabled, is assigned a transaction calendar. When transactions are posted, General Ledger checks the effective dates against the transaction calendar. If the dates are valid, the transaction is posted. For invalid dates, you can tell the system how you want the transaction handled.

Other features of transaction calendar control are as follows:

- Multiple sets of books may share a transaction calendar.
- You can set a profile option to allow certain individuals to post transactions on non-business days.

- Controls are applied to imported journals, as well as manual journals.

### **Control Transaction Balancing by Effective Date**

---

Normally, General Ledger requires that total transactions balance for an entire period. When average balance processing is enabled, the system checks total transactions for each effective date to ensure that debits and credits balance. When they do not, General Ledger rejects the transactions, or, if you have enabled suspense posting, the system creates a balancing entry to the suspense account.

- Manual journals are balanced directly, since the effective date is entered at the journal level, not for individual journal lines.
- Imported journals are sorted and must be in balance by effective date within each source.

### **Allowing Back-Value Transactions**

---

The back-value date is not limited to the current period. It can be in the prior period or even in a period from a prior year as long as the effective date is posted in an open period.

When you post a Back-Value Transaction:

- The change to average balances is calculated using the effective date, rather than the system or current accounting date.
- General Ledger adjusts the ending and aggregate balances as of the effective date and all subsequent dates.
- General Ledger adjusts both standard and average balances based on the same effective (back-value) date.

See: Back-Value Transactions: page 13 – 14 for a transaction example.

### **Maintain Averages for Summary Accounts**

---

If you use summary accounts, and choose to enable average balance processing, General Ledger will maintain average, as well as standard, balances for your summary accounts. General Ledger automatically updates your summary average balances, as well as the standard average balances. You can use summary average balances in allocations and financial reports.

## **On-line Inquiry**

---

You can use the Average Balance Inquiry form to review on-line information about the average or end-of-day balance of any balance sheet account. You can view summary or detail balances, as well as drill down from your summary balances to see the detail. Also, you can customize your view of the average and end-of-day balances to show only the information you want, in the order you want it.

## **Standard Reports**

---

General Ledger provides two standard average balance reports:

- Average Balance Trial Balance—displays standard and average balances for selected accounts, as well as period, quarter, and year average-to-date balances, for any as-of date you specify.
- Average Balance Audit Report—displays the detail activity used to create aggregate balances and related average balances maintained by General Ledger.

## **Custom Average Balance Reports**

---

With General Ledger's Financial Statement Generator, you can design custom reports that use average balances. You can even create reports which include average and standard balances.

Financial Statement Generator allows you to define the complex financial statements you need to analyze your business, including responsibility reports for business units, profit centers, and cost centers. You may also need to prepare consolidated and consolidating reports, funds statements, and cash flow reports. With Financial Statement Generator, you can do all of this, using average balances and standard balances.

## **Allocations and Recurring Journal Formulas**

---

With average balance processing enabled, you can use average balances as input to any formulas you use to create MassAllocations, MassBudgets, and recurring journals. You can use any of the three average balance types (Period, Quarter, or Year Average-to-date), as well as end-of-day balances.

## **Multi-Currency Accounting**

---

General Ledger fully supports using average balances for foreign currency conversion, revaluation, and translation. General Ledger

maintains average and end-of-day balances for all of your transaction currencies, as well as your functional currency. Using these features, you can:

- Convert foreign currency amounts in journal entries to your functional currency at the time of entry. Converted values are factored into the computation of average balances.
- Revalue accounts which are recorded on your books in a foreign currency. Revalued balances, as well as the unrealized exchange gain or loss, are factored into the computation of average balances.
- Translate average balances from a functional currency into a reporting currency, making it possible to consolidate average balances for sets of books that do not use the same functional currency.

### **Consolidation**

---

General Ledger fully supports using average balances for consolidations, including both the transactions consolidation method and the balances consolidation method. You can consolidate average balances from different sets of books, using different currencies, calendars, and charts of accounts.

### **See Also**

Overview: page 13 – 1

Basic Business Needs: page 13 – 1

Average Balance Examples: page 13 – 3

Set Up and Maintenance: page 13 – 17

Multi-Currency Processing: page 13 – 21

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## Effective Date Handling

The effective date on which transactions are posted has a direct impact on average balance computations. Effective dates are equally important when selecting inquiry or reporting criteria, since your report will display average balance amounts as of your specified effective date.

## Back-Value Transactions

As noted earlier, when you post a back-value transaction, General Ledger adjusts the end-of-day and aggregate balances of the affected accounts, as of the effective date and all subsequent dates. The example below continues our general example from page 13-3, and illustrates what happens when you post a back-value transaction.

### Back-Value Transaction Example

In our earlier example, the end-of-day and aggregate balances were as follows:

Daily Account Balances						
	Account A		Account B		Account C	
	End-of-day Balance	Aggregate Balance	End-of-day Balance	Aggregate Balance	End-of-day Balance	Aggregate Balance
Day 1	1,000	1,000	(1,000)	(1,000)	0	0
Day 2	1,100	2,100	(1,000)	(2,000)	(100)	(100)
Day 3	1,100	3,200	(800)	(2,800)	(300)	(400)

The average balance, as of Day 3, for each account is:

$$\text{Account A } 3,200 / 3 = 1,066.66$$

$$\text{Account B } (2,800) / 3 = (933.33)$$

$$\text{Account C } (400) / 3 = (133.33)$$

Now assume that the following back-value transaction occurs on Day 3, with an effective date of Day 1:

Dr.	Account A	500
Cr.	Account B	500

The transaction will have the following effects:

Daily Account Balances						
	Account A		Account B		Account C	
	End-of-day Balance	Aggregate Balance	End-of-day Balance	Aggregate Balance	End-of-day Balance	Aggregate Balance
Day 1	1,500	1,500	(1,500)	(1,500)	0	0
Day 2	1,600	3,100	(1,500)	(3,000)	(100)	(100)
Day 3	1,600	4,700	(1,300)	(4,300)	(300)	(400)

The average balance, as of Day 3, for each account is now:

$$\text{Account A} \quad 4,700 / 3 \quad = \quad 1,566.66$$

$$\text{Account B} \quad (4,300) / 3 \quad = \quad (1,433.33)$$

$$\text{Account C} \quad (400) / 3 \quad = \quad (133.33)$$

---

## Weekends and Holidays

You use the transaction calendar to tell General Ledger which days in the accounting calendar are business days versus non-business days. Non-business days:

- May not be used for posting transactions, unless you explicitly tell General Ledger to allow this.
- Are included when determining the number of days in the range.

Even though transactions are generally not posted to accounts on non-business days, General Ledger still maintains and stores aggregate balances for non-business days, as well as business days.

## See Also

Overview: page 13 – 1

Basic Business Needs: page 13 – 1

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# Set Up and Maintenance

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## Enabling Average Balance Processing

Average balance processing is enabled by selecting the Enable Average Balances option on the Set of Books form. Once average balance processing is enabled, General Ledger automatically stores the aggregate balances which are used to calculate average and end-of-day balances.

### Transaction Calendar

A transaction calendar is defined using the Transaction Calendar form. When you first define a transaction calendar, you specify a name and an optional description. Using this information, General Ledger creates a transaction calendar which includes an entry for every calendar day in the range of dates which exist in your General Ledger. Each entry includes three items:

- **Date:** the actual calendar date.
- **Day of Week:** the day of the week.
- **Business Day indicator:** shows whether the entry is defined as a business day. The indicator defaults to Yes for Monday through Friday and No for Saturday and Sunday. You can change the initial default values to suit your own needs.

After the transaction calendar is created, you should specify your holidays by changing the Business Day indicator to non-business day.

Transaction calendars and accounting calendars are completely independent of each other. For example, you might have one accounting calendar, shared by your parent company and all its subsidiaries. However, each subsidiary might use a separate transaction calendar to accommodate their different Holiday schedules.

### Set of Books

You use the Set of Books form to define the parameters of a set of books, such as Accounting Calendar, Functional Currency, and Chart of Accounts. If you choose to enable average balance processing, you must specify additional information on the Set of Books form, such as:

- **Transaction Calendar:** use to ensure that transactions are posted only to valid business days.
- **Non-Postable Net Income Account:** assign an account which General Ledger will use to capture the net activity of all revenue and expense accounts when calculating the average balance for retained earnings.

### **Non-Postable Net Income Account**

---

Retained earnings contains two components for any interim accounting period:

- Current account balance, which is equal to the final closing balance from the previous year.
- Net income, which is the net of all revenue and expense accounts.

General Ledger calculates the average balance for retained earnings the same way that it computes average balances for any other account. However, since the system does not maintain average balances for revenue and expense accounts, some special processing takes place to handle this particular component of retained earnings.

General Ledger uses a special non-postable net income account (similar to a summary account) to capture the net activity of all revenue and expense accounts. The account is treated as a balance sheet account, with account type of Owners' Equity. Its three stored aggregate balances are used to compute the net income impact on the retained earnings average balance for any given period, quarter, or year.

**Note:** You can also use the non-postable net income account in your reports and on-line inquiries.

**Additional Information:** The primary difference between the non-postable net income account and other balance sheet accounts, is that its balance does not roll forward when you open a new year. Instead, General Ledger resets the account to zero when revenues and expenses are closed out to retained earnings at the end of the year.

---

## **Processing Options for Non-Business Days**

There are two methods you can use to control transaction processing when effective dates fall on non-business days:

- **By User:** Your system administrator can set up your system so that General Ledger allows transactions to be posted on non-business days. This option can be set at the Site, Application, Responsibility, or User level.

You use this method to control non-business day processing for manually entered journals.

- **By Source:** You can specify an effective date rule for each journal source when average balance processing is enabled. You can select one of three options which tell General Ledger how to handle transactions whose effective dates are non-business days:
  - **Leave Alone**—accept transaction dates and complete posting.
  - **Fail**—reject transactions; no posting.
  - **Roll Date**—roll transactions to the previous valid business day, within the same period, and complete posting.



**Additional Information:** The roll date cannot cross periods to find a valid business day. The following example illustrates the behavior when the effective date is close to a period boundary.

If April 3 is a Monday and a transaction has an effective date of April 2 (Sunday), the effective date will be rolled to April 3 (Monday), not to March 31 (Friday) .

Use this method to control non-business day processing of automated journals from your subsidiary ledger systems, such as Oracle Receivables and Oracle Payables.

---

## Opening a New Period

When you open a new accounting period, General Ledger prepares the new period for journal entry. If you open a new period when average balance processing is enabled, the system also:

- **Populates the aggregates table.** PTD, QTD, and YTD aggregate balances are created for each balance sheet account. As transactions are posted throughout the period, General Ledger updates these aggregates, using the transaction effective date to determine which daily balances to update.
- **Initializes aggregate balances.** PTD aggregates are set to zero. QTD and YTD aggregates are only initialized if the new period is the beginning of a quarter or a year, respectively. Otherwise, the

ending QTD and YTD aggregates from the previous period are carried forward as the beginning balance of the new period.

When you open a new year, General Ledger sets the non-postable income account back to zero. The beginning balance of retained earnings is set to the sum of the prior year's ending balance, plus the ending balance of the non-postable net income account (zero).

---

## Archiving and Purging

When you use average balance processing, a large volume of data accumulates in your General Ledger database. You can archive and purge any information you no longer need. General Ledger also provides some related safety and security features. For example, the system:

- Produces reports you can review to verify that your archiving and purging processes complete successfully.
- Ensures that only archived data can be purged.

### See Also

Overview: page 13 – 1

Basic Business Needs: page 13 – 1

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## Multi-Currency Processing

For each set of books, General Ledger maintains average balances in your selected functional currency. The system also maintains separate average balances for each foreign currency you've used to enter transactions. The following section explains how General Ledger performs foreign currency conversion, revaluation, and translation when average balance processing is enabled.

---

### Conversion

When you enter a journal, General Ledger automatically converts any foreign currency amounts to your functional currency. When you post journals, the converted amounts update your accounts' standard balances. At the same time, General Ledger updates the corresponding aggregate balances for both your entered (foreign) and converted (functional) currencies. These balances are used to compute your average balances.

---

### Revaluation

When you revalue a balance sheet account that is denominated in a foreign currency, General Ledger automatically creates a journal entry to record the unrealized foreign exchange gain or loss. When this journal entry is posted, General Ledger updates both the standard balance and the corresponding aggregate balance of the revalued account. These updated balances are factored into the calculation of the account's average balance.

---

### Translation

If you have average balance processing enabled, and choose to translate your accounts for consolidation or reporting purposes, General Ledger will translate both standard and average account balances. You can translate both balances in a single translation run, as part of the month-end cycle.

General Ledger maintains translated balances for each day of an accounting period. When translating each day's average balances, the

system multiplies the functional currency average by the average of the daily conversion rates for the period, up to and including the current day. For example:

Averages of Daily Conversion Rates Example				
Day of Period	Daily Rate	Average of Daily Rates	Functional Currency Average	Translated Average Balance
1	1.10	1.100	1,000	1,100
2	1.12	1.110	1,000	1,110
3	1.15	1.123	1,000	1,123
:	:	:	:	:
:	:	:	:	:
31	1.17	1.148	1,000	1,148

Where necessary for specific accounts, you can use historical rates or amounts, rather than the averages of daily conversion rates. When you enter historical rates or amounts for an account:

- You can specify separate values for standard and average balances, or you can use the same value for both.
- General Ledger uses the specified value to translate the related balances.
- The same historical rate or amount will be used to translate average balances for each day of the period.

### **Quarter and Year Average-to-Date Translations**

---

General Ledger translates an account's quarter and year averages-to-date differently, depending on whether the daily average balances are translated using averages of daily conversion rates, or historical rates or amounts.

- **Averages of daily conversion rates**—translate quarter and year averages-to-date using averages of daily rates for all days in the quarter or year. For example, if the first quarter of a year includes January, February, and March, General Ledger will translate the quarter average-to-date balance for March 16th by multiplying the quarter average-to-date functional balance by the average of all of the daily rates between January 1 and March 16.

- **Historical rates or amounts**—translate quarter and year averages-to-date using the average of the historical rates or amounts for the appropriate periods, weighted by the number of days in each period.

## See Also

Overview: page 13 – 1

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## Consolidation

You can use General Ledger's consolidation features to combine the financial results of multiple companies, even if their sets of books use different currencies, accounting calendars, and charts of accounts. General Ledger supports consolidating average balances using either the transactions or balances consolidation methods.

Standard and average balances can be consolidated at the same or different levels of detail. For example, you might want to consolidate standard balances at the detail level, but average balances at a summarized level.

If you consolidate standard and average balances at the same level of detail, you can apply the same consolidation mapping rules to both. If you consolidate at different levels of detail, you must define appropriate consolidation mapping rules for each.

---

## Consolidating Transactions

When you consolidate transactions, General Ledger creates a single consolidation journal batch, consisting of your subsidiary's transactions and their corresponding effective dates. When you post this batch to update your consolidated standard balances, the corresponding consolidated average balances will also be updated (as they are when you post non-consolidation journal batches).

---

## Consolidating Balances

To consolidate average balances when you are using the balances consolidation method, you must use a "consolidation set of books." You specify whether a set of books can be used for consolidation purposes at the same time that you enable average balance processing for that set of books.

Consolidation sets of books, unlike other sets of books where average balance processing is enabled, do not enforce a link between standard and average balances. As a result, you can update standard and average balances independently. In sets of books which are not defined as consolidation sets of books, both standard and average balances are updated automatically whenever transactions are posted.

You can consolidate standard or average balances independently into a consolidation set of books. You can also consolidate standard and average balances in a single consolidation run.

When you run your consolidation, General Ledger will create two consolidation journal batches:

- Standard—updates standard balances without affecting average balances.
- Average—updates average balances without affecting standard balances.

The effective date of the journal entries in an average consolidation journal batch will always be the first day of an accounting period. When you post the batch, the journal amounts will be posted as average balances on the first day of the period, and will then roll forward through the remaining days. As a result, each day of the period will reflect average balances as of the end of the period in the subsidiary set of books.

### **Eliminations**

---

You can use manual journal entries, recurring journals, and MassAllocations to create eliminating entries in a consolidation set of books. You can eliminate standard and/or average balances, but the respective eliminating entries will be independent of each other. For example, if you eliminate an account's standard balance, the related average balance is not eliminated. Likewise, if you eliminate an average balance, there is no effect on the related standard balance. The effective date of eliminating entries is always the first day of the period.

### **Consolidation Hierarchies**

---

With General Ledger, you can run multilevel consolidations of standard and average balances, as long as each set of books into which you consolidate is defined as a consolidation set of books. Note that the consolidation process is the same as single-level consolidation. In both, General Ledger transfers subsidiary standard balances into parent standard balances, and subsidiary average balances into parent average balances.

## **See Also**

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## Online Inquiry

With General Ledger, you can perform on–line inquiries for both standard and average balances. You can enter any of the following criteria to control the information General Ledger displays:

- Date ranges
- Currencies
- Precision (Units, Thousands, etc.)
- Accounts

If you have defined summary accounts in your Oracle General Ledger, you can also select a summary account to use for your on–line inquiries. From the summary–level inquiry, you can drill down to see the average balances of the individual accounts that make up a summary average balance.

### See Also

Overview: page 13 – 1

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## Reporting

With General Ledger, you can request standard reports, as well as create custom reports using Financial Statement Generator. These features are fully supported for both standard and average balances. You can also use Applications Desktop Integrator to submit and publish reports in a variety of formats.

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### Standard Reports

General Ledger provides two standard average balance reports—the Average Balance Trial Balance and the Average Balance Audit Report.

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#### **Average Balance Trial Balance**

This report provides a listing of standard and average balances for selected accounts based on an as-of date you specify. In addition, the report displays period, quarter, and year average-to-date balances. You can also request additional information on this report by specifying parameters such as balancing segments and account ranges.

---

#### **Average Balance Audit Report**

This report displays the detail activity which created the aggregate balances and related average balances maintained by General Ledger. You use this report when you need to research how General Ledger calculated the average balances for an account.

The report also displays daily average balance information for the selected accounts for the specified range of dates. You can also request additional information on this report by specifying parameters such as the as-of reporting date, average balance type (period, quarter, or year average-to-date), and account ranges.

---

### Financial Statement Generator

With the Financial Statement Generator, you can easily design custom average balance reports. For example, you can:

- Report average, as well as standard average balances.
- Use average or standard balances in formulas.

- Report standard and average consolidated balances together on the same report.

## See Also

*Applications Desktop Integrator User Guide*

Overview: page 13 – 1

Basic Business Needs: page 13 – 1

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CHAPTER

# 14

## Standard Reports and Listings

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## Running Standard Reports and Listings

General Ledger gives you a complete set of standard reports such as journal reports, general ledgers, account analyses and trial balances. You can also request standard listings to review key non-financial information, including your chart of accounts, row sets, column sets and content sets, reporting hierarchies, consolidation definitions, recurring journal formulas, and more. All of the information in these reports and listings is also available online.

You can combine standard reports, listings and programs into a request set to submit them as a group. In addition, if the Financial Statement Generator program is assigned to your responsibility, you can include FSG reports in standard request sets.

**Note:** Due to the length of descriptions, account combinations, etc., information in report fields may be truncated to accommodate the report format.

General Ledger provides the following categories of standard reports and listings:

- **Account Analysis:** These reports list the accumulated balances of a range of accounts and all journal entry lines that affect that range. The same segment security rules defined for your chart of accounts extend to account analysis reports.
- **Budget:** These reports and listings contain information about your budgets and budget organizations, including account assignments and budget hierarchies.
- **Chart of Accounts:** These reports and listings provide information about the accounts in your chart of accounts, including segment values, rollup ranges and suspense accounts.
- **Multi-Company Accounting and Consolidation:** These reports and listings provide information about your multi-company accounting and consolidation activities. You can request reports about intercompany transactions made using General Ledger's CENTRA feature.

You can also request reports about a specific consolidation, including how your subsidiaries' accounts are mapped into your parent accounts. You must use the audit mode run option in order to request the Consolidation Audit Report and the Consolidation Exception Reports, and you can only request the Consolidation Journals Report for consolidations using the Transactions method.

- **Currency:** These listings show the daily, period and historical rates you defined for foreign currencies.
- **Financial Statement Generator:** These listings provide summary or detail information about the definitions of your Financial Statement Generator report components, reports and report sets.
- **General Ledger:** These reports list beginning and ending account balances, and all journal entry lines affecting each account balance in your functional and foreign currencies.
- **Journals:** These reports provide journal information in functional and foreign currencies, including posted, unposted and error journals. You can also review journal activity for particular periods and balancing segments.
- **Trial Balance:** These reports list account balances and activity for functional and foreign currencies, budgets, encumbrances and actuals. You can request this information by currency, accounts, and so on. The same segment security rules defined for your chart of accounts extend to account analysis reports
- **Other:** These reports and listings provide information about MassAllocation/MassBudget definitions, actual or budget recurring journal formulas, statistical units of measure and value-added taxes received and paid.
- **Execution:** These reports are automatically generated when you submit and complete a concurrent process.

► **To run a standard report, listing, or request set:**

1. Navigate to the Submit Requests window.
2. Choose whether to run a request or request set, then choose the request or request set you want to run.
3. Enter the necessary request parameters.
4. Submit your request.
5. Review the status of your request.

You can review all of your requests at the same time, or you can review only certain requests, based on the Request ID, phase or status you specify. General Ledger provides detailed information about your request, including request time, start time, report options, priority, status and much more.

## See Also

Submitting a Request  
Submitting a Request Set  
Changing Request Options  
(*Oracle Applications User's Guide*)

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## Variable Format Reports

Four General Ledger variable format reports are available in Release 11i.

To create a variable format report, an attribute set that contains formatting instructions is applied to General Ledger report data. You also have a variety of options to publish your report.

In Oracle Applications, attribute sets are defined using the RXi Report Administration Tool. You can also submit and publish RXi reports from the Request Center in Applications Desktop Integrator (ADI).

### See Also

*Oracle Financials RXi Report Administration Tool User's Guide*

*Oracle Applications Desktop Integrator User's Guide*

Each General Ledger variable format report has two submission options:

- One Step – You generate, apply an attribute set, and publish your report, all in one step.
- Two Step – You can generate your report and note the concurrent request ID. Use this ID to apply an attribute set in:

Oracle Applications – apply an attribute set defined by the RXi Report Administration Tool. Concurrent processing applies the attribute set to your generated report. Additional parameters are applied to publish your report.

► **To generate and publish a one step variable format report:**

1. Navigate to the Submit Request window and select one of the reports listed below.

Publish Journals – General

Publish Journals – Day Book

Publish Journals – Voucher

Publish Journals – General

The Parameters window opens.

2. Complete the following fields:

Parameter Window Fields	Description
Attribute Set	accept the default or choose from the poplist
Output Format	CSV, HTML, TAB Delimited, Text
Posting Status	Error, Posted, Unposted
Currency	Enter or choose a currency from the poplist
Start Date	Specify a start date
End Date	Specify an end date
Journal Source	Enter or choose a journal source from the poplist

**Table 14 – 1 (Page 1 of 1)**

3. Choose OK.
4. Submit your request.

Your one step report will be published.

**Note:** Two concurrent request IDs are created: one initial ID to generate your report and a second ID to apply formatting and publish your report.

► **To generate and publish a two step variable format report:**

1. Navigate to the Submit Request window and select one of the reports listed below.

RX-only: Journals – General

RX-only: Journals – Day Book

RX-only: Journals – Voucher

RX-only: Journals – General

The Parameters window opens.

2. Complete the following fields.

Parameter Window Fields	Description
Posting Status	Error, Posted, Unposted
Currency	Enter or choose a currency from the poplist

**Table 14 – 2 (Page 1 of 2)**

Parameter Window Fields	Description
Start Date	Specify a start date
End Date	Specify an end date
Journal Source	Enter or choose a journal source from the poplist

**Table 14 – 2 (Page 2 of 2)**

3. Choose OK.
4. Submit your request. Note the concurrent request ID for your request.
5. Navigate to the Submit Request window and select Publish RXi Report.

The Parameters window appears.

6. Enter the Request ID.
7. Specify the Attribute Set you want to apply to your report.
8. Specify the Output Format: Text, HTML, CSV, or Tab Delimited.  
Your report will be published as specified.

► **To publish an RXi Report using ADI:**

1. Launch the Request Center and log onto the database that stores your RXi report information.
2. Navigate to the Report Submission and Publishing window.
3. Choose the Standard Report radio button.
4. Select and RXi report from the poplist.
5. Choose OK to publish your report.

Your RXi report is published according to attributes and publishing options you assigned to it in Oracle Applications. The Request Center will monitor the submission and publication of your report.

**See Also**

*Oracle Financials RXi Report Administration Tool User's Guide*

*Oracle Applications Desktop Integrator User's Guide*

General Ledger Standard Variable Format Reports

- Journals General: page 14 – 59
- Journals Day Book: page 14 – 59
- Journals Voucher: page 14 – 60
- Journals Check: page 14 – 61

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## Account Analysis Reports

These reports list the accumulated balances of a range of accounts and all journal entry lines that affect that range. The same segment security rules defined for your chart of accounts extend to these reports. These rules restrict user access to segment values in your accounting flexfield to those authorized by their responsibility.

---

### Account Analysis Report

Review source, category and reference information to trace your functional currency or STAT transactions back to their original source. You can run this report with entry, line or source item reference information to help identify the origin of journals created by Journal Import.

This report prints the journal entry lines and beginning and ending balances of the accounts you request. For each journal entry line, the report prints the source, category, batch name, journal entry name, account, description, entry/line/source item reference information, and the debit or credit amount.

#### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Type:** Choose Entry Item to generate a report showing EXTERNAL\_REFERENCE from the GL\_JE\_HEADERS table. This reference appears only if you provided one in the Enter Journals form or if you used Journal Import. Choose Line Item to generate a report showing REFERENCE\_1 from the GL\_JE\_LINES table. Choose Source Item to generate a report showing REFERENCE\_4 from the GL\_JE\_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal entry.

**Currency:** Choose either the functional currency for your set of books or STAT.

**Balance Type:** Choose to report on Actual, Budget, or Encumbrance balances. If you select budget balances, you must choose the Budget Name on which to report. If you select encumbrance balances, you must choose the Encumbrance Type on which to report.

**Starting/Ending Period:** Choose the accounting period range for your report. General Ledger starts a new page for every period in your range.

**Flexfield From/To:** Enter the account range for your report.

**Order By:** Choose to sort the journal entry lines of your report by Account Segment, Balancing Segment, or Source name.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Beginning Balance:** sum of all debits and credits for the accounts in the range as of the first day of each accounting period.

**Ending Balance:** sum of all debits and credits for the accounts in the range, plus the beginning balance, as of the last day of each accounting period.

---

## **Account Analysis Report with Payables Detail**

Review functional currency or STAT balances and transactions for any account(s). You can use this report to reconcile asset additions imported into General Ledger from Oracle Payables. To run this report, you must have Oracle Payables installed on your system and you must allow detail posting of invoices from Oracle Payables to General Ledger. If you have installed multiple versions of Oracle Payables, General Ledger retrieves information for your report from the last version installed.

The report prints the beginning balance, journal entry lines, and ending balance of the accounts you request. For each journal entry line, the report prints the batch name, journal entry name, account, line description, vendor name, invoice number, and the debit or credit amount.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Period Name:** Choose any accounting period in your calendar.

**Flexfield From/To:** Enter the account range for your report.

**Currency:** Choose the functional currency for your set of books or STAT.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Beginning Balance:** sum of all debits and credits for the accounts in the range as of the first day of each accounting period.

**Ending Balance:** sum of all debits and credits for the accounts in the range, plus the beginning balance, as of the last day of each accounting period.

---

## **Account Analysis Report with Subledger Detail**

Review the details of subledger activity that has been posted to your General Ledger accounts. The report displays detail amounts for a specific journal source and category, in your functional currency or STAT.

This report prints the journal entry lines and beginning and ending balances of the accounts you request. For each journal entry line, the report prints the accounting date, category, journal batch name, header, sequence, number, line, description, and amount. For each journal entry line, the report also prints subledger details, including the vendor or customer name, transaction number, associated transaction, sequence, number, line, and transaction type.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Currency:** Select the functional currency for your set of books or STAT.

**Starting/Ending Period:** Enter or select the accounting period range for your report. General Ledger starts a new page for every period in your range.

**Flexfield From/To:** Enter the account range for your report.

**Journal Source:** Enter or select the journal source to use for creating the report.

**Journal Category:** Enter or select the journal category to use for creating the report.

**Sort By:** Choose to sort the journal entry lines of your report by Sequence or Vendor.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Acct Date:** the accounting date of the journal reflected on the detail report line.

**Batch:** the name of the journal batch for the detail report line.

**Journal Amount:** the amount of the journal, expressed in the currency you chose for the report.

**Account Balance:** for each group of detail report lines, the beginning and ending period account balance are printed in this column.

**Vendor/Customer:** the vendor or customer name related to the journal on the detail report line.

**Trans Number:** the subledger transaction number.

**Transaction Type:** the subledger transaction type.

---

## **Average Balance Audit Report**

Review the detail activity which created the aggregate balances and related average balances for a set of books when average balance processing is enabled. This report displays detail activity, as well as daily average balance information for selected accounts for a specified range of dates.



**Warning:** You should generally use this report only to research specific questions about how General Ledger calculated the average balances for an account. Because of the nature of aggregate and average balance maintenance in General Ledger, a report requesting year averages-to-date for all balance sheet accounts could be very large.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Currency:** Choose any currency for your set of books or STAT.

**Reporting Date:** Enter the calendar date for which you want to see average balances. For example, if you want to review average balances as of January 31, 1996, you enter 31-JAN-96 as the Reporting Date.

**Amount Type:** Enter the average balance type you want to review in the report. You may choose from PATD (period average-to-date), QATD (quarter average-to-date), and YATD (year average-to-date).

**Account From/To:** Enter the range of accounts you want to include in your report.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Date:** the effective date of the transaction activity reflected on each report line.

**Daily Activity:** the total amount of all transaction activity for the related account and effective date.

**Daily Closing Balance:** the end-of-day balance for the related account and effective date.

**PATD, QATD, or YATD Aggregate:** the aggregate balance for the related account and effective date.

**PATD, QATD, or YATD Average:** the calculated average balance for the account and effective date.

### **See Also**

*Overview of Average Balance Processing in Oracle General Ledger, Release 10SC*

---

## **Foreign Account Analysis Report**

Review source, category and reference information to trace your foreign currency transactions back to their original source. You can run this report with entry, line or source item reference information to help identify the origin of journals created by Journal Import.

This report prints the journal entry lines and beginning and ending balances of the accounts you request. For each journal entry line, the

report prints the source, category, batch name, journal entry name, account, description, entry/line/source item reference information, and the debit or credit amount.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Type:** Choose Entry Item to generate a report showing EXTERNAL\_REFERENCE from the GL\_JE\_HEADERS table. This reference appears only if you provided one in the Enter Journals form or if you used Journal Import. Choose Line Item to generate a report showing REFERENCE\_1 from the GL\_JE\_LINES table. Choose Source Item to generate a report showing REFERENCE\_4 from the GL\_JE\_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal entry.

**Currency:** Choose any foreign currency for your set of books. General Ledger displays amounts entered in this currency.

**Balance Type:** Choose to report on Actual, Budget, or Encumbrance balances. If you select budget balances, you must choose the Budget Name on which to report. If you select encumbrance balances, you must choose the Encumbrance Type on which to report.

**Starting/Ending Period:** Choose the accounting period range for your report. General Ledger starts a new page for every period in your range.

**Flexfield From/To:** Enter the account range for your report.

**Order By:** Choose to sort the journal entry lines of your report by Account Segment, Balancing Segment, or Source name.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Beginning Balance:** sum of all debits and credits for the accounts in the range as of the first day of each accounting period.

**Ending Balance:** sum of all debits and credits for the accounts in the range, plus the beginning balance, as of the last day of each accounting period.

---

## Foreign Account Analysis Report with Payables Detail

Review foreign currency balances and transactions for any account(s). You can use this report to reconcile asset additions imported into General Ledger from Oracle Payables. To run this report, you must have Oracle Payables installed on your system and you must allow detail posting of invoices from Oracle Payables to General Ledger. If you have installed multiple versions of Oracle Payables, General Ledger retrieves information for your report from the last version installed.

The report prints the beginning balance, journal entry lines, and ending balance of the accounts you request. For each journal entry line, the report prints the batch name, journal entry name, account, line description, vendor name, invoice number, and the debit or credit amount.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Period Name:** Choose any accounting period in your calendar.

**Flexfield From/To:** Enter the account range for your report.

**Currency:** Choose any foreign currency for your set of books. General Ledger displays amounts entered in this currency.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Beginning Balance:** sum of all debits and credits for the accounts in the range as of the first day of each accounting period.

**Ending Balance:** sum of all debits and credits for the accounts in the range, plus the beginning balance, as of the last day of each accounting period.

---

## Budget Reports and Listings

These reports and listings contain information about your budgets and budget organizations, including account range assignments and budget hierarchies.

---

### Budget Hierarchy Listing

Review all master budgets and their associated detail budgets for your current set of books.

---

#### Parameters

General Ledger prints this listing for your current set of books, without prompting you for any parameters.

---

#### Selected Headings

Refer to the selected heading descriptions below for additional information.

**Master Budget:** name of each master budget you have defined.

**Detail Budget:** name of each detail budget assigned to this master budget.

---

### Budget Journals by Flexfield Report

Review the status and details of your budget journals for a particular account, currency, and fiscal year.

This report prints the status, period, batch name, journal entry name, journal entry line number, description, entered debit or credit amount, and statistical amount for each account you request.

---

#### Parameters

When you request this report, General Ledger prompts you to enter the following:

**Budget:** Choose a budget defined for your set of books.

**Accounting Flexfield:** Enter the account on which you want to report.

**Currency Code:** Choose the functional currency for your set of books, a foreign currency, or STAT. If you choose a foreign currency, the report shows budget journal amounts entered in that currency.

**Year:** Choose a fiscal year for which you entered budget journals.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Debits:** debit amount of each budget journal line, if any. General Ledger prints a total of all debit amounts for each posting status and for all the posting statuses in your report.

**Credits:** credit amount of each budget journal line, if any. General Ledger prints a total of all credit amounts for each posting status and for all the posting statuses in your report.

**Stat Amount:** statistical amount of each budget journal line, if any. General Ledger prints a total of all statistical amounts for each posting status and for all the posting statuses in your report.

---

## **Budget Organization Listing**

Review the details of a specific budget organization.

This listing prints the start and end dates for the organization, the accounts you assigned to the organization, descriptions of these accounts as well as their budget entry methods.

If budgetary control is enabled for your set of books, this report also prints the budgetary control options assigned to each account range, including funds check level, amount type and boundary.

### **Parameters**

---

When you request this listing, General Ledger prompts you to enter the following:

**Organization Name:** Choose any budget organization you have defined.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Accounting Flexfield:** accounts you assigned to this budget organization. Accounts are sorted in ascending order by the ordering segment you entered in the Define Budget Organization form, then by the first segment in your account, the second segment, and so on.

**Type:** budget entry type for each of the accounts assigned to this budget organization. A type of Entered indicates that you can use any General Ledger budget entry method. A type of Calculated indicates that you can only use budget formulas or MassBudgeting.

**Automatic Encumbrance:** Yes or No to indicate if automatic encumbrancing is enabled for your account. If automatic encumbrancing is enabled, General Ledger creates encumbrance batches for transactions originating from a feeder systems such as Oracle Purchasing or Oracle Payables.

---

## Budget Organization Range Listing

Review the details of the account ranges assigned to a specific budget organization. The listing prints the budget entry type and currency assigned to each account range, and indicates whether automatic encumbrancing is enabled.

If budgetary control is enabled for your set of books, this report also prints the budgetary control options assigned to each account range, including funds check level, amount type and boundary.

### Parameters

---

When you request this listing, General Ledger prompts you to enter the following:

**Budget Organization:** Choose any budget organization you have defined.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Accounting Flexfield:** accounts you assigned to this budget organization. General Ledger first sorts your accounts in ascending order by the ordering segment you entered in the Define Budget Organization form, then by the first segment in your account, the second segment, and so on.

**Type:** budget entry type for each of the accounts assigned to this budget organization. A type of Entered indicates that you can enter budget amounts manually, enter budget journals, upload budgets, create MassBudget journals or transfer budget amounts. A type of Calculated indicates that you can use budget formulas or MassBudget journals.

**Status:** the status of the account range.

**Adding:** You are entering account range information, or if you have already saved your work, the concurrent request to create accounts from a range is pending.

**In Process:** The concurrent request to create accounts from a range is currently running.

**Reporting:** The concurrent request to create accounts from a range is generating an execution report of all the accounts it created.

**Current:** The concurrent request to create accounts from a range has completed.

**Automatic Encumbrance:** Yes or No to indicate if automatic encumbrancing is enabled for your account. If automatic encumbrancing is enabled, General Ledger creates encumbrance batches for transactions originating from your feeder systems such as Oracle Purchasing and Oracle Payables.

---

## Budgetary Control Transactions Report

Review the details of your funds check or reservation requests. You must be using budgetary control for your current set of books to request this report.

You can request this report from the Budgetary Control Transactions window. Choose the Print All button to generate a report showing the details of all transactions included in your funds check or reservation request. Choose the Print Errors and Warnings button to generate a report showing the details of only those transactions that contain failures and/or warning messages.

### Selected Headings

Refer to the selected heading descriptions below for additional information.

**Amount Type:** amount type of your account (PTD, QTD, YTD, or PJTD). Oracle Payables uses the boundary and amount type to determine the time interval over which to perform funds checking or reservation.

**Boundary:** boundary (Period, Quarter, Year or Project) of the funds check or funds reservation. The boundary is the endpoint for which you want Oracle Payables to check your available funds.

**Amount:** amount of your funds check or reservation request.

**Status:** status of your funds check or reservation request (Pending, Approved, Rejected, Checking, Passed Check, Failed Check, or Fatal).

## See Also

Reviewing Budgetary Control Transactions: page 1 – 28

---

## Frozen Budget Accounts Listing

Review frozen budget components, including budgets, budget organizations, and account ranges. This listing prints only budgets which are partially or completely frozen.

### Parameters

---

General Ledger prints this listing for your current set of books, without prompting you for any parameters.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Budget Organization:** For each budget listed, the name of all associated budget organizations, regardless of their frozen status.

**Frozen:** Yes if all accounts in a budget organization are frozen. No if only some or none of the accounts in this budget organization are frozen.

**From/To account:** If a budget organization has frozen account ranges, the accounts in each range.

---

## Funds Available Analysis Report

Use the Funds Available Analysis Report to measure budgets against expenditures and encumbrances to determine the balance of funds available for your future expenditures.

Funds Available Analysis calculates the difference between the amount you are authorized to spend and the amount of your expenditures plus commitments depending upon account type.

This report includes only the effect of approved budgetary control transaction. The report does not include the effect of pending transactions that have not yet reserved funds. For example, if you attempt to reserve funds for a purchase order online and you run a Funds Available Analysis Report, the effect of your purchase order will not be included in available funds unless two criteria are met. First, your online process must be completed successfully, and second, the system must have successfully reserved funds for your purchase order.

---

### Parameters

When you request the Funds Available Analysis Report, General Ledger prompts you to enter the following parameters:

**Account Segment:** Choose any account segment other than your account segment and choose the range of values you would like to use to sort the pages of your report.

**Secondary Account Segment:** Choose any account segment, other than your account segment for your sort segment range, in order to review more detailed summary information.

**Currency:** Choose the functional currency for your set of books. If you choose a foreign currency, this report shows your translated account balances in that currency. You must run foreign currency translation before you can report on translated balances.

**Budget Name:** Choose a budget name within your set of books. Oracle Financials calculates your funds available using the budget amounts for this budget.

**Report Type:** Choose a period-to-date, year-to-date, or project-to-date report. Oracle Financials prints the description of your report type.

**Accounting Period:** Choose any accounting period in your calendar.

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Account:** account value for this line. Amounts for this line represent the sum of all accounts associated with this account and secondary segment value combination. The heading for this column is the name of the above prompt you defined for your account segment when you set up your account.

**Account Description:** description of your account segment value. If your account value has expired or been disabled, the column contains asterisks (\*\*).

**Budget Amount:** budget amount for each line, for the Budget Name you choose as a report parameter

**Encumbrance Amount:** encumbrance amount for each line, for the Budget Name you choose as a report parameter

**Actual Amount:** actual amount for each line, for the Budget Name you choose as a report parameter

**Funds Available:** funds available calculated as Budget Amount – Encumbrance Amount – Actual Amount for each line of your report

---

## Master/Detail Budget Report

Review the available funds for all detail budgets controlled by a specific master budget. View budget balances entered in your functional currency, a foreign currency or statistical amounts. General Ledger marks accounts whose detail budget amounts exceed the master budget with an asterisk.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Master Budget:** Choose a master budget in your set of books.

**Amount Type:** Choose QTD (quarter-to-date), PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

**Currency:** Choose your functional currency, a foreign currency, or STAT for statistical balances. If you choose a foreign currency, this report shows your account balances entered in that currency.

**Period Name:** Choose any accounting period in your calendar.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Description:** description of the account segment value for each summary **account** associated with the master budget

**Available Budget:** available budget calculated as follows:

Available Budget = **Master Amount** – **Detail Amount**

---

## **Summary/Detail Budget Report**

Review the detail accounts that roll up into a summary account for a specific budget and currency. This report shows the balance and journal information for each detail account for the period you specify.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Budget:** Choose a budget in your set of books.

**Summary Account:** Choose a summary account in your set of books.

**Currency:** Choose the functional currency for your set of books, a foreign currency or STAT. If you choose a foreign currency, this report shows the account balances entered in that currency.

**Period:** Choose any accounting period in your calendar.

---

## **Unbudgeted Master/Detail Accounts Report**

Review the detail budget amounts for which there are no corresponding budgeted amounts in the master budget. Review transactions entered in your functional currency, a foreign currency or statistical amounts.

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Master Budget:** Choose a master budget in your set of books.

**Period Name:** Choose any accounting period in your calendar.

**Currency:** Choose your functional currency, a foreign currency, or STAT for statistical balances. If you choose a foreign currency, this report shows your account balances entered in that currency.

**Amount Type:** Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Account:** description of the account segment value associated with the account.

**Accounting Flexfield:** each detail account for which there are no corresponding budgeted amounts in the master budget

**Detail Budget:** detail budget associated with the account.

**Detail Amount:** amount budgeted to the detail account for the detail budget.

---

## Chart of Accounts Reports and Listings

These reports and listings provide information about the Accounting Flexfield for your chart of accounts, including segment values, rollup ranges, and suspense accounts.

---

### Account Hierarchy Report

Review a list of the detail accounts that roll up into each summary account for all summary templates. General Ledger creates a new page for each summary template you have defined and displays the description of each account segment value for both your summary and detail accounts.

#### **Parameters**

---

General Ledger prints this listing for your current set of books, without prompting you for any parameters.

---

### Chart of Accounts Listing

Review the chart of accounts for your current set of books, including detail and summary accounts.

General Ledger first prints your enabled detail accounts, then your disabled detail accounts, and finally your summary accounts. Each of these three groups begins on a new page. You can specify a range of accounts to include in your report. You may also sort your detail accounts by segment.

#### **Parameters**

---

When you request this listing, General Ledger prompts you to enter the following:

**Order by:** sort your report by a specified segment.

**From/To Balancing Value:** Enter a range of balancing segment values. This listing prints only accounts with balancing segment values that fall within this range, and starts a new page for each balancing segment value.

**From/To Account Value:** Enter a range of account segment values. This listing prints only accounts with account segment values that fall within this range.



**Attention:** The values that you supply for the ranges do not have to be valid segment values. For example, you can specify balancing segment values 00 to ZZ and account segment values 5000 to 5999 even if those specific values are not defined.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Account:** description of the account segment value for each Accounting Flexfield.

**Account Type:** one of the following account types for each detail account: Asset, Liability, Owner's Equity, Revenue or Expense.

The account type is determined by the account segment of the Accounting Flexfield.

**Summary Account:** Yes if your account represents a summary account or No if it represents a detail account.

**Enabled:** Yes if your account is enabled or No if it is not enabled.

**Start/End Date:** start and end date, if any, for your account.

---

## **Rollup Detail Listing**

Review all valid child segment values for each parent segment value for a specific account segment. This listing includes descriptions for both the parent and child segment values and the rollup group (if any) to which your parent segment value belongs.

General Ledger sorts this listing in ascending order by account parent segment value. Within each parent segment value, General Ledger sorts the child segment values in ascending order.

### **Parameters**

---

When you request this listing, General Ledger prompts you to enter the following:

**Segment:** Choose any independent account segment you have defined.

**Active Date:** Choose the calendar date for your report.

---

## Rollup Range Listing

Review a list of all parent segment values for an account segment. This listing includes information about each parent segment value, such as the rollup group to which each parent segment value belongs, whether each parent segment value is enabled and its range of child segment values.

General Ledger sorts this listing in ascending order by parent segment value.

### Parameters

---

When you request this listing, General Ledger prompts you to enter the following:

**Segment Name:** Choose any independent account segment you have defined.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Start/End Date:** start and end date, if any, for each parent segment value.

**Enabled:** Yes if your parent segment value is enabled or No if it is not enabled.

**Child Value Low/High:** range of child segment values defined for each parent segment value.

---

## Inactive Accounts Listing

Review a list of disabled and expired accounts. You can specify a date of interest and an account range. Use this report to determine why particular accounts are no longer active. Possible causes:

- account has not been enabled
- the effective start date is after the disabled date

- the effective end date is before the disabled date

### **Parameters**

---

When you request this listing, General Ledger prompts you to enter the following:

**Disabled Date:** specify the date of interest for your report.

**From/To Account Value:** Enter a range of account segment values. This listing prints only accounts with account segment values that fall within this range.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Description:** account description.

**Enabled:** asterisk (\*) if this account is enabled.

**Start/End Date:** start and end date for each account.

---

## **Segment Values Listing**

Review all segment values for a specific account segment. This listing includes information about each segment value, such as whether your segment value is enabled, whether it is a parent, and whether posting and budgeting are allowed. Run this listing for your account segment to verify that your accounts have been assigned the correct account type.

General Ledger sorts this listing in ascending order by segment value.

### **Parameters**

---

When you request this listing, General Ledger prompts you to enter the following:

**Segment Name:** Choose any account segment you have defined.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Start/End Date:** start and end date, if any, for each parent segment value.

**Enabled:** Yes if your parent segment value is enabled or No if it is not enabled.

**Parent:** Yes or No to indicate whether your segment value is a parent.

**Rollup Group:** if your segment value is a parent, the rollup group to which it belongs.

**Account Type:** if you entered account for your segment name, the account type associated with this segment value: Asset, Liability, Owner's Equity, Revenue, Expense.

---

## Suspense Accounts Listing

Review the suspense accounts for your set of books. This listing provides the suspense account for each journal entry source and category.

### Parameters

---

General Ledger prints this listing for your current set of books, without prompting you for any parameters.

---

## Multi-Company Accounting and Consolidation Reports

These reports and listings provide information about your multi-company accounting and consolidation activities. You can request reports about intercompany transactions made using General Ledger's GIS feature.

You can also request reports about a specific consolidation, including how your subsidiaries' accounts are mapped into your parent accounts. You must use the audit mode run option in order to request the Consolidation Audit Report and the Consolidation Exception Reports, and you can only request the Consolidation Journals Report for consolidations using the Transactions method.

---

### Consolidation Audit Report

Review the mapping of account balances from your subsidiary set of books into accounts in your parent set of books for a specific consolidation mapping. To request this report, you must use the audit mode run option when transferring your subsidiary data.

The report prints the total of all subsidiary account balances that were consolidated into each account in your parent set of books. In addition, a total is provided for all of the balances from your subsidiary set of books that were consolidated into accounts in your parent set of books.

#### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Consolidation:** Enter the name of a consolidation mapping you have defined and have transferred in audit mode.

**Period:** Choose an accounting period in your parent set of books for which you transferred the specified mapping in audit mode.

#### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Parent Account:** each parent account into which you are consolidating balances.

**Subsidiary Account:** a line for each subsidiary account consolidated into this parent account.

**Account Balance:** subsidiary account balance that was consolidated into this parent account.

**Request ID:** concurrent request ID associated with your consolidation.

## See Also

Transferring Subsidiary Data to Your Parent: page 7 – 36

---

## Consolidation Exception Report: Disabled Parent Accounts

Review all disabled accounts in your parent set of books for which you tried to consolidate balances or transactions. To request this report, you must use the audit mode run option when transferring your subsidiary data.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Consolidation:** Enter the name of a consolidation mapping you have defined and have transferred in audit mode.

**Period:** Choose an accounting period in your parent set of books for which you transferred the specified mapping in audit mode.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Parent Account:** a separate line for each disabled account in your parent set of books that is included in your mapping rules.

**Description:** description of the natural account segment value for each disabled parent account.

## See Also

Transferring Subsidiary Data to Your Parent: page 7 – 36

---

## Consolidation Exception Report: Unmapped Subsidiary Accounts

Review any subsidiary accounts (included in the account range you specified for your consolidation transfer) with non-zero balances that were not consolidated into your parent set of books because the accounts were not mapped. This report generates data only for consolidations with a method of Balances. It does not report on consolidations with a method of Transactions.

Use this report to determine if your consolidation is complete prior to posting. To request this report, you must use the audit mode run option when transferring your subsidiary data.

General Ledger prints a line for each subsidiary account in the account range that was not consolidated into your parent set of books, and its corresponding account balance.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Consolidation:** Enter the name of a consolidation mapping you have defined and have transferred in audit mode.

**Period Name:** Choose the period in your subsidiary set of books that was consolidated into your parent set of books.

**Period Type:** Choose the period type (Period-to-Date, Quarter-to-Date, Year-to-Date, or Project-to-Date) used for consolidation into your parent set of books.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Subsidiary Account:** a line for each subsidiary account in the account range that was not consolidated into your parent set of books.

**Description:** description of the subsidiary natural account segment value.

**Account Balance:** balance for each subsidiary account in the account range that was not consolidated into your parent set of books. Each line amount refers to a Period-to-Date, Quarter-to-Date, Year-to-Date, or Project-to-Date account balance relative to the subsidiary accounting period used for consolidation.

---

## Consolidation Journals Report

Review journal batches consolidated across multiple sets of books. The report lists subsidiary journal lines and the parent accounts used for your consolidation. The report also lists your parent and subsidiary sets of books, parent batch name, and detailed information for each journal entry line consolidated from your subsidiary set of books. In addition, a total is provided for all debit and credit amounts for all of your subsidiary journal lines that were consolidated into accounts in your parent set of books.

Note that you must run this report from your parent set of books. You can only run this report if your consolidation uses the Transactions method and you did not use the create summary journals run option.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Consolidation Batch:** Choose the consolidation batch (created when you transferred your subsidiary data) whose journal lines you want to review. General Ledger names consolidation batches according to the following: <Date><Consolidation Name>Consolidation<Request ID>:<Balance Type>.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Period:** period of the consolidation batch in your parent set of books.

**Accounting Flexfield:** subsidiary accounts for each journal line under the parent account into which they were consolidated.

**Description:** descriptions of the account segment values for your parent and subsidiary accounts.

## See Also

Mapping Subsidiaries to Your Parent: page 7 – 20

Transferring Subsidiary Data to Your Parent: page 7 – 36

---

## Consolidation Rules Report

Review both the segment and account rules you defined for a specific consolidation mapping. If the mapping has account rules, the report prints each subsidiary account range and the parent account into which it maps. If the mapping has segment rules, the report prints the rule name and the parent and subsidiary segments. If the mapping has a rollup range rule, the report prints each subsidiary segment value range and its corresponding parent segment value.

### Report Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Consolidation:** Choose the name of the consolidation mapping whose rules you want to review.

## See Also

Mapping Subsidiaries to Your Parent: page 7 – 20

Transferring Subsidiary Data to Your Parent: page 7 – 36

---

## Intercompany Transactions Detail Report

Review intercompany transactions sent and received by a GIS subsidiary. If you have parent privileges, you can review transactions for all GIS subsidiaries.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Subsidiary:** Name of the subsidiary whose transactions you want to review. If you have parent privileges, you can select ALL.

**Period Name:** The period for which you want to review transactions.

**Status:** The transaction status. You can enter New, Review, Approved, or Rejected.

**Account Low/High:** The range of offset accounts whose transactions you want to include in your report.

---

## Intercompany Transactions Activity Summary

Review beginning and ending account balances, along with transaction data for all approved intercompany transactions. Use the report to reconcile your beginning balances plus GIS activity to your ending balances.

**Note:** You can only review beginning and ending account balances if your General Ledger set of books uses the same calendar and is on the same instance as the GIS set of books.

### Parameters

---

**Period Name:** The period for which you want to produce the trial balance.

**Account Low/High:** The range of offset accounts that you want to include in your report.

---

## Unapproved Intercompany Transactions Listing

Review an aging of intercompany transactions that have been rejected or not yet reviewed. Transactions are sorted by GL Date and include those that the subsidiary has sent or received. If you have parent privileges, you can review unapproved transactions for all GIS subsidiaries.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Subsidiary:** Name of the subsidiary whose unapproved transactions you want to review. If you have parent privileges, you can select ALL to run the report for all subsidiaries with the same chart of accounts.

---

## Currency Listings

These listings show the daily, period, and historical rates you defined for foreign currencies.

---

### Daily Conversion Rates Listing

Review the conversion rates you have defined for any foreign currency in your set of books. You can request this listing for any accounting period.

This listing prints the rate type for each conversion rate as well as the date on which you defined the rate. General Ledger sorts the listing alphabetically by rate type. For each rate type, General Ledger sorts the conversion rates in ascending order by date entered.

#### Parameters

---

When you request this listing, General Ledger prompts you to enter the following:

**Period:** Choose any accounting period in your calendar.

**Currency:** Choose any foreign currency you have defined or enabled.

#### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Rate Type:** one of the following rate types for each conversion rate in your listing: Corporate, Spot, User, or a unique rate type you defined.

**Date:** date for which you defined your conversion rate.

**<Foreign Currency> to <Functional Currency>:** daily conversion rates from the foreign currency you specified to the functional currency for your set of books.

**<Functional Currency> to <Foreign Currency>:** daily conversion rates from the functional currency for your set of books to the foreign currency you specified.

---

## Historical Rates Listing

Review the historical rates or amounts, and weighted-average rates used in foreign currency translation.

### Parameters

---

General Ledger prints this report for your current set of books, without prompting you for any parameters.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Accounting Flexfield:** each account for which you defined a weighted-average rate or a historical rate or amount.

**Account Description:** account segment value description for each account.

**Rate Type:** General Ledger prints one of the following rate types:

**Historical:** The rate you entered in the Historical Rates form.

**Prior:** General Ledger uses the most recent historical rate to translate your balance sheet accounts, and assigns them this rate type.

**Calc:** If you have never defined a historical rate for this account, General Ledger calculates a rate to translate your retained earnings account, and assigns it this rate type.

**Weighted:** General Ledger calculates weighted-average rates for accounts for which you enter a rate and choose the Weighted-Average rate type in the Historical Rates form.

**Rate:** translation rate, if you entered one.

**Amount:** translation amount, if you entered one instead of a translation rate.

**Account Type:** one of the following account types for each account:

**A:** Asset

**L:** Liability

**O:** Owner's Equity

**R:** Revenue

**E:** Expense

The account type is determined by the account segment of your account.

---

## Period Rates Listing

Review the exchange rates you have defined for any accounting period in your calendar. This listing includes the period–average and period–end translation rates you have defined. This listing also prints the revaluation rate (the reciprocal of the period–end rate), for each period–end rate in your accounting period.

General Ledger sorts your listing alphabetically by currency code.

### Parameters

---

When you request this listing, General Ledger prompts you to enter the following:

**Period:** Choose any accounting period in your calendar.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Balance Type:** balance type used for each currency in your listing: Actual, Budget, or Encumbrance.

**To Currency:** each foreign currency for which you defined translation rates for the period you specified.

**Average Rate:** period–average translation rate you defined for each currency listed in your report.

**End of Period Rate:** period–end translation rate you defined for each currency listed in your report.

**Revaluation Rate:** revaluation rate for each currency listed in your report. General Ledger automatically determines the revaluation rate by taking the reciprocal of the period–end rate you defined.

---

## Financial Statement Generator Reports and Listings

These listings provide summary or detail information about the definitions of your Financial Statement Generator report components, reports, and report sets.

---

### Column Set Detail Listing

Review detailed information about a specific column set, or about all column sets defined in your current set of books.

General Ledger first prints your column set heading, then the details of each column definition. Display options for each column appear in a box. Finally, General Ledger prints your account assignments, and your calculation and exception definitions, if any.

#### **Parameters**

---

When you request this listing, General Ledger prompts you to enter the following:

**Column Set Name:** (Optional) Choose any column set you have defined, or leave this field blank to report on all column sets.

### See Also

Defining Column Sets: page 4 – 51

---

### Column Set Summary Listing

Review the names and descriptions of all column sets defined for your current set of books. General Ledger displays the chart of accounts structure associated with each column set.

#### **Parameters**

---

General Ledger prints this listing for your current set of books, without prompting you for any parameters.

## See Also

Defining Column Sets: page 4 – 51

---

## Content Set Detail Listing

Review detailed information about a specific content set, or about all content sets defined in your current set of books.

For each content set, this listing provides the processing type and the account assignments. General Ledger also prints a concatenation of the display types for each segment value range and whether you chose to report on summary balances only.

### Parameters

---

When you request this listing, General Ledger prompts you to enter the following:

**Content Set Name:** (Optional) Choose any content set you have defined, or leave this field blank to report on all content sets.

## See Also

Defining Content Sets: page 4 – 62

---

## Content Set Summary Listing

Review the names, descriptions, and processing types of all the content sets defined for your current set of books.

### Parameters

---

General Ledger prints this report for your current set of books, without prompting you for any parameters.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Type:** one of the following processing types that you defined for your content set:

**Parallel:** General Ledger processes your reports in parallel.

**Sequential:** General Ledger processes your reports one at a time.

## See Also

Defining Content Sets: page 4 – 62

---

## Report Detail Listing

Review detailed information about a specific report, or about all reports defined in your current set of books. For each report, this listing prints the report components, report options and report details.

### Parameters

---

When you request this listing, General Ledger prompts you for the following:

**Report Name:** (Optional) Choose any report you have defined, or leave this field blank to review all reports.

## See Also

Defining Financial Reports: page 4 – 72

---

## Report Set Detail Listing

Review detailed information about a specific report set, or about every report set you have defined in your current set of books. This listing prints the report components and report options of each report assigned to your report set, including budget and encumbrance information.

### **Parameters**

---

When you request this listing, General Ledger prompts you to enter the following:

**Report Set Name:** (Optional) Choose any report set you have defined, or leave this field blank to review all report sets.

### **See Also**

Defining Financial Report Sets: page 4 – 77

---

## **Report Set Summary Listing**

Review the names and descriptions of the report sets you have defined.

### **Parameters**

---

General Ledger prints this listing for your current set of books, without prompting you for any parameters.

### **See Also**

Defining Financial Report Sets: page 4 – 77

---

## **Report Summary Listing**

Review the report components and report options associated with each report defined in your current set of books.

### **Parameters**

---

General Ledger prints this report for your current set of books, without prompting you for any parameters.

### **See Also**

Defining Financial Reports: page 4 – 72

---

## Row Order Detail Listing

Review detailed information about a specific row order, or about all row orders defined in your current set of books. For each row order, this listing prints the ranking and display options.

### Parameters

---

When you request this listing, General Ledger prompts you for the following:

**Row Order Name:** (Optional) Choose any row order you have defined, or leave this field blank to report on all row orders.

### See Also

Defining Row Orders: page 4 – 64

---

## Row Set Detail Listing

Review detailed information about a specific row set, or about all row sets defined in your current set of books.

General Ledger prints the details of each row definition, with display and format options for each row appearing in a box. General Ledger also prints your account assignments and your calculation definitions, if any.

### Parameters

---

When you request this listing, General Ledger prompts you to enter the following:

**Row Set Name:** (Optional) Choose any row set you have defined, or leave this field blank to report on all row sets.

### See Also

Defining Row Sets: page 4 – 43

---

## Row Set Summary Listing

Review the names and descriptions of all row sets defined in your current set of books. General Ledger displays the chart of accounts structure associated with each row set.

### Parameters

---

General Ledger prints this listing for your current set of books, without prompting you for any parameters.

### See Also

Defining Row Sets: page 4 – 43

---

## Where Used Report

Determine where specific segment values are used in your row sets, column sets and content sets. This report prints each report component, sequence number, description and account range that includes the segment value you request when you run your report.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Accounting Flexfield:** (Optional) Enter account segment values only for the segments on which you want to report, or leave this field blank to report on all segment values.

**Report From Type:** (Optional) Choose a report component on which you want to report: *Column Set*, *Row Set*, *Content Set*, or *Row and Column Set*. Leave this field blank to report on all three component types.

**Row Set Name:** (Optional) Enter the name of the row set on which you want to report. Leave this field blank to report on all row sets.

**Column Set Name:** (Optional) Enter the name of the column set on which you want to report. Leave this field blank to report on all column sets.

**Content Set Name:** (Optional) Enter the name of the content set on which you want to report. Leave this field blank to report on all content sets.

---

## General Ledger Reports

These reports list beginning and ending account balances and all journal entry lines affecting each account balance in your functional and foreign currencies.

---

### Foreign Currency General Ledger Report

Review general ledger activity entered in a foreign currency and reconcile revaluation journals.

General Ledger prints a new page for each balancing segment value. For each journal line entered in a foreign currency, the report prints the account affected, the description of the account segment value, the journal line amount in both your functional and foreign currency, and the beginning and ending account balances in both your functional and foreign currency. Additionally, for each journal line, the report prints journal details including source, category, journal name, and posted date.

#### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Currency:** Choose any currency other than your functional currency or STAT. General Ledger prints only journals and account balances entered in the foreign currency you specify.

**Period:** Choose any accounting period in your calendar.

---

### General Ledger Report

Review journal information to trace each transaction back to its original source.

General Ledger prints a separate page for each balancing segment value. For each journal line, the report prints the account affected, the concatenated description, the journal line amount, and the beginning and ending account balance. Additionally, for each journal line, the report prints journal details including source, category, journal name, and effective date. The report lists accounts in ascending order by account segment value, and it prints a "CR" next to credit amounts.

**Note:** If you use the Enter Budget Amounts form to update budget balances, General Ledger does not generate journal entries to reflect your changes. This will cause the General Ledger Report to flag discrepancies between a budget balance and the budget journals for that period.

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Type:** Choose Line Item to generate a report showing REFERENCE\_1 from the GL\_JE\_LINES table. Choose Source Item to generate a report showing REFERENCE\_4 from the GL\_JE\_LINES table. These references appear only if you used Journal Import.

Choose Entry Item to generate a report showing EXTERNAL\_REFERENCE from the GL\_JE\_HEADERS table. This reference may help you identify the origin of the journal entry and appears only if you provided one in the Enter Journals form or if you used Journal Import.

Choose Document Number to generate a report showing the sequence number of the journal containing your journal line. A sequence number will only appear in your report if you are using sequential numbering and you have assigned a number to the journal containing your journal line.

**Currency:** Choose either the functional currency for your set of books or STAT.

**Balance Type:** Choose Actual, Budget or Encumbrance balances.

**Budget or Encumbrance Name:** If you chose the Budget balance type, you must select a budget name. If you chose the Encumbrance balance type, you must select an encumbrance type. Finally, if you chose the Actual balance type, General Ledger automatically enters N/A.

**Starting/Ending Period:** Choose the range of accounting periods for your report.

**Flexfield From/To:** Choose the range of accounts for your report.

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Description/Sequence Name:** If you selected the Line Item, Entry Item, or Source Item Type, General Ledger prints the journal description for each journal line. If you selected the Document Number Type, General Ledger prints the name of the sequence used to number the journal containing your line.

**Line Item/Entry Item/Source Item/Document Number:** If you selected the Line Item Type, General Ledger prints REFERENCE\_1 from the GL\_JE\_LINES table. If you selected the Source Item Type, General Ledger prints REFERENCE\_4 from the GL\_JE\_LINES table. If you selected the Entry Item type, General Ledger prints EXTERNAL\_REFERENCE from the GL\_JE\_HEADERS table. Finally, if you selected the Document Number Type, General Ledger prints the sequence number of the journal containing your journal line.

---

## Journals Reports

Use Journal Reports to review information relevant to your journal entries for all currencies and posting statuses.

---

### Dual Currency Journals Report

If you currently use Dual Currency and Weighted Average Rates, we recommend that you switch to Multiple Reporting Currencies (MRC) as soon as practicable. While General Ledger still includes the fields, setup options, programs, and reports needed to support those organizations that currently use Dual Currency and Weighted Average Rates, information about these features is no longer included in this user's guide. Also, MRC will completely replace Dual Currency in a future release of Oracle General Ledger.

---

### Foreign Currency Journals Report

Review journal batches and associated journals for your posted, unposted or error journals entered in a foreign currency. You can run this report with line or source item reference information to help identify the origin of journals created by Journal Import.

This report prints the line number, account, transaction date, description, reference information, and the foreign, functional and statistical debit or credit amounts for each foreign currency journal line. Totals are provided for all of the debit and credit amounts for each journal and for the batch(es). In addition, a total is provided for your journal source(s), and a grand total is provided for all of the debit and credit amounts included in your report.

#### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Type:** Choose Line Item to generate a report showing REFERENCE\_1 from the GL\_JE\_LINES table. Choose Source Item to generate a report showing REFERENCE\_4 from the GL\_JE\_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other

source document information that helps you to identify the origin of this journal.

**Posting Status:** Choose Posted to generate the Foreign Posted Journals Report showing all posted journals in your batch. Choose Unposted to generate the Foreign Unposted Journals Report showing all journals in your batch which have not been posted. Choose Error to generate the Foreign Error Journals Report showing all journals that errored out during the posting process, possibly due to a control total violation or posting to a closed period. Note that if your error is due to a code combination violation (for example, you tried to post to an account for which posting is not allowed), General Ledger prints the code combination error in place of the account.

**Currency:** Choose any foreign currency for which you entered journals. You cannot choose your functional currency or STAT.

**Period:** (optional) Choose an accounting period in your calendar for which you entered foreign currency journals. This field is optional only if you are not entering a Start/End Date.

**Start/End Date:** (optional) For unposted and error journals, enter the batch effective date range for which you want a report. For posted journals, enter the posting date range. This field is optional only if you are not entering a Period.

**Source:** (optional) Choose the journal source for your batch. Batches originating within General Ledger include manual journal batches which have a source of Manual, and formula journal batches which have a source of Recurring or MassAllocations. Journals you import have a source corresponding to your feeder system.

**Batch Name:** (optional) Choose any journal batch containing foreign currency journals.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Batch Effective Date:** For manual journals to prior periods, the last day of the period you specified in your batch. For manual journals to future periods, the first day of the period you specified in your batch. For manual journals to the current period or for journals created by feeder systems, the date on which the batch was created.

**Balance:** *Actual*, *Budget*, or *Encumbrance* to indicate the balance type of your batch. General Ledger prints your actual balances followed your budget balances, and then your encumbrance balances.

**Reference:** Journal Import reference information according to the report type you specify.

**Units:** statistical amount, if any, associated with your journal line.

---

## General Journals Reports

The General Journals Report is available in three different formats. You can request a report of Posted Journals, Unposted Journals or Error Journals. Each are described below.

### Posted Journals

Review your posted journal batches and the journals associated with each posted journal batch. This information allows you to trace your transactions back to the original source.

The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Type:** Choose Line Item to generate a report showing REFERENCE\_1 from the GL\_JE\_LINES table. Choose Source Item to generate a report showing REFERENCE\_4 from the GL\_JE\_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal.

**Posting Status:** Choose the Posted status.

**Currency:** Choose the functional currency for your set of books or STAT.

**Period:** (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include posted journal batches for all accounting periods.

**Start/End Date:** (optional) Enter the posting date range for your report. If you skip these fields, the report will include journal batches posted on any date.

**Source:** (optional) Choose the journal entry source for your report. If you leave this field blank, the report will include posted journal batches from all sources.

**Batch Name:** (optional) Choose any posted journal batch. If you leave this field blank, the report will include all posted journal batches which comply with the other parameters.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Batch Effective Date:** For manual journals to prior periods, the last day of the period you specified in your batch. For manual journals to future periods, the first day of the period you specified in your batch. For manual journals to the current period or for journals created by feeder systems, the date on which the batch was created.

**Balance:** Actual, Budget, or Encumbrance to indicate the type of batch. General Ledger first prints your Actual batches, then your Budget batches, and finally your Encumbrance batches.

**Line/Source Item:** If you chose the Line Item type, prints REFERENCE\_1 from the GL\_JE\_LINES table. If you chose the Source Item type, REFERENCE\_4 from the GL\_JE\_LINES table.

**Units:** statistical amount, if any, associated with your journal line.

## **Unposted Journals**

Review your unposted journal batches and their associated journals. This information allows you to trace your transactions back to the original source.

The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Type:** Choose Line Item to generate a report showing REFERENCE\_1 from the GL\_JE\_LINES table. Choose Source Item to generate a report showing REFERENCE\_4 from the GL\_JE\_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal.

**Posting Status:** Choose the Unposted status.

**Currency:** Choose the functional currency for your set of books or STAT.

**Period:** (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include unposted journal batches for all accounting periods.

**Start/End Date:** (optional) Enter the batch effective date range for your report. If you leave the start and end date blank, the report will include unposted journal batches from any date.

**Source:** (optional) Choose the journal entry source for your report. If you leave this field blank, the report will include unposted journal batches from all sources.

**Batch Name:** (optional) Choose any unposted journal batch. If you leave this field blank, the report will include all unposted journal batches which comply with the other parameters.

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Batch Effective Date:** For manual journals to prior periods, the last day of the period you specified in your batch. For manual journals to future periods, the first day of the period you specified in your batch. For manual journals to the current period or for journals created by feeder systems, the date on which the batch was created.

**Balance:** Actual, Budget, or Encumbrance to indicate the type of batch. General Ledger first prints your Actual batches, then your Budget batches, and finally your Encumbrance batches.

**Line/Source Item:** If you chose the Line Item type, REFERENCE\_1 from the GL\_JE\_LINES table. If you chose the Source Item type, REFERENCE\_4 from the GL\_JE\_LINES table.

**Units:** statistical amount, if any, associated with each journal line.

## Error Journals

Review your error journal batches and their associated journals. This information allows you to trace your transactions back to the original source. Journal batches become error journals if posting fails; they do not lose their error status until they are posted successfully.

The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal entry batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Type:** Choose Line Item to generate a report showing REFERENCE\_1 from the GL\_JE\_LINES table. Choose Source Item to generate a report showing REFERENCE\_4 from the GL\_JE\_LINES table. These references appear only if you used Journal Import and included a journal voucher number, an invoice date and number, or some other source document information that helps you to identify the origin of this journal.

**Posting Status:** Choose the Error status.

**Currency:** Choose the functional currency for your set of books or STAT.

**Period:** (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include error journal batches for all accounting periods.

**Start/End Date:** (optional) Enter the batch effective date range for your report. If you leave the start and end date blank, the report will include error journal batches from any date.

**Source:** (optional) Choose the journal source for your report. If you leave this field blank, the report will include error journal batches from all sources.

**Batch Name:** (optional) Choose any error journal batch. If you leave this field blank, the report will include all error journal batches which comply with the other parameters.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Batch Effective Date:** For manual journals to prior periods, the last day of the period you specified in your batch. For manual journals to future periods, the first day of the period you specified in your batch. For manual journals to the current period or for journals created by feeder systems, the date on which the batch was created.

**Balance:** Actual, Budget, or Encumbrance to indicate the type of batch. General Ledger first prints your Actual batches, then your Budget batches, and finally your Encumbrance batches.

**Line/Source Item:** If you chose the Line Item type, REFERENCE\_1 from the GL\_JE\_LINES table. If you chose the Source Item type, REFERENCE\_4 from the GL\_JE\_LINES table.

**Units:** statistical amount, if any, associated with your journal line.

---

## **Journal Batch Summary Report**

Review your posted journal batches for a particular balancing segment, currency and date range.

The report provides information on Actual balances for your journal batches, source, batch and posting dates, total entered debits and credits and sorts the information by journal batch within each journal entry category. In addition, totals are provided for each journal category and a grand total for each balancing segment included in your report. This report does not report of budget or encumbrance balances.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Currency Code:** Enter the functional currency for your set of books, a foreign currency, or STAT. If you enter a foreign currency, General Ledger prints only journals entered in that currency.

**Start/End Date:** Enter the effective date range for the journal lines for your report.

**Balancing Segment:** Enter the balancing segment value for which you want to report. Or, leave this field blank if you want to report on all balancing segment values.

**Precision:** Choose one of the following levels of precision:

**Class Level:** Print a sub-total for each class, or for each value of the most significant digit of the account segment.

**Class and Sub-class Level:** Print sub-totals for each class and subclass, or for each pair of values of the two most significant digits of the account segment.

**Class, Sub-Class, and Group Level:** Print sub-totals for each class, subclass, and group, or for each set of values of the three most significant digits of the account segment.

For example, the account segment values 4310 and 4450 belong to the same class (4) but different subclasses (43 and 44), while the account segment values 4520 and 4570 belong to the same subclass (45) but different groups (452 and 457).

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Total Debit/Credit:** total debit and credit amounts for each journal entry category within each journal batch.

**Journal Category Total:** total debit and credit amounts for each journal entry category included in your report.

**<Balancing Segment> Total:** total debit and credit amounts for each balancing segment value included in your report.

---

## **Journal Entry Report**

Review journal activity for a given period or range of periods, balancing segment value, currency, and range of account segment values.

The report prints the accounting date, category, journal name, reference, journal batch name, entered debit or credit amounts, net balance, and account total for each journal. In addition, a total is

provided for each balancing segment included in your report and a grand total is provided for all the activity included in your report.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Currency:** Enter a currency for your set of books:

STAT – your report includes STAT journals only.

Foreign Currency – your report includes all journals entered in that foreign currency.

Functional Currency – your report includes all currencies *other* than STAT

**<Balancing Segment>:** (optional) Enter the balancing segment value for which you want to report. Or, leave this field blank if you want to report on all balancing segment values.

**Start/End Account:** Enter the range of account segment values for your report.

**Start/End Period:** Enter the range of accounting periods for your report.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Debit:** debit amount of the journal entry.

**Credit:** credit amount of the journal entry.

**Begin Total:** beginning balance for each account segment value for each period in the range you specified.

**Period Movements:** debit and credit activity for each account segment value.

**End Total:** ending debit and credit amounts for each account segment value for each period in the range you specified.

**Account Total:** total debit and credit amounts for each account segment value.

**<Balancing Segment> Total:** total debit and credit amounts for each balancing segment value included in your report.

**Grand Total:** total of the accounted debit and credit amounts for your report.

**Balance:** net of debit and credit amounts corresponding with each period movement, end total, account total, <balancing segment> total, and grand total.

---

## Journal Line Report

Review all of your journals, grouped by batch, for a particular journal category, currency and balancing segment value.

For each journal line, the report prints the transaction date, account, reference, journal line description, entered amounts, and accounted amounts. Totals are provided for each journal and journal batch included in your report. In addition, totals are provided for each journal category and for each balancing segment, with a grand total for all of the activity included in your report.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Currency:** (optional) Enter the functional currency for your set of books, a foreign currency, or STAT. If you leave this field blank, the report includes journals entered for all currencies.

**Begin/End Period:** Enter the period range for your report.

**Category:** Enter the journal category for your report.

**<Balancing Segment>:** (optional) Enter the balancing segment value for your report. If you leave this field blank, the report includes journals against all balancing segment values.

**Adjustment Periods:** Choose whether you want the report to include transactions from adjustment periods.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Batch Date:** date on which the batch was created.

**Currency Type:** currency conversion type for each journal.

**Date:** date on which you entered your transaction.

**Accounting Flexfield:** account segment values for each journal line.

**Description:** the description of your journal line.

---

## Journals by Document Number Report

Review detailed information for each journal associated with a specific document sequence.

General Ledger prints the journals in ascending order by document number. For each journal, the report prints the creation date, batch name, journal name, category, posting status, posted date, currency, and journal amounts. The report also indicates which document numbers do not have an associated journal.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Sequence Name:** Choose any document sequence defined for your set of books.

**Document Number From/To:** (optional) Enter the range of document numbers for your report. If you leave these fields blank, the report will include all journals for the document sequence you choose.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Status:** one of the following statuses for each document number:

**Entered:** There is a journal with this document number.

**Not Entered:** No journal was entered with this document number.

**Deleted:** The journal with this document number was deleted.

General Ledger only prints additional information, such as creation date, batch name, and header name, for document numbers with the Entered status.

---

## Journals – General

Use this report to view data contained in each field for your journals. You can check manually entered data or data imported to General Ledger from other sources. The information allows you to trace your transactions back to the original source.

The report prints the line number, account, transaction date, description, line/source item, the debit or credit amount, and the statistical amount for each journal line. Totals are provided for all journal lines within a journal, and all journals within a journal batch. In addition, totals are provided for your journal source, and a grand total is provided for all of the debit and credit amounts included in your report.

To run this report from the Standard Submission window, choose Publish Journals – General.

**Note:** This is a variable format report. For more information, see: Variable Format Reports: page 14 – 5

**Period:** (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include posted journal batches for all accounting period.

**Start/End Date:** (optional) Enter the posting date range for your report. If you skip these fields, the report will include journal batches posted on any date.

---

## Journals – Day Book

Review posted journal entries and journal details chronologically by accounting date for a specified range of dates, journal source, and journal category.

General Ledger prints journal entries in ascending order by accounting date. For each accounting date, journal entries are sorted by document number. General Ledger prints the accounting date, document number, journal entry name, journal source and category, subledger document name and number, currency, and exchange rate. For each detail journal line, General Ledger prints the line number, account segment value and description, functional debit and credit amounts, description, and cost center segment value.

To run this report from the Standard Submission window, choose Publish Journals – Day Book.

**Note:** This is a variable format report. For more information, see: Variable Format Reports: page 14 – 5

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Period:** (optional) Choose any accounting period in your calendar. If you leave this field blank, the report will include posted journal batches for all accounting period.

**Start/End Date:** (optional) Enter the posting date range for your report. If you skip these fields, the report will include journal batches posted on any date.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

---

## **Journals – Voucher**

Use this report to produce output for journal vouchers:

- From a specified journal batch
- For all posted, unposted, or "error" journals.
- With a specified journal source, journal category, and document sequence.
- That fall within a specified range of starting and ending dates and document numbers.

For each matching detail journal, General Ledger produces a voucher that includes header information such as batch name, period, journal entry name, document number, journal source, description, journal category, currency, accounting date, subledger document name, rate type, posting date, subledger document number, and exchange rate.

For each detail journal line, General Ledger produces the line number, account, account description, entered debit or credit amount, and description. At the end of the voucher, General Ledger prints the total entered debit and credit amounts.

To run this report from the Standard Submission window, choose Publish Journals – Voucher.

## Prerequisites

---

- You must use document sequences in your Oracle subledger applications.
- You must use the Detail method when importing journal entries from your subledgers to General Ledger.

**Note:** This is a variable format report. For more information, see: Variable Format Reports: page 14 – 5

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Start/End Date:** (optional) Enter the posting date range for your report. If you skip these fields, the report will include journal batches posted on any date.

**Sequence Name:** (optional) Enter the document sequence name for which you want to report.

**Start/End Document Number:** (optional) Enter the start/end document sequence number for which you want to report.

**Start/End Document Number:** (optional) Enter the start/end document sequence number for which you want to report.

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

---

## Journal Check Report

Use the Journal Check Report to check the data entry of manually entered journals prior to posting. You can check, field by field, all data entered into the system or data imported from external sources. In the parameters window, you can order your report by the Latest Updated Date.

To run this report from the Standard Submission window, choose Publish Journals – General.

**Note:** This is a variable format reports. For more information, see: Variable Format Report: page 14 – 5

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Start/End Date Updated Date:** (optional) Enter the starting and ending update dates for which you want to print journals and journal details.

**Currency:** Choose the functional currency for your set of books or STAT.

**Last Updated By:** (optional) Enter the user name of the person who last updated the journal entries.

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

---

## Tax Journals Report

Use this report to verify your manually entered General Ledger tax journals. You run this report to review the journal taxable lines and the tax lines they generated, for posted or unposted journals.

This report calculates a subtotal for each journal entry, and a grand total for all lines with a given tax code.

This report breaks on balancing segment, tax type, and tax code.

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**From/To Balancing Segment:** the range of balancing segment values on which you want to report. For example, if Company is your balancing segment, you can report on companies number 5 through 20.

**Tax Type:** choose to report on Input or Output tax types.

**Tax Code:** choose the tax code on which you want to report. This is the Oracle Receivables tax code or the Oracle Payables tax name.

**From/To Effective Date:** enter the range of effective dates to include in your report.

**Posting Status:** you can report on Posted Journals, Unposted Journals, or Error Journals.

## **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Tax Accounting Flexfield:** the account assigned to the specified tax code.

**Journal Name:** the name of the journal containing taxable detail lines.

**Effective Date:** the journal's effective date.

**Taxable Accounting Flexfield:** the account for the taxable journal line amount.

**Dr/Cr:** an indicator of whether the functional amounts are debits or credits.

**Functional Amounts – Taxable:** the journal line amount that is to be taxed, expressed in your set of book's functional currency.

**Functional Amounts – Tax:** the calculated tax on the journal line amount, expressed in your set of book's functional currency.

**Functional Amounts – Gross:** the total of the taxable journal line amount and the calculated tax, expressed in your set of book's functional currency.

**Date:** the date of the customer or vendor subledger item that contributed to the taxable journal amount.

**Identifier:** an identifier associated with the subledger item that contributed to the taxable journal amount.

**Customer/Vendor Name:** the customer or vendor name associated with the subledger item that contributed to the taxable journal amount.

**Customer/Vendor Tax Num:** the customer or vendor reference associated with the subledger item that contributed to the taxable journal amount.

## **See Also**

Automatic Tax on Journal Entries: page 9 – 127

---

## Trial Balance Reports

Use Trial Balance reports to review balances for your general ledger accounts for budgets, actuals and encumbrances for any currency. The same segment security rules defined for your chart of accounts extend to trial balance reports. These rules restrict user access to segment values in your accounting flexfield to those authorized by their responsibility.

---

### Average Balance Trial Balance Report

Review your General Ledger standard and average account balances. You can print functional, foreign-entered, or translated average balances.

This report provides a listing of standard and average balances for selected accounts based on an as-of date you specify. In addition, the report displays period, quarter, and year average-to-date balances. You can also request additional information on this report by specifying balancing segments and account ranges.

#### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Currency:** Choose the functional currency for your set of books or STAT.

**Currency Type:** Choose Entered to have your report print average balances that were entered in the chosen currency. Choose Translated to print average balances that were translated to the chosen currency.

**Reporting Date:** Enter the calendar date for which you want to see average balances. For example, if you want to review average balances as of January 31, 1996, you enter 31-JAN-96 as the Reporting Date.

**Account From/To:** Enter the range of accounts you want to include in your report.

#### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Ending Balance:** the standard ending balance for an account.

**Period Average-to-Date:** the average of the end-of-day balances for a related range of days within a period.

**Quarter Average-to-Date:** the average of the end-of-day balances for a related range of days within a quarter.

**Year Average-to-Date:** the average of the end-of-day balances for a related range of days within a year.

**Note:** If you are reporting on translated average balances, an asterisk will appear next to any translated balance that is out of date. This can occur if a rate changes or new transactions are posted after your balances are translated. You should retranslate your balances, then run the report again.

## See Also

Overview of Average Balance Processing: page 13 – 1

---

## Budget Trial Balance Report

Review your general ledger budget account balances and activity for a specific currency. You can run this report for balances and activity entered in your functional currency, a foreign currency or STAT, or translated to a foreign currency.

General Ledger prints a page for each balancing segment value and lists your accounts in ascending order by account segment value. General Ledger reports debits as positive amounts and credits as negative amounts.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Budget Name:** Choose the name of the budget for your report.

**From/To Period:** Choose the accounting period range for your report.

**Type:** Choose Entered to report on balances entered in a specific currency or Translated to report on balances translated to a specific currency.

**Currency:** If you selected the Entered type, choose your functional currency, a foreign currency or STAT. If you chose the Translated type, choose a foreign currency.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Account:** description of the account segment value associated with each account. If your account segment value has expired or been disabled, General Ledger prints asterisks instead of the description.

**Accounting Flexfield:** a line for each account for which a budget balance exists.

**Account Type:** one of the following account types for each detail account: Asset, Liability, Owner's Equity, Revenue or Expense.

The account type is determined by the account segment of the account.

---

## **Detail Trial Balance Report**

Review your general ledger actual account balances and activity in detail. You can run this report for balances and activity entered in your functional currency or STAT, or translated to a foreign currency.

The report prints a line for each of your accounts and lists them in ascending order by account segment value. For each account, the report prints the account segment value, account segment value description, beginning balance, period activity, and ending balance for the period you specify. General Ledger reports debits as positive amounts and credits as negative amounts.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Pagebreak Segment:** Choose any account segment other than your account segment. General Ledger prints a separate page for each value of the segment you choose.

**Pagebreak Segment Low/High:** Enter the range of Pagebreak Segment values for your report.

**Currency:** Choose your functional currency, a foreign currency or STAT. If you choose a foreign currency, this report shows your account balances translated to that currency.

**Period:** Choose any open accounting period in your calendar.

**Amount Type:** Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Account:** account segment value for each account.

**Description:** description of your account segment value.

**Accounting Flexfield:** a line for each account.

---

## **Encumbrance Trial Balance Report**

Review your general ledger encumbrance account balances and activity for a specific encumbrance type.

General Ledger prints a page for each balancing segment value and lists your accounts in ascending order by account segment value. General Ledger reports debits as positive amounts and credits as negative amounts.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Encumbrance Type:** Choose a General Ledger predefined encumbrance type, or any additional encumbrance type you have defined.

**Period:** Choose any open accounting period in your calendar.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Account:** description of the account segment value associated with each account.

**Accounting Flexfield:** a line for each account.

**Account Type:** one of the following account types for each detail account: Asset, Liability, Owner's Equity, Revenue or Expense.

The account type is determined by the account segment of the account.

---

## Expanded Trial Balance Report

Review the beginning, ending and net balances as well as period activity for a set of accounts. View your actual balances and activity in your functional currency or translated to a foreign currency. You can also use this report to review your statistical account balances and activity.

The report prints a line for each account segment value and sorts them in ascending order. For each account segment value, the report prints the account description, beginning balances, period activity, ending activity, and ending balances for the period you request.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Period Name:** Choose the accounting period for your report.

**Account From/To:** Enter the starting and ending account segment values in the range for your report.

**Balancing Segment:** Enter the balancing segment value for which you want to report. Or, leave this field blank if you want to report on all balancing segment values.

**Currency:** Enter the functional currency for your set of books, a foreign currency, or STAT. If you choose a foreign currency, this report shows your translated account balances in that currency. You must run foreign currency translation before you can report on translated balances.

**Precision:** Choose one of the following levels of precision:

**Class Level:** Print a sub-total for each class, or for each value of the most significant digit of the account segment.

**Class and Sub-class Level:** Print sub-totals for each class and sub-class, or for each pair of values of the two most significant digits of the account segment.

**Class, Sub-Class, and Group Level:** Print sub-totals for each class, sub-class, and group, or for each set of values of the three most significant digits of the account segment.

For example, the account segment values 4310 and 4450 belong to the same class (4) but different sub-classes (43 and 44), while the account segment values 4520 and 4570 belong to the same sub-class (45) but different groups (452 and 457).

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Account:** account segment value for each line of your report.

**Description:** description of your account segment value.

**Begin Balance:** beginning balance for each account segment value.

**Period Activity:** total debit and credit activity for each account segment value.

**End Activity:** ending debit and credit amounts for each account segment value.

**End Balance:** ending balance, or the net of ending debit and credit amounts, for each account segment value.

**Total/Net Group:** total and net debits and credits for each group if you requested Class, Sub-Class, and Group Level precision.

**Total/Net Sub-Class:** total and net debits and credits for each sub-class if you requested Class and Sub-Class Level or Class, Sub-Class, and Group Level precision.

**Total/Net Class:** total and net debits and credits for each Class.

**Total Balancing Segment:** total beginning balances, period activity, end activity, and end balance for the balancing segment.

---

## **Foreign Currency Detail Trial Balance Report**

Review actual general ledger account balances and activity entered in a foreign currency.

The report prints a line for each of your accounts and lists them in ascending order by account segment value. For each account, the report prints the account segment value, account segment value

description, beginning balance, period activity, and ending balance for the period you specify. General Ledger reports debits as positive amounts and credits as negative amounts.

### **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Pagebreak Segment:** Choose any account segment other than your account segment. General Ledger prints a separate page for each value of the segment you choose.

**Pagebreak Segment Low/High:** Enter the range of Pagebreak Segment values for your report.

**Currency:** Choose any currency other than your functional currency or STAT. General Ledger prints account balances entered in the foreign currency you specify.

**Period:** Choose any open accounting period in your calendar.

**Amount Type:** Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

### **Report Headings**

---

Refer to the selected heading descriptions below for additional information.

**Account:** account segment value for each account.

**Description:** description of your account segment value.

**Accounting Flexfield:** a line for each account.

---

## **Foreign Currency Summary 1 Trial Balance Report**

Review summarized general ledger balances and activity entered in a foreign currency. The report summarizes balances and activity by account segment value.

The report sorts the account segment values in ascending order. For each account segment value, the report prints the value, description, beginning balance, net of all debit or credit transactions, and ending balance for the period you request.

## **Parameters**

---

When you request this report, General Ledger prompts you to enter the following:

**Pagebreak Segment:** Choose any account segment other than your account segment. General Ledger prints a separate page for each value of the segment you choose.

**Pagebreak Segment Low/High:** Enter the range of Pagebreak Segment values for your report.

**Currency:** Choose any currency other than your functional currency or STAT. General Ledger prints account balances entered in the foreign currency you specify.

**Period:** Choose any open accounting period in your calendar.

**Amount Type:** Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

## **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Account:** General Ledger prints a line for each account segment value. Amounts for this line represent the sum of the balances entered in the foreign currency you specified for the accounts with this value.

**Description:** description of your account segment value.

---

## **Summary 1 Trial Balance Report**

Review general ledger actual account balances and activity summarized by account segment value. You can run this report for balances and activity entered in your functional currency or STAT, or translated to a foreign currency.

The report prints a line for each account segment value and lists them in ascending order. For each account segment value, the report prints the value, description, beginning balance, net of all debit or credit transactions, and ending balance for the period you request.

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Pagebreak Segment:** Choose any account segment other than your account segment. General Ledger prints a separate page for each value of the segment you choose.

**Pagebreak Segment Low/High:** Enter the range of Pagebreak Segment values for your report.

**Currency:** Choose your functional currency, a foreign currency or STAT for statistical balances. If you choose a foreign currency, this report shows your account balances translated to that currency.

**Period:** Choose any open accounting period in your calendar.

**Amount Type:** Choose PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Account:** a line for each account segment value. Amounts for this line represent the sum of the balances entered in the foreign currency you specified for the accounts with this value.

**Description:** description of your account segment value.

---

## Summary 2 Trial Balance Report

Review general ledger account balances and activity for combinations of account segment values with the values of a secondary segment you specify. You also specify a range of values for a third segment, which are used to control report page breaks.

General Ledger prints a line for each combination and sorts the secondary segment values from the lowest to the highest. For each secondary segment value, General Ledger sorts the account segment values from the lowest to the highest. Totals are provided for both your secondary segment and your pagebreak segment.

You can run this report for actual, budget and encumbrance balances and activity in your functional currency, a foreign currency, or statistical units.

**Note:** Prior to Release 10, General Ledger sorted this report by secondary segment within account segment.



**Suggestion:** Use this report as an easy way to review summary amounts without having to define summary accounts.

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Balance Type:** Choose to report on Actual, Budget, or Encumbrance balances. If you select budget balances, you must choose the Budget Name on which to report. If you select encumbrance balances, you must choose the Encumbrance Type on which to report.

**Pagebreak Segment:** General Ledger starts a new page for every different value of this account segment. And, General Ledger prints a total of the balances for each segment value.

**Pagebreak Segment Low/High:** Enter the low and high segment values on which to report.

**Secondary Segment:** Choose an additional account segment for which you want to review account balance information. You cannot choose your account segment or your pagebreak segment.

**Currency Type:** Choose to report on Translated balances or Entered balances.

**Currency:** Choose your functional currency, a foreign currency, or STAT for statistical balances.

**Period Name:** Choose any open accounting period in your calendar.

**Budget Start Period Name:** If you selected budget balances, choose any period in your calendar before the period name you specified.

**Amount Type:** Choose QTD (quarter-to-date), PTD (period-to-date), YTD (year-to-date), or PJTD (project-to-date).

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Account:** a line for each value of your account segment. Amounts for each line represent the sum of all accounts that have this account segment value, secondary segment value, and pagebreak segment value combination.

**Account Description:** description of your account segment value.

**Beginning Balance:** sum of the beginning balances of all accounts that have this account segment value, secondary segment value and pagebreak segment value combination. Balances are calculated from the beginning of the time period corresponding to the amount type you specify. General Ledger reports debits as positive amounts and credits as negative amounts.

**Period Activity:** net of all debit and credit transactions for the time period corresponding to the amount type you specify. Note that for project-to-date reports, General Ledger prints period activity for balance sheet accounts only. The project-to-date balances for income statement accounts are the same as their year-to-date balances. General Ledger reports debits as positive amounts and credits as negative amounts.

**Ending Balance:** sum of the ending balances of all accounts that have this account segment value, secondary segment value and pagebreak segment value combination. Balances are calculated to the end of the accounting period you specify. General Ledger reports debits as positive amounts and credits as negative amounts.

---

## Translation Trial Balance Report

Review your account balances and period activity after running translation.

General Ledger prints a separate page, including totals, for each balancing segment value, listing accounts in ascending order by account segment value. For each translated account, the report prints the description of the account segment value, account type, beginning balance, debits and credits, rate adjustment, and ending balance.

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**From/To Balancing Segment:** Enter the range of balancing segment values for your report.

**Currency:** Choose any currency other than your functional currency or STAT. General Ledger prints account balances translated to the foreign currency you specify. You must run foreign currency translation before you can report on translated account balances.

**Period:** Choose any open accounting period for which you ran translation.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Account:** description of your account segment value.

**Accounting Flexfield:** line for each account.

**Account Type:** one of the following account types for each account:

- A: Asset
- L: Liability
- O: Owner's Equity
- R: Revenue
- E: Expense

The account type is determined by the account segment of the account.

**Rate Adjustment:** adjustment resulting from period rate differences between the reporting period and the previous period.

\*: General Ledger marks each line with an asterisk if the account balance requires retranslating as a result of posting activity or rate change.

---

## Other Reports and Listings

These reports and listings provide information about MassAllocation/MassBudget definitions, actual or budget recurring journal formulas, statistical units of measure, and value-added taxes received and paid.

---

### MassAllocation Formula Listing

Review the formulas you defined for any MassAllocation or MassBudget batch. You can run this listing for any defined MassAllocation or MassBudget, whether it has been validated or not.

The listing prints a line for each factor of your formula, indicating the amount or account you chose for each factor and the accounts that are updated when you generate and post this MassAllocation or MassBudget batch. For each account, the listing prints additional information, including segment types, relative period, and currency code.

#### Parameters

---

When you request this listing, General Ledger prompts you to enter the following:

**Allocation Batch Name:** (Optional) Choose any MassAllocation or MassBudget batch you have defined. If you leave this field blank, the report will include all of your MassAllocation and MassBudget batches.

#### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Standard Formula:** standard formula used by all MassAllocation and MassBudget batches:  $A * B/C$ .

**Transaction Currency:** currency type that you chose to allocate balances from, either Full Balance or Single Entered Currency

---

## Open Encumbrance Balance With Transaction Detail Report

Review the transaction details, the sum of credits, debits, and their net balance of your encumbrance types. This report provides accurate requisition encumbrance (commitment) balances, purchase order encumbrance (obligation) balances, and expended balances information by account.

The report prints the batch name, source document, status, transaction date, transaction description, debits, credits, and total amount for combinations of account segment value and secondary segment value. You choose the secondary segment when you run the report. In addition, the report prints totals for each account segment value, secondary segment value, and page break segment value. (Note: The report shown above was requested with the account segment as the secondary segment, resulting in the account segment value being shown twice and the account segment value sub-total being shown twice. If you choose another segment as your secondary segment, the report will print both the secondary segment value and the account segment value, and it will print sub-totals by account segment value and by secondary segment value.)

### Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Page Break:** Select the page break segment to list the transactions. For example, if your account is Fund–Account–Object and you want a new page to start for each Fund, select Fund as your page break segment.

**Page Break Lower/Higher Range:** Enter the range of page break segment values for your report. General Ledger prints a separate page for each value of this range.

**Secondary Segment:** Select an account segment other than your page break segment to review your more detailed summary information. (Note: The report shown above was requested with the account segment as the secondary segment, resulting in the account segment value being shown twice and the account segment value sub-total being shown twice. If you choose another segment as your secondary segment, the report will print both the secondary segment value and the account segment value, and it will print sub-totals by account segment value and by secondary segment value.)

**Encumbrance Type:** Enter an encumbrance type or ALL for all encumbrance types.

**Period Name:** Enter any accounting period in your calendar.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Source Document:** source document of the encumbrance line. The source document may be an invoice, purchase order or requisition.

**Status:** status of the source document for the encumbrance line (Open, Closed or Permanently Closed).

**Total:** total of debits minus credits.

---

## **Recurring Formula Listing**

Review the formula lines for each journal line or budget formula line in a specific recurring journal or budget formula batch or all recurring journal and budget formula batches.

This report lists the formula batch and formula name followed by the account for each formula line and the corresponding formula steps for that line. For each account, the listing prints additional information, including balance type, amount type, currency, period, and operator.

### **Parameters**

---

When you request this listing, General Ledger prompts you to enter the following:

**Batch Name:** (Optional) Choose any recurring journal or budget formula batch you have defined. If you leave this field blank, the listing will include all of your formula batches.

### **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Balance Type:** For each formula batch, Actual or Budget to indicate whether this formula is a recurring journal or budget formula.

## See Also

Creating Recurring Journal Formula Batches: page 1 – 60

Creating Budget Formula Batches: page 2 – 32

---

## Units of Measure Report

Review your statistical units of measure and the account segment values to which you assigned them.

The listing prints a line for each of your account segment values for which a statistical unit of measure is defined. The listing prints additional information about each account segment value, including the description, whether the value is enabled, the start and end dates for the value, the unit of measure, and the unit of measure description.

### Parameters

---

General Ledger prints this report for your current set of books, without prompting you for any parameters.

## See Also

Defining Statistical Units of Measure: page 9 – 114

---

## Value-Added Tax Report

Review the period-to-date tax amounts you have entered for any journal lines in General Ledger.

The report lists the accounts for which you recorded either a payment or receipt of value-added tax, the value-added tax amount, the tax code you used to classify the type of tax paid or collected, and descriptive information about the invoice which included value-added tax. You can request a tax report for any combination of tax code, accounting period and currency you want.

## See Also

Creating Journal Batches: page 1 – 6

## Parameters

---

When you request this report, General Ledger prompts you to enter the following:

**Period:** Choose any accounting period in your calendar.

**Currency:** Choose any currency you have defined and used to record value-added tax transactions. If you choose a foreign currency, General Ledger prints tax information for journals entered in the currency that you choose.

**Tax Code:** Choose any tax code you have defined.

## Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Invoice Number:** name of the source document or invoice so you can identify the transactions involving value-added tax. General Ledger prints reference information here only if you populated the Value-Added Tax descriptive flexfield when you entered the journal line for this transaction. You can use this information to enhance your audit trail and to find tax-related source documents more easily.

**Receipt Amount:** amount of tax you collected for this transaction. This collected amount corresponds to the debit amount you entered in the tax journal line affecting the account listed for this transaction.

**Payment Amount:** amount of tax you paid for this transaction. This paid amount corresponds to the credit amount you entered in the tax journal line affecting the account listed for this transaction.

**Invoice Amount:** net invoice amount that relates to the tax amount you recorded for this transaction. The net invoice amount is the gross invoice amount plus or minus the amount of tax paid or collected. You enter this net invoice amount in the Value-Added Tax descriptive flexfield once you indicate that your journal line is a tax line.

---

## Execution Reports

General Ledger automatically creates execution reports when certain concurrent processes complete. Use these reports to track the status of errors that occurred during your concurrent processing, or to see the results of a successful concurrent process.

- Calendar Validation Execution Report: page 14 – 83
- Segment Value Inheritance Execution Report:: page 14 – 94

---

## Archive and Purge Audit Report

Verify that your archive and purge of account balance records or journal details is successful. The report prints the fiscal year for which you are archiving and/or purging and whether you are archiving and/or purging balances or journals. It prints a line for each accounting period in the chosen fiscal year. If you are archiving and/or purging journals, the report prints the number of archived and purged journal batches, entries, lines, and import references for each period. If you are archiving and/or purging balances, the report prints the number of archived and purged actual account balances for each period.

General Ledger automatically generates this report when you archive and/or purge account balances or journal details.

### See Also

Archiving Account Balances and Journal Detail: page 10 – 19

---

## Assign Budget Account Ranges Execution Report

Review the account ranges that you assign to a new or existing budget organization. This report also displays any new accounts that you dynamically create and assign to your budget organization.

The report prints the budget organization name, followed by the assigned ranges and then the assigned accounts. For each range, the report prints the sequence number, the currency, and whether budget amounts for the accounts in the range should be entered or calculated. Finally, for each added account, the report prints the concatenated

description, the currency, and whether budget amounts should be entered or calculated.

General Ledger automatically generates this report when you assign accounts or ranges of accounts to your budget organization.

## See Also

Defining Budget Organizations: page 2 – 22

---

## AutoPost Execution Report

Review the journal batches selected for posting by the Automatic Posting Program. The report prints the batch name, accounting period, and balance type for each selected journal batch.

General Ledger automatically creates this report when the Automatic Posting Program completes successfully.

## See Also

Posting Journal Batches Automatically: page 1 – 152

---

## Budget Assignments AutoCopy Execution Report

Review the account ranges that you assign to a new budget organization using AutoCopy. This report also displays any new accounts that General Ledger creates if you allow dynamic insertion.

The report prints the source and destination budget organization names, followed by the copied ranges and then the newly-created accounts. For each range, the report prints the sequence number, the currency, and the budget entry type. Finally, for each added account, the report prints the concatenated description, the currency, and the budget entry type.

General Ledger automatically generates this report when you AutoCopy account ranges to a new budget organization.

## See Also

Copying Account Ranges from an Existing Budget Organization: page 2 – 28

---

## Budget Spreadsheet Upload Execution Report

Review the status of budget information you upload from a spreadsheet to General Ledger. The report lists the number of posted and unposted accounts by budget and budget organization, and provides a listing and explanation for each unposted account.

General Ledger automatically generates this report when you upload budget data.

## See Also

Uploading Budgets: page 2 – 74

---

## Calendar Validation Execution Report

The Calendar Validation Report is automatically generated when you exit the Accounting Calendar window. Review this report to identify any calendar errors that would prevent General Ledger from operating correctly.

Navigate to Help > View > My Requests to view or print this report.

You can run this report at any time from the list of Standard Reports. In this event, you are requested to enter parameters for this report.

This report prints the error description, years, periods or dates that have violated the GL calendar definition when you create a calendar or add accounting periods to your calendar. Typical errors printed by this report are listed in the table below:

Non-adjusting periods with date gaps	<b>The following periods have date gaps:</b>
Adjusting periods that do not overlap non-adjusting periods	
Non-adjusting periods whose dates overlap each other	<b>The following periods overlap:</b>

Exceeding the specified number of periods defined for that period type in the Period Types window	The following period numbers are greater than the maximum period number for this period type:
Skipping numbers between periods Not assigning period numbers to periods	The following period numbers are missing:
Period numbers that are out of sequence Period numbers arranged in descending order	The following periods are not in sequential order by date:
Skipping quarter numbers assigned to periods Not assigning quarter numbers to periods	The following quarters are missing:
Quarter numbers arranged in descending order Period numbers (with the assigned quarters) numbered in descending order	The following quarters are not in sequential order by period:
The starting fiscal year starting earlier than one year before the calendar year The ending fiscal year ending later than one year after the calendar year	The following period's start or end dates are more than one year before or after its fiscal year:

Table 14 – 3 (Page 2 of 2) Calendar Validation Report Errors

### Selected Headings

Refer to the selected heading descriptions below for additional information.

**Rule # and Description:** displays the violated rule number and the rule description.

**Period(s):** displays the period or range of periods associated with the violated rule. This may be months, quarters, or year.

### Parameters

When you request this report, General Ledger prompts you to enter the following:

**Calendar:** Choose a specific calendar or select All.

**Period Type:** (*optional*) Choose a period type from the List of Values. If none is chosen, General Ledger will validate all period types for the period set.

**Starting Period Year:** *(optional)*Specify starting period year.

**Ending Period Year:** *(optional)*Specify ending period year.

---

## Carry Forward Execution Report

Review the results of your year–end carry forward. You can carry forward your encumbrances, encumbrances with equivalent budget amounts, or funds available balances into beginning balances of the following year. The report prints the account ranges for which you carried forward your encumbrances, budget amounts or funds available balances. The report also prints the specific accounts affected by the carry forward, along with the encumbrance type or budget name and net carry forward amount. If you choose to carry forward Funds Available or Encumbrance and Encumbered Budget balances, the report prints the source budget and target budget names.

General Ledger automatically generates this report when you run year–end carry forward. Note that you have the option to preview the effects of your carry forward before you initiate it, and that this report can represent your preview or the actual results of your carry forward.

---

### Selected Headings

Refer to the selected heading descriptions below for additional information.

**Carry Forward Rule:** the carry forward rule you specified when you defined your year–end carry forward.

**Encumbrances Only:** For each account you carry forward, General Ledger calculates the year–to–date encumbrance balance as of your From Period, and carries the balance forward into the beginning balance of the first period of the next fiscal year. General Ledger does not update your existing From Period balances.

**Encumbrances and Encumbered Budget:** For each account you carry forward, General Ledger calculates the year–to–date encumbrance balance as of your From Period, and carries forward the encumbrance balance, as well as an equivalent budget amount, into the beginning balance of the first period of the next fiscal year. General Ledger carries the budget balance into the budget you specify. General Ledger does not update your existing From Period balances.

**Funds Available:** For each account you carry forward, General Ledger calculates the funds available as the year-to-date budget balance in your From Budget, less year-to-date actual and encumbrance balances. General Ledger then carries forward the available amount into the beginning balance of the first period of the next fiscal year. General Ledger carries the funds available balance into the budget you specify. General Ledger does not update your existing From Period balances.

**Preview Only:** Yes or No to indicate whether you are previewing the effects of your carry forward or reviewing the results of your carry forward.

## See Also

Carrying Forward Year-End Encumbrances: page 12 – 15

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## Create Journal Entries Execution Report

Review the journal batches created from transactions that pass funds reservation from Oracle Purchasing and Oracle Payables when you run the Create Journals program. General Ledger also runs the Create Journals program when you enter budget journals or transfer budget amounts using budgetary control.

For each created batch, the report prints the source, balance type, batch name, accounting period, and total debits and credits.

General Ledger automatically creates this report when the Create Journals program completes successfully.

## See Also

Using Budgetary Control and Online Funds Checking: page 2 – 80

---

## Delete Journal Import Data Execution Report

Review the Journal Import accounting data deleted from the GL\_INTERFACE table. The report prints the source of the Journal Import accounting data deleted from the GL\_INTERFACE table, as well as the total number of deleted rows.

General Ledger automatically generates the report when you delete rows from the GL\_INTERFACE table using the Delete Journal Import Data window.

## See Also

Deleting Journal Import Data: page 1 – 144

---

## Historical Rates Execution Report

Review the historical rates, amounts or weighted-average rates you assigned to individual accounts or ranges of accounts. You define rates or amounts to translate both actual and budget account balances. Generally, you enter rates only for specific balance sheet accounts. However, if you need to perform dual currency reporting, you may also need to enter rates for certain income statement accounts.

The report prints the accounting period and currency for which you defined rates or amounts. It prints the ranges of accounts and the individual accounts which have been assigned rates or amounts and it lists the assigned rates or amounts. Finally, for individual accounts, the report prints the concatenated description.

General Ledger automatically generates this report when you define historical rates, amounts or weighted-average rates.

## See Also

Entering Historical Rates: page 11 – 30

Overview of Dual Currency: page 11 – 54

---

## Intercompany Transfer Program Execution Report

Review this report to see if any errors occurred when transferring approved intercompany transactions, for which your subsidiary was the sender or receiver, to the GL\_INTERFACE table. If there were errors, you can correct them, then run the Intercompany Transfer program again.

General Ledger automatically generates this report when you run the Intercompany Transfer program (GIS).

## See Also

Running the Intercompany Transfer Program: page 8 – 28

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## Journal Import Execution Report

Review the status of accounting data you import from external feeder systems, such as accounts payable, purchasing and so on.

The report prints a line for each journal entry source from which you import accounting data. Each line includes the source name, the group ID, whether the import was successful, the total number of journal lines, batches, and entries, the number of unbalanced batches and entries, and the total number of errors. For each batch created, the report prints the batch name, period name, total lines, total entries, and total accounted debits and credits.

The report prints similar information for batches posted to suspense due to flexfield errors, unbalanced journals which were not imported, error journal lines, and invalid accounts. Each line of these Exception sections includes an error code.

General Ledger automatically generates this report when the Journal Import process completes. Note that in some cases you may not use the Import Journals form to explicitly launch the Journal Import process. For example, when entering budget journals or transferring budget amounts without budgetary control, General Ledger runs Journal Import. You may also choose to have General Ledger run Journal Import after a consolidation run.

### Selected Headings

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Refer to the selected heading descriptions below for additional information.

**Concurrent Request ID:** request ID for this set of data. General Ledger assigns a request ID to your data when you initiate the Journal Import program.

**Group ID:** group identification number that you specified when you ran Journal Import. General Ledger allows you to enter a unique group number when you run Journal Import to distinguish import data within a source.

**Status:** status of the journal source from which you imported journals. For each journal source, the status will be one of the following:

**Error:** General Ledger encountered one or more errors while importing your journal batch from this source.

**Success:** General Ledger encountered no errors while importing your journal batch from this source.

If Journal Import encounters an error in any journal line, the entire source will have the Error status.

**Warning:** the warning WUO1 if your batch is unbalanced and you allow suspense posting in your set of books.

**Flexfield Error Code:** one of the following types of account errors for each batch posted to your suspense account:

**EF01:** Expired account

**EF02:** Detail Posting Not Allowed

**EF03:** Disabled account

**EF04:** Cross Validation Rule Violation

**EF05:** Invalid Code Combination ID

**Accounting Flexfield:** If you enter segment values for your account in the GL\_INTERFACE table, the invalid account. If you enter a code combination ID instead of segment values and if suspense posting is disabled, the invalid code combination ID. If you enter a code combination ID and if suspense posting is enabled, only the segment value separators. Therefore, we recommend that you disable suspense posting if entering code combination IDs.

### **Error Key Column Headings**

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General Ledger prints the error codes and an explanation for all errors that could have interfered with the Journal Import process in the Error Key section of the Journal Import Execution Report.

### **See Also**

Importing Journals: page 1 – 137

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## **MassAllocations/MassBudgeting Validation Report**

Review the validation status of your MassAllocation and MassBudget formula batches.

For each MassAllocation or MassBudget formula batch, the report prints the batch name, description, balance type, and batch status. For each allocation within a batch, the report prints the allocation name, description, and formula. Each formula has a status of Validated or Error; if any formula in a batch has Error status, the entire batch has Error status.

For formulas with Error status, the report prints each line of the formula, indicating the amount, account, segment types, and balance type. In addition, the report prints an error message for each formula line that fails validation, including the MassAllocation definition rules that were violated.

General Ledger automatically generates this report when you run MassAllocation validation.

## See Also

About MassAllocations: page 1 – 74

Defining MassBudgets: page 2 – 38

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## MassAllocations/MassBudgeting Execution Report

Review the result of your MassAllocation, MassEncumbrance or MassBudget generation. For each MassAllocation, MassEncumbrance or MassBudget, General Ledger prints the batch name, accounting period, journal name, and whether or not the batch is created.

General Ledger automatically generates this report when you generate actual, encumbrance or budget journals from your validated MassAllocation, MassEncumbrance or MassBudget batches.

### Selected Headings

---

Refer to the selected heading descriptions below for additional information.

**Journal Entry Batch Name:** name of the journal batch created when you run your MassAllocation, MassEncumbrance or MassBudget batch. General Ledger names your MassAllocation, MassEncumbrance and MassBudget batches, respectively, as follows:

MA: (Request ID MassAllocation Batch Name Period)

ME: (Request ID MassAllocation Batch Name Period)

MB: (Request ID MassBudget Batch Name Period)

For example, you might have a MassAllocation batch named MA:  
47566 Rent Allocation JAN-94.

**Created:** Yes or No to indicate whether or not your MassAllocation, MassEncumbrance or MassBudget journal is created. General Ledger does not create journals with zero journal amounts.

## See Also

Generating MassAllocation Journals: page 1 – 84

Generating MassBudget Journals: page 2 – 44

---

## Mass Funds Check/Reservation Journal Execution Report

Review the results of your funds check or funds reservation.

The report prints the funds action you selected when you ran the MassApprovals program. Additionally, for each batch selected by the MassApprovals program, General Ledger prints the batch name, accounting period, funds check result, and journal funds status.

General Ledger automatically generates this report when you run the MassApprovals program to check or reserve funds for unposted journal batches that require funds reservation but are not yet approved.

## See Also

Using Budgetary Control and Online Funds Checking: page 2 – 80

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## Posting Execution Report

Review the results of your journal posting. The report tells you if posting discovered errors in your journals or in your journal lines. You must fix all errors in your journal batches before resubmitting them for posting.

General Ledger automatically generates this report every time you post journal batches.

## **Selected Headings**

---

Refer to the selected heading descriptions below for additional information.

**Valid Journal Entry Batches:** batch name and period name for all journal batches that complete posting successfully.

**Journal Entry Errors:** If General Ledger discovers an error in a journal during posting, it will not post the journal batch, and it will print the batch name, the journal entry name, and one of the following explanations.

**Invalid currency code:** Your journal contains an invalid currency code. Fix this code in your journal, or use the Currencies form to maintain your foreign currencies.

**Invalid source:** Your journal contains an invalid source name. Fix this name in your journal, or use the Journal Sources form to maintain your source names.

**Invalid category:** Your journal contains an invalid category name. Fix this name in your journal, or use the Journal Categories form to maintain your category names.

**Invalid set of books:** Your journal contains corrupted data. You must define a new journal to replace this one.

**Unopened period:** You closed the accounting period to which this journal applies before the journal was posted. Open the accounting period using the Open and Close Periods form.

**Invalid budget version:** Your budget journal contains corrupted data. You must define a new budget journal to replace this one.

**Invalid encumbrance type:** Your encumbrance journal contains an invalid encumbrance type. Fix this type in your encumbrance journal, or use the Encumbrance Types form to maintain your encumbrance types.

**Invalid entry:** Your journal contains more than one error. Locate and fix these errors, or define a new journal to replace this one.

**Journal Entry Line Errors:** If your journal contains errors in its journal lines, the line number which contains an error, and one of the following descriptions of the error. You must fix the errors in your journal lines and then resubmit your batch for posting.

**Code combination does not exist:** Your journal data has been corrupted. Use the GL Accounts form to enter the account to which you are trying to post.

**Code combination: detail posting not allowed:** You are trying to post to an account for which posting is not allowed. You allow or disallow posting to an account using the GL Accounts form.

**Code combination not enabled:** You are trying to post to an account which is disabled. You enable and disable accounts using the GL Accounts form.

**Code combination not yet effective date):** You are trying to post to an account before its start date. You define a start date for your accounts using the GL Accounts form.

**Code combination past effective date:** You are trying to post to an account after its end date. You define an end date for your accounts using the GL Accounts form.

**Multiple lines have code combination problems:** Your journal contains more than one line with errors.

## See Also

Posting Journal Batches: page 1 – 146

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## Recurring Intercompany Transactions Execution Report

Review this report to see if any errors occurred when generating recurring intercompany transactions. If there were errors, you can correct them, then generate them again.

General Ledger automatically creates this report when you generate recurring intercompany transactions (GIS).

## See Also

Generating Recurring Intercompany Transactions: page 8 – 26

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## Revaluation Execution Report

Review the details of your account balance revaluation and the journal batches created after running revaluation. The report includes the currencies and revaluation rates used to revalue your accounts, the unrealized gain/loss account in which you recorded net gains and losses, and the range of accounts revalued. The report also prints the names of the batch and journals General Ledger creates for each foreign currency when you revalue your accounts, as well as the total debits and credits of the created batch.

General Ledger automatically generates this report when you run revaluation.

### See Also

Revaluing Balances: page 11 – 34

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## Segment Value Inheritance Execution Report

This report prints the results of the Segment Value Inheritance Program. The report lists each account changed by the program. Original attributes and current attributes assigned by the program are listed together for easy comparison.

General Ledger automatically generates this report when you successfully run the Segment Value Inheritance program.

### Parameters

---

General Ledger does not require parameters for this report.

**Description:** Lists the description for each segment value in the account.

**Enabled:** Indicates whether the account is enabled or disabled.

**Detail Posting:** Indicates posting status of the account.

**Detail Budgeting:** Indicates budgeting status of the account.

**Global Reconciliation:** Indicates global reconciliation status of the account.

**Start Date:** Indicates start date (if any) of the account.

**End Date:** Indicates end date (if any) of the account.

APPENDIX

# A

## General Ledger Navigator Paths

**T**his appendix describes the default navigator paths for each window on the General Ledger menu.

## General Ledger Navigator Paths

This section shows you the navigation path for each General Ledger window. In addition, we provide a page number reference for the description of each window in this manual, or a reference for the descriptions of windows that are located in other manuals.

You can find window descriptions for those windows used throughout Oracle Applications in the *Oracle Applications User's Guide* and the *Oracle Applications Flexfields Guide*.

See xxxx	Refer to this manual for a complete window description
<i>Flex</i>	<i>Oracle Applications Flexfields Guide</i>
<i>User</i>	<i>Oracle Applications User's Guide</i>
<i>AHE</i>	<i>Applications Desktop Integration, Release 4.0 CD-ROM</i>
<i>AP</i>	<i>Oracle Payables User's Guide</i>
<i>AR</i>	<i>Oracle Receivables User's Guide</i>
<i>HRMS</i>	<i>Oracle Human Resource Management Systems User's Guide</i>
<i>MRC</i>	<i>Oracle Multiple Reporting Currencies User's Guide</i>

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Budgets > Enter > Upload	
Value Sets . . . . .	(See <i>Flex</i> )
Setup > Financials > Flexfields > Validation > Sets	
Year–End Carry Forward . . . . .	12 – 15
Journals > Generate > Carryforward	

## Oracle General Ledger Character Mode Forms and Corresponding Release 11i GUI Windows

This table shows you General Ledger character mode forms mapped to the Release 11i GUI windows or processes that have the same functionality.

Most windows are accessible when you use the General Ledger Controller responsibility. Unless otherwise specified, all navigation paths below assume you are using this responsibility.

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Account Inquiry \ Navigate Inquiry Account	Account Inquiry window See: Performing an Account Inquiry Navigator: Inquiry > Account
Archive and Purge Options \ Navigate Setup System Purge	Archive and Purge window See: Archiving Account Balances and Journal Detail Navigator: Setup > System > Purge
Assign Descriptive Security Rules \ Navigate Setup Financials Flexfields Descriptive Security Assign	Assign Security Rules window See: Assigning Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Security > Assign. Enable Descriptive Flexfield, enter search criteria, and choose the Find button.
Assign Document Sequences \ Navigate Setup Financials Sequences Assign	Sequence Assignments window See: Assigning Document Sequences ( <i>Oracle Applications System Administrator's Guide</i> ) Navigator: Setup > Financials > Sequences > Assign
Assign Key Flexfield Security Rules \ Navigate Setup Financials Flexfields Key Security Assign	Assign Security Rules window See: Assigning Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Security > Assign. Enable Key Flexfield, enter search criteria and choose the Find button.

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Assign Security Rules \ Navigate Setup Financials Flexfields Validation Security Assign	Assign Security Rules window See: Assigning Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Security > Assign. Enable Value Set, enter search criteria, and choose the Find button.
AutoCopy \ Navigate Reports AutoCopy	AutoCopy window See: Copying Report Objects Navigator: Reports > AutoCopy
Budget Inquiry \ Navigate Inquiry Budget	Budget Inquiry window See: Performing a Budget Inquiry Navigator: Inquiry > Budget
Budget Transfer \ Navigate Budgets Enter Transfer	Budget Transfer window See: Transferring Budget Amounts Navigator: Budgets > Enter > Transfer
Calculate Budget Amounts \ Navigate Budgets Generate Formulas	Calculate Budget Amounts window See: Calculating Budget Amounts Navigator: Budgets > Generate > Formulas
Correct Journal Import Data \ Navigate Journals Import Correct	Correct Journal Import Data window See: Correcting Journal Import Data Navigator: Journals > Import > Correct
Define Accounting Flexfield Combination \ Navigate Setup Financials Flexfields Accounting	GL Accounts window See: Defining Accounts Navigator: Setup > Accounts > Combinations
Define Automatic Posting Options \ Navigate Setup Journal AutoPost	AutoPost Criteria Sets window See: Posting Journal Batches Automatically Navigator: Setup > Journal > AutoPost
Define Budget \ Navigate Budgets Define Budget	Define Budget window See: Defining Budgets Navigator: Budgets > Define > Budget
Define Budget Formula \ Navigate Budgets Define Formula	Define Budget Formula window See: Creating Budget Formula Batches Navigator: Budgets > Define > Formula

Table 14 – 4 (Page 2 of 11)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Budget Organization \ Navigate Budgets Define Organization	Define Budget Organization window See: Defining Budget Organizations Navigator: Budgets > Define > Organization
Define Budgetary Control Groups \ Navigate Budgets Define Controls	Budgetary Control Group window See: Creating a Budgetary Control Group Navigator: Budgets > Define > Controls
Define Calendar \ Navigate Setup Financials Calendar Periods	Accounting Calendar window See: Defining Calendars Navigator: Setup > Financials > Calendar > Accounting
Define Column Set \ Navigate Reports Define ColumnSet	Column Set window See: Defining Column Sets Navigator: Reports > Define > ColumnSet
Define Concurrent Program Controls \ Navigate Setup System Control	Concurrent Program Controls window See: Setting Concurrent Program Controls Navigator: Setup > System > Control
Define Consolidation \ Navigate Consolidation Define	Consolidation Workbench window See: Consolidation Workbench Navigator: Consolidation > Workbench
Define Content Set \ Navigate Reports Define ContentSet	Content Set window See: Defining Content Sets Navigator: Reports > Define > ContentSet
Define Cross-Validation Rule \ Navigate Setup Financials Flexfields Key Rules	Cross-Validation Rules window See: Cross Validation Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Rules
Define Currency \ Navigate Setup Financials Currency Currency	Currencies window See: Currencies Window ( <i>Oracle Applications System Administrator's Guide</i> ) Navigator: Setup > Currencies > Define
Define Daily Conversion Rate Types \ Navigate Setup Financials Currency RateTypes	Conversion Rate Types window See: Defining Conversion Rate Types Navigator: Setup > Currencies > Rates > Types

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Daily Rates \ Navigate Setup Financials Currency DailyRates	Daily Rates window See: Entering Daily Rates Navigator: Setup > Currencies > Rates > Daily
Define Descriptive Flexfield Segments \ Navigate Setup Financials Flexfields Descriptive Segments	Descriptive Flexfield Segments window See: Defining Descriptive Flexfield Structures ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Segments
Define Descriptive Security Rule \ Navigate Setup Financials Flexfields Descriptive Security Define	Define Security Rules window See: Defining Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Security > Define. Enable Descriptive Flexfield, enter search criteria and choose Find.
Define Descriptive Segment Values \ Navigate Setup Financials Flexfields Descriptive Values	Segment Values window See: Segment Values Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Values. Enter search criteria and choose the Find button.
Define Document Sequences \ Navigate Setup Financials Sequences Define	Document Sequences window See: Defining Document Sequences ( <i>Oracle Applications System Administrator's Guide</i> ) Navigator: Setup > Financials > Sequences > Define
Define Encumbrance Types \ Navigate Setup Journals Encumbrances	Encumbrance Types window See: Defining Encumbrance Types Navigator: Setup > Journal > Encumbrances
Define Financial Report Set \ Navigate Reports Define ReportSet	Financial Report Set window See: Defining Financial Report Sets Navigator: Reports > Define > ReportSet
Define Historical Rates \ Navigate Setup Currencies Rates Historical	Historical Rates window See: Entering Historical Rates Navigator: Setup > Currencies > Rates > Historical

Table 14 – 4 (Page 4 of 11)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Intercompany Accounts \ Navigate Setup Accounts Intercompany	Intercompany Accounts window See: Defining Intercompany Accounts Navigator: Setup > Accounts > Intercompany
Define Journal Entry Categories \ Navigate Setup Journal Categories	Journal Categories window See: Defining Journal Categories Navigator: Setup > Journal > Categories
Define Journal Entry Formula \ Navigate Journals Define Recurring	Define Recurring Journal Formula window See: Creating Recurring Journal Formula Batches Navigator: Journals > Define > Recurring
Define Journal Entry Sources \ Navigate Setup Journal Sources	Journal Sources window See: Defining Journal Sources Navigator: Setup > Journal > Sources
Define Key Flexfield Security Rule \ Navigate Setup Financials Flexfields Key Security Define	Define Security Rules window See: Defining Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Security > Define. Enable Key Flexfield, enter search criteria, and choose Find.
Define Key Flexfield Segments \ Navigate Setup Financials Flexfields Key Segments	Key Flexfield Segments window See: Defining Key Flexfield Structures ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Segments
Define Key Segment Values \ Navigate Setup Financials Flexfields Key Values	Segment Values window See: Segment Values Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Values. Enter search criteria and choose the Find button.
Define MassAllocations \ Navigate Journals Define Allocation	Define MassAllocations window See: Creating MassAllocation Batches Navigator: Journals > Define > Allocation
Define MassBudgets \ Navigate Budgets Define MassBudget	Define MassBudgets window See: Defining MassBudgets Navigator: Budgets > Define > MassBudget

Table 14 – 4 (Page 5 of 11)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Period Rates \ Navigate Setup Currencies Rates Period	Period Rates window See: Entering Period Rates Navigator: Setup > Currencies > Rates > Period
Define Period Types \ Navigate Setup Financials Calendar Types	Period Types window See: Defining Period Types Navigator: Setup > Financials > Calendar > Types
Define Periods \ Navigate Setup System Calendar Periods	Accounting Calendar window See: Defining Calendars Navigator: Setup > Financials > Calendar > Accounting
Define Report \ Navigate Reports Define Report	Define Financial Report window See: Defining Financial Reports Navigator: Reports > Define > Report
Define Report Display Group \ Navigate Reports Define Display Group	Display Group window See: Defining Display Groups Navigator: Reports > Define > Display > Group
Define Report Display Set \ Navigate Reports Define Display Set	Display Set window See: Defining Display Sets Navigator: Reports > Define > Display > Set
Define Report Set \ Navigate Other Report Set	Request Set window See: Defining Request Sets ( <i>Oracle Applications User's Guide</i> ) Navigator: Other > Report > Set
Define Rollup Groups \ Navigate Setup Financials Flexfields Key Groups	Rollup Groups window See: Defining Rollup Groups ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Groups. Enter criteria and choose Find.
Define Row Order \ Navigate Reports Define Order	Row Order window See: Defining Row Orders Navigator: Reports > Define > Order
Define Row Set \ Navigate Reports Define RowSet	Row Set window See: Defining Row Sets Navigator: Reports > Define > RowSet

Table 14 – 4 (Page 6 of 11)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Define Security Rule \ Navigate Setup Financials Flexfields Validation Security Define	Define Security Rules window See: Defining Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Security > Define. Enable Value Set, enter search criteria, and choose Find.
Define Segment Values \ Navigate Setup Financials Flexfields Validation Values	Segment Values window See: Segment Values Window ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Values. Enter search criteria and choose Find.
Define Set of Books \ Navigate Setup Financials Books	Set of Books window See: Defining Sets of Books Navigator: Setup > Financials > Books > Define
Define Shorthand Aliases \ Navigate Setup Financials Flexfields Key Aliases	Shorthand Aliases window See: Defining Shorthand Aliases ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Aliases
Define Statistical Units of Measure \ Navigate Setup Accounts Units	Statistical Units of Measure window See: Defining Statistical Units of Measure Navigator: Setup > Accounts > Units
Define Summary Accounts \ Navigate Setup Accounts Summary	Summary Accounts window See: Defining Summary Accounts Navigator: Setup > Accounts > Summary
Define Suspense Accounts \ Navigate Setup Accounts Suspense	Suspense Accounts window See: Defining Suspense Accounts Navigator: Setup > Accounts > Suspense
Define Value Set \ Navigate Setup Financials Flexfields Validation Sets	Value Sets window See: Value Sets ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Sets

Table 14 – 4 (Page 7 of 11)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Delete Source from Journal Import \ Navigate Journals Import Delete	Delete Journal Import Data window See: Deleting Journal Import Data Navigator: Journals > Import > Delete
Enter Budget Amounts \ Navigate Budgets Enter Amounts	Enter Budget Amounts window See: Entering Budget Amounts Navigator: Budgets > Enter > Amounts
Enter Budget Journals \ Navigate Budgets Enter Journals	Enter Budget Journals window See: Entering Budget Journals Navigator: Budgets > Enter > Journals
Enter Encumbrances \ Navigate Journals Encumbrance	Enter Encumbrances window See: Entering Encumbrances Navigator: Journals > Encumbrance
Enter Journals \ Navigate Journals Enter	Enter Journals window See: Entering Journals Navigator: Journals > Enter
Enter Transaction Rate \ Navigate Journals Enter (\ Other Zoom)	Enter Journals window See: Entering Foreign Currency Journals Navigator: Journals > Enter
Freeze Budgets \ Navigate Budgets Freeze	Freeze Budget window See: Freezing Budgets Navigator: Budgets > Freeze
Generate MassAllocation Journals \ Navigate Journals Generate Allocation	Generate MassAllocation Journals window See: Generating MassAllocation Journals Navigator: Journals > Generate > Allocation
Generate MassBudget Journals \ Navigate Budgets Generate MassBudgets	Generate MassBudget Journals window See: Generating MassBudget Journals Navigator: Budgets > Generate > MassBudgets
Generate Recurring Journals \ Navigate Journals Generate Recurring	Generate Recurring Journals window See: Generating Recurring Journal Batches Navigator: Journals > Generate > Recurring
Journal Entry Inquiry \ Navigate Inquiry Journal	Journal Entry Inquiry window See: Performing a Journal Entry Inquiry Navigator: Inquiry > Journal

Table 14 – 4 (Page 8 of 11)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Open and Close Periods \ Navigate Setup Open/Close	Open and Close Periods window See: Opening and Closing Accounting Periods Navigator: Setup > Open/Close
Post Journals \ Navigate Journals Post	Post Journals window See: Posting Journal Batches Navigator: Journals > Post
Purge Consolidation Audit Data \ Navigate Consolidation Purge	Purge Consolidation Audit Data window See: Purging Consolidation Audit Data Navigator: Consolidation > Purge
Reports QuickPick \ Navigate Other Report View	Requests window See: Viewing Requests ( <i>Oracle Applications User's Guide</i> ) Navigator: Other > Requests or Navigator: Other > Report > View or From any window, choose View > Requests from the menu
Request Report Set \ Navigate Reports Request Financial	Run Financial Reports window See: Running Financial Reports Navigator: Reports > Request > Financial
Reverse Journals \ Navigate Journals Generate Reversal	Reverse Journals window See: Generating Reversing Journal Batches Navigator: Journals > Generate > Reversal
Run Consolidation \ Navigate Consolidation Run	Consolidation Workbench window See: Consolidation Workbench Navigator: Consolidation > Workbench
Run Journal Import \ Navigate Journals Import Run	Import Journals window See: Importing Journals Navigator: Journals > Import > Run

Table 14 – 4 (Page 9 of 11)

Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
Run Optimizer \ Navigate Setup System Optimize	Submit Request window See: Running the Optimizer Program. Navigator: Reports > Request > Standard or Navigator: Other > Report > Run
Run Reports \ Navigate Other Report Run \ Navigate Reports Request Standard	Submit Request window See: Running Standard Reports and Listings. Navigator: Reports > Request > Standard or Navigator: Other > Report > Run
Run Revaluation \ Navigate Currency Revaluation	Revalue Balances window See: Revaluing Balances Navigator: Currency > Revaluation
Run Translation \ Navigate Currency Translation	Translate Balances window See: Translating Balances Navigator: Currency > Translation
Summary Account Inquiry \ Navigate Inquiry Summary	Account Inquiry window See: Performing an Account Inquiry Navigator: Inquiry > Account
Update Personal Profile Options \ Navigate Other Profile	Personal Profile Values window See: Setting User Profile Options ( <i>Oracle Applications System Administrator's Guide</i> ) Navigator: Other > Profile or Navigator: Profile > Personal. Access using System Administrator responsibility.
Update Storage Parameters \ Navigate Setup System Storage	Storage Parameters window See: Storage Parameters for Interim Tables Navigator: Setup > System > Storage
Upload Budgets \ Navigate Budgets Enter Upload	Upload Budgets window See: Uploading Budgets Navigator: Budgets > Enter > Upload

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Character Mode Form and Menu Path	GUI Window or Process, and Navigation Path
View Budgetary Control Transactions \ Navigate Journals Enter (\ Other Zoom)	Journals window See: Reviewing Budgetary Control Transactions Navigator: Journals > Enter. Enter search criteria, then choose Find. Select a journal batch or entry, then choose Review Batch or Review Journal to display the Journals window. Choose the More Actions button, then choose the View Results button to see if a transaction failed a funds check.
View Funds Available \ Navigate Inquiry Funds	Funds Available Inquiry window See: Viewing Funds Available Navigator: Inquiry > Funds
View Requests \ Navigate Other Requests	Requests window See: Viewing Requests ( <i>Oracle Applications User's Guide</i> ) Navigator: Other > Requests or Navigator: Other > Report > View or From any window, choose View > Requests from the menu
Year-End Carry Forward \ Navigate Journals Generate Carryforward	Year-End Carry Forward window See: Carrying Forward Year-End Encumbrances Navigator: Journals > Generate > Carryforward

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## See Also

General Ledger Navigator Paths: page A – 2

# B

## General Ledger Applications Profile Options

**T**his appendix describes profile options that affect the operation of your General Ledger application. We provide a brief description of each profile option that you can view and/or set, and tell you at which levels to set the profile option. In addition, we provide descriptions of the General Ledger application profile options that are available only to your System Administrator.

---

## Setting General Ledger Profile Options

During your implementation, you set a value for each profile option in your General Ledger application to specify how your General Ledger controls access to and processes data.

In general, profile options can be set at one or more of the following levels: site, application, responsibility and user. Use the Update Personal Profile Options window to set your profile options only at the user level. Your system administrator uses the Update System Profile Options window to set profile options at different levels.

### Profile Options not Owned by General Ledger

---

The following profile option affects the operation of General Ledger, but is not "owned" by General Ledger:

- MO: Operating Unit** — This profile option controls which operating unit a particular responsibility is assigned to. It is used only if you have multiple organization support installed. For more information, please see *Multiple Organizations in Oracle Applications*.

**Note:** General Ledger's Account Inquiry window ignores the setting of this profile option. This allows you to drill down to your subledgers independent from their multiple organization setup. As a result, when you drill down to subledger details, General Ledger will show you all of the transactions that comprise an account balance, regardless of which organization originated the transaction.

- Flexfield: Open Key Window** – This profile option controls whether a flexfield pop up window opens automatically when you position your cursor on a field that uses accounting flexfields.

Set the profile option to yes and a pop up window appears whenever you place your cursor on a field that uses accounting flexfields.

If you set the profile option to no, to open the flexfield pop up window you must choose from the list of values or type a partial value and press <Enter>.

---

## Profile Options Summary

The table below indicates whether you (the User) can view or update the profile option and at which System Administrator levels the profile

options can be updated: at the user, responsibility, application, or site level.

A Required profile option requires you to provide a value. An Optional profile option already provides a default value, so you only need to change it if you don't want to accept the default.

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
Budgetary Control Group	—	✓	✓	✓	✓	Optional	No Default
Currency: Allow Direct EMU and Non-EMU User Rates	✓	✓	✓	✓	✓	Optional	Yes
Daily Rates Window: Enforce Inverse Relationship During Entry	—		✓	✓	✓	Optional	No
Dual Currency	—		✓	✓	✓	Optional	No Default
Dual Currency Default Rate Type	—		✓	✓	✓	Optional	No Default
FSG: Accounting Flexfield				✓	✓	Optional	Account
FSG: Allow Portrait Print Style	✓	✓	✓	✓	✓	Optional	No
FSG: Enforce Segment Value Security		✓	✓	✓	✓	Optional	No
FSG: Expand Parent Value	✓	✓	✓	✓	✓	Optional	No
FSG: Message Detail	✓	✓	✓	✓	✓	Optional	Minimal
GL: AutoAllocation Rollback Allowed	✓	✓	✓	✓	✓	Optional	Yes
GL: Debug Directory		✓	✓	✓	✓	Optional	No
GL: Income Statement Accounts Revaluation Rule	—	—	✓	✓	✓	Optional	YTD
GL: Journal Review Required	✓	✓	✓	✓	✓	Optional	No
GL: Launch AutoReverse After Open Period	—		✓	✓	✓	Optional	Yes
GL: Owners Equity Translation Rule	—		✓	✓	✓	Optional	PTD
GL: Number of Purge Workers			✓	✓	✓	Optional	No
GL: Revaluation: Autoquery Last Run Ranges	—	—	✓	✓	✓	Optional	No
GL: Set of Books ID	—		—	—	—	System Defined	System Defined

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
GL: Set of Books Name			✓	✓	✓	Required	No Default
GL Summarization: Number of Delete Workers	—		✓	✓	✓	Optional	3
GL Summarization: Accounts Processed at a time per Delete Worker			✓	✓	✓	Optional	5000
GL Summarization: Rows Deleted Per Commit			✓	✓	✓	Optional	5000
Intercompany: Subsidiary			✓	✓	✓	Optional	No Default
Intercompany: Use Automatic Transaction Numbering				✓	✓	Optional	Yes
Journals: Allow Multiple Exchange Rates	✓	✓	✓	✓	✓	Optional	No
Journals: Allow Non-Business Day Transactions	—	✓	✓	✓	✓	Optional	No
Journals: Allow Preparer Approval	—	✓	✓	✓	✓	Optional	No
Journals: Default Category		✓	✓	✓	✓	Optional	No Default
Journals: Display Inverse Rate	✓	✓	✓	✓	✓	Optional	No
Journals: Enable Prior Period Notification	—	✓	✓	✓	✓	Optional	No
Journals: Find Approver Method			✓	✓	✓	Optional	Go Up Mgt Chain
Journals: Mix Statistical and Monetary	✓	✓	✓	✓	✓	Optional	No
Journals: Override Reversal Method	—	✓	✓	✓	✓	Optional	Yes
Use Performance Module				✓	✓	Optional	Yes

Key	
✓	You can update the profile option.
—	You can view the profile option value but you cannot change it.
	Otherwise, you cannot view or change the profile option.

---

## GL Profile Options

### Budgetary Control Group

Assign budgetary control groups when you enable budgetary control for your set of books. Budgetary control groups include a set of options which are used to enforce budgetary control based on combinations of journal entry source and category. You can also define budgetary control options for the detail and summary accounts for which you want to enforce budgetary control.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility or user level.

### Currency: Allow Direct EMU/Non-EMU User Rates

Use this profile option to allow a General Ledger to derive an exchange rate between an EMU and Non-EMU currency, based on a rate you enter between the euro and a Non-EMU currency. This profile option applies to the Enter Journals and Period Rates windows only.

**Background:** All EMU's have a fixed exchange rate with the euro. Floating rates exist only between the euro and Non-EMU currencies.

**Enter Journals window:** Set this profile option to No and you can enter a journal involving an EMU and Non-EMU currency, choose User as the exchange rate type and enter your rate between the euro and the Non-EMU currency. General Ledger calculates a rate between the EMU and Non-EMU currency for your journal.

**Period Rates window:** Set this profile option to No and navigate to the Period Rates window in your EMU functional currency set of books. You can enter a euro to Non-EMU rate for the fields Average and End. General Ledger calculates a rate between the EMU and Non-EMU currency for the period.

The default for this profile option is yes.

### **Daily Rates Window: Enforce Inverse Relationship During Entry**

Use this profile option to specify whether to enforce the automatic calculation of inverse exchange rates in the Daily Rates window. When the profile option is set to Yes and you enter a daily rate to convert currency A to currency B, General Ledger automatically calculates the inverse rate (currency B to A) and enters it in the adjacent column. If either rate is changed General Ledger automatically recalculates the other.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application or responsibility level.

### **Dual Currency**

Choose the dual currency for your set of books if you want to enable the dual currency feature and calculate weighted-average rates for specific accounts. You can choose any currency other than your functional currency. You must ensure that each set of books has only one dual currency.

**Caution:** This profile option is used to support an old General Ledger feature called Dual Currency. We recommend that you use Multiple Reporting Currencies instead. Set this profile option *only if you currently use* Dual Currency. Setting this profile option invokes additional Dual Currency processing which may fail if you are not using Dual Currency. If you set this profile option, you must also set the Dual Currency Default Rate Type profile option.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application or responsibility level.

### **Dual Currency Default Rate Type**

When using Dual Currency, you can either specify a transaction rate for each transaction or use the daily rate associated with the transaction date. Use this profile option to specify the default currency conversion type Journal Import should use to determine the daily rate if you do not enter a transaction rate.

**Caution:** This profile option is used to support an old General Ledger feature called Dual Currency. We recommend that you

use Multiple Reporting Currencies instead. Set this profile option *only if you currently use* Dual Currency. If you set this profile option, you must also set the Dual Currency profile option.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application or responsibility level.

### **FSG: Accounting Flexfield**

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Choose the General Ledger application reporting flexfield. For your General Ledger application, select the account as your reporting flexfield.

The default value for this profile option is account.

You cannot view this profile option at the user level. Your System Administrator must set this profile option at the site or application or level.

### **FSG: Allow Portrait Print Style**

---

Control the print orientation of your Financial Statement Generator reports that are less than or equal to 80 characters wide. You can print these reports in either portrait style (80 character wide) or landscape style (132 character wide). The following values are available to you:

**Yes:** Your General Ledger application prints reports that are less than or equal to 80 characters wide in portrait (80 character wide).

**No:** Your General Ledger application prints reports that are less than or equal to 80 characters wide in landscape (132 character wide).

If this profile option is not enabled, or your reports are more than 80 characters wide, your General Ledger application produces landscape style (132 character wide) or landwide style (180 character wide) reports, depending on the report character width.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility or user level.

### **FSG: Enforce Segment Value Security**

---

Control whether your defined security rules will apply to reports produced using FSG. The following values are available to you:

**Yes:** If security rules are defined that prevent you from accessing specific account segment values, then you cannot produce financial information for those same segment values when you run FSG reports. For example, if you are excluded from using any accounts for cost centers 100 and 200, then any balances for those same accounts will not appear on any FSG reports you might run.

**No:** Defined security rules are not used for FSG reporting purposes.

### **FSG: Expand Parent Value**

---

Control the expansion of parent values when requesting summary balances. The following values are available to you:

**Yes:** FSG uses the rollup group to determine whether to expand a parent value into its child ranges. If the parent value belongs to a rollup group, FSG does not expand the parent value into its child ranges. If the parent value does not belong to a rollup group, FSG expands the parent value into its child ranges.

**No:** FSG uses the summary flag associated with the flexfield assignment to determine whether to expand a parent value into its child ranges. If the summary flag is set to Yes, FSG does not expand the parent value into its child ranges. If the summary flag is set to No, FSG expands the parent value into its child ranges.

The default value for this profile option is No.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility or user level.

### **FSG: Message Detail**

---

Specify the level of detail in your error message log file when you request your Financial Statement Generator reports. Your General Ledger application divides error messages into the following three catalogs:

**Catalog I:** contains all detail memory figures, detail timings, and SQL statements which is useful for program debugging.

**Catalog II:** contains all file and function names, and all messages which give process information. This is useful for finding out where a process failed.

**Catalog III:** contains only error messages and other important messages, and therefore gives the least amount of information for program debugging.

You specify the level of detail for your error message log file by setting this profile option to one of the following values:

**None:** No messages.

**Minimal:** Catalog III messages.

**Normal:** Catalog II and III messages.

**Full:** Catalog I, II, and III messages.

The default value for this profile option is Minimal.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility or user level.

### **GL: AutoAllocation Rollback Allowed**

---

Specify whether to allow the rollback of an AutoAllocation set. You can only use rollback for GL batches. You cannot use rollback for AutoAllocation sets that contain Projects batches. The following values are available:

**Yes:** You can rollback AutoAllocation batches.

**No:** You cannot rollback AutoAllocation batches.

The default value for this profile option is Yes.

You can view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GL: Debug Directory**

---

Specify the directory where the Workflow debug files are created. The database should have write permission to create a file in the specified directory. The following values are available:

**Yes:** The database may create debug files in the specified directory.

**No:** The database cannot create debug files.

The default value for this profile option is No.

You cannot view this profile option at the user level. Your System Administrator must set this profile option.

## **GL: Income Statement Accounts Revaluation Rule**

---

Use this profile option to select either period-to-date (PTD) or year-to-date (YTD) income statement account balances for revaluation. The following values are available:

**PTD:** Only PTD balances will be revalued for income statement accounts.

**YTD:** Only YTD balances will be revalued for income statement accounts.

The default value for this profile option is YTD.

You can only review this profile option at the user level. Your System Administrator can set this profile option at the site, application, or responsibility level.

## **GL: Number of Purge Workers**

---

This profile option allows multiple purge processes to run in parallel to speed processing when you have large volumes of journals to purge. If one parallel purge process fails due to an error, the other processes will continue. You only repeat the purge operation for those processes that failed. The following values are available:

**Yes:** Allows multiple purge processes to run in parallel.

**No:** Does not allow multiple purge processes to run in parallel.

The default value for this profile option is No.

Set this profile option equal to the number of processes you want to be able to run at the same time.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility, or user level.

## **GL: Revaluation: Autoquery Last Run Ranges**

---

This profile option allows the Revalue Balances Window to retain the GL account number ranges last entered—re-populating the window account number ranges each time it is opened (user does **not** have to re-enter). The following values are available to you:

**Yes:** The Revalue Balances Window automatically re-populates the revaluation account ranges with the account ranges last used, each time you open the window.

**No:** The Revalue Balances Window displays blank account number fields each time you open the window.

The default value for this profile option is No.

You can only view this profile option at the user level. Your System Administrator can set this profile option at the site, application, or responsibility level.

### **GL: Journal Review Required**

---

Specify whether a Generated Journal Batch within an AutoAllocation set needs to be reviewed (via Oracle Workflow) before posting. The following values are available:

**Yes:** A generated journal batch within an AutoAllocation set must be reviewed before posting.

**No:** A generated journal batch within an AutoAllocation set does not require review before posting.

The default value for this profile option is No.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, or responsibility, or user level.

### **GL: Launch AutoReversal After Period Open**

---

This profile option instructs General Ledger to launch the AutoReversal Program when a period is opened. AutoReversal will generate and post (if selected) all journals assigned a specific category. If you set this profile option to no, you can launch AutoReversal from the Submit Requests window. The following values are available:

**Yes:** Allows General Ledger to launch AutoReversal when a period is openend.

**No:** Does not allow General Ledger to launch AutoReversal when a period is opened.

The default value for this profile option is Yes.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, or responsibility level.

## **GL: Owners Equity Translation Rule**

---

Specify the rule General Ledger follows to translate owners' equity accounts when you have not entered specific historical rates or amounts. The following values are available:

**PTD:** The Period-to-Date rule is used to translate owners' equity accounts. For each period for which you translate owners' equity accounts, the historical rate is set to the period-average rate.

**YTD:** The Year-to-Date rule is used to translate owners' equity accounts. For each period for which you translate owners' equity accounts, the historical rate is set to the period-end rate.

The default value for this profile option is PTD.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, or responsibility level.

## **GL Set of Books ID**

---

This profile option displays the current Set of Books ID when you are in the System Administrator responsibility.

You cannot change the value of this profile option. Instead, you set the profile option GL Set of Books Name and your General Ledger application automatically determines and displays the value for GL Set of Books ID.

## **GL Set of Books Name**

---

Specify your set of books. This option also associates a set of books with a responsibility.

You cannot view this profile option at the user level. Your System Administrator can set this profile option at the site, application or responsibility level.

## **GL Summarization: Number of Delete Workers Required**

---

This profile option allows you to enhance system performance when you delete summary templates. Rather than process records sequentially, this profile option enables General Ledger to process summary templates in parallel. Specify the number of parallel processes you want to enable here. You may specify a value from 1 to 30.

The default value for this profile option is 3.

The System Administrator must enable the user view of this profile option and set this profile option at the site, application, or responsibility level.

### **GL Summarization: Accounts Processed at a time per Delete Worker**

This profile option allows you to specify the number of accounts processed per worker process when you delete summary templates. See GL Summarization: Number of Delete Workers for more information on setting the number of delete workers.

Example: you define 3 delete workers and 5,000 accounts processed per delete worker. You then delete a summary template involving 20,000 accounts. Each worker will process 5,000 accounts in parallel. When the first worker completes processing, it will process the last group of 5,000 accounts.

The default value for this profile option is 5,000.

The System Administrator must enable the user view of this profile option and set this profile option at the site, application, or responsibility level.

### **GL Summarization: Rows Deleted Per Commit**

This profile option allows you to control how many rows are deleted in a balance table per worker when you delete a summary template. This setting impacts your ability to rollback the affected data should the delete process fail.

Example: You specify 3 workers to delete a summary template involving 60,000 rows. You specify each worker to process 5,000 accounts at a time and 2,500 rows deleted per commit. Should your delete process fail, these rows are not deleted.

The System Administrator must enable the user view of this profile option and set this profile option at the site, application, or responsibility level.

### **Intercompany: Subsidiary**

Specify the subsidiary name (defined on the Subsidiaries window) to which a responsibility can enter intercompany transactions using the Global Intercompany system.

You cannot view this profile option at the user level. Your System Administrator must set this profile option at the site, application, or responsibility level.

### **Intercompany: Use Automatic Transaction Numbering**

---

Specify whether General Ledger uses automatic transaction numbering for intercompany transactions made in the Global Intercompany system. The following values are available to you:

**No:** You must enter unique transaction numbers manually.

**Yes:** General Ledger generates transaction numbers automatically.

You cannot view this profile option at the user level. Your System Administrator must set this profile option at the site or application level.

### **Journals: Allow Multiple Exchange Rates**

---

Specify whether you want to allow multiple conversion rates within a journal entry. The following values are available to you:

**Yes:** You can override the converted amount when you enter journals.

**No:** You cannot override the converted amount when you enter journals.

The default value for this profile option is No.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility or user level.

### **Journals: Allow Non-Business Day Transactions**

---

Specify whether you want to allow posting on non-business days. Business and non-business days are defined on the Transaction Calendar. The following values are available to you:

**Yes:** You can post transactions on non-business days.

**No:** You cannot post transactions on non-business days.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **Journals: Allow Preparer Approval**

---

Specify whether preparers can approve their own journal batches. The following values are available to you:

**Yes:** Preparers are allowed to approve journal batches that fall within their authorization limit.

**No:** Preparers cannot approve their own journal batches.

The default value for this profile option is No.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility or user level.

### **Journals: Default Category**

---

Specify the default journal entry category. When you enter manual journal entries, the category will default to the category you specify here.

You can set this profile option at the user level. Your System Administrator can set this profile option at the site, application, responsibility or user level.

### **Journals: Display Inverse Rate**

---

Specify how you enter and display conversion rates in the Enter Journals window. The following values are available to you:

**Yes:** You can enter and display conversion rates in the functional-to-foreign format, that is, the rate by which you multiply a functional amount to determine the foreign amount.

**No:** You can enter and display conversion rates in the foreign-to-functional format, that is, the rate by which you multiply a foreign amount to determine the functional amount.

The default value for this profile option is No.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility or user level.

### **Journals: Enable Prior Period Notification**

---

Specify whether General Ledger should notify you when you are entering a journal for a prior period. The following values are available to you:

**Yes:** General Ledger will display a message when you are entering a journal for a prior period. You have to confirm that this is what you want to do.

**No:** General Ledger will not notify you when you enter a prior period journal.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **Journals: Find Approver Method**

---

Specify the default approval method for the Journal Approval process. The following values are available to you:

**Go Up Management Chain:** The journal batch moves up the approval hierarchy until it has been approved by an approver whose authorization limit is sufficient to allow approval. The journal batch must be approved by all intermediate approvers as well.

**Go Direct:** The journal batch is sent directly to the first approver in the approval hierarchy who has an authorization limit high enough to allow approval. The preparer's direct manager receives a courtesy notice.

**One Stop Then Go Direct:** The journal batch is first sent to the preparer's manager for approval. If further approvals are required, the journal batch is sent directly to the first approver in the approval hierarchy who has an authorization limit high enough to allow approval.

The default value for this profile option is Go Up Management Chain.

You cannot view this profile option at the user level. Your System Administrator must set this profile option at the site, application, or responsibility level.

### **Journals: Mix Statistical and Monetary**

---

Choose whether to enable users to enter statistical amounts along with monetary amounts in the Enter Journals window. The following values are available to you:

**Yes:** You can enter statistical amounts along with monetary amounts when you enter journals. The window appears only for those accounts for which you define a statistical unit of measure.

**No:** You are not able to enter statistical amounts along with monetary amounts in the Enter Journals window.

The default value for this profile option is No.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility or user level.

---

### **Journals: Override Reversal Method**

---

Specify whether users can override the default reversal method when they reverse a journal. The default reversal method is specified when you define journal categories. The following values are available to you:

**Yes:** Users can change the default reversal method when they are reversing journals.

**No:** Users cannot change the default reversal method when they are reversing journals.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

---

### **MRC: Reporting Set of Books**

---

See: Overview of Multiple Reporting Currencies  
(*Multiple Reporting Currencies in Oracle Applications*)

---

### **Use Performance Module**

---

Specify whether General Ledger concurrent programs will make use of the statistical data collected by the General Ledger Optimizer program to enhance the performance of some concurrent programs. The concurrent programs affected include Posting, Summarization, MassAllocations, Consolidation, Year End Carry Forward, Budget Range Assignments and Historical Rates Assignment.

The default value for this profile option is Yes, and we strongly advise you NOT change it unless specifically told by Oracle Customer Support.

---

## **Applications Desktop Integrator (ADI) Profile Options**

The following profile options allow ADI access to various features and function of General Ledger. You can use these to control a responsibility's access to various areas and reports of General Ledger.

See *Applications Desktop Integrator User's Guide and Installation Guide* for more information.

## Original ADI Profile Options

The following ADI profile options are present in General Ledger, Release 11.0.

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
GL AHE: Saving Allowed	—	✓	✓	✓	✓	Optional	Yes
GLDI: Analysis Wizard Privileges	—	✓	✓	✓	✓	Optional	None
GLDI: AutoCopy Enforcement Level	—	✓	✓	✓	✓	Optional	None
GLDI: Enforce Budget Wizard Segment Security	—	✓	✓	✓	✓	Optional	No
GLDI: Budget Wizard Privileges	—	✓	✓	✓	✓	Optional	Entry Upload Submit
GLDI: Journal Wizard Privileges	—	✓	✓	✓	✓	Optional	Entry Upload Submit
GLDI: Report Wizard Privileges	—	✓	✓	✓	✓	Optional	Define, Submit

### **GL AHE: Saving Allowed**

Specify whether account hierarchy changes can be saved from the Account Hierarchy Editor. The following values are available:

**Yes:** You can save changes to account hierarchies from the Account Hierarchy Editor.

**No:** You can only view account hierarchies from Account Hierarchy Editor. You cannot save changes.

The default value for this profile option is Yes.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Analysis Wizard Privileges**

---

Specify the Analysis usage privileges. The following values are available to you:

**Yes:** You can use the Analysis Wizard.

**No:** You cannot use the Analysis Wizard.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: AutoCopy Enforcement Level**

---

Specify the enforcement level for the Report Wizard's AutoCopy function. The following values are available to you:

**None:** You can choose to work with copies or originals of existing reports and report objects.

**Enforce Copy:** When working with existing reports or report objects, you must create copies rather than use the originals that are stored in the applications database.

**Enforce Original:** When working with existing reports or report objects, you must work with the originals that are stored in the applications database.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Enforce Budget Wizard Segment Security**

---

Specify whether segment value security is enforced when using the ADI Budget Wizard. The following values are available to you:

**Yes:** Segment value security is enforced.

**No:** Segment value security is not enforced.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Budget Wizard Privileges**

---

Specify the Budget Wizard usage privileges. The following values are available to you:

**None:** You cannot use this feature.

**Entry:** You can only enter budget data in a budget worksheet.

**Entry, Upload:** You can enter budget data and upload that data to the General Ledger interface table.

**Entry, Upload, Submit:** You can enter budget data, upload that data, and submit budget import processes.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Journal Wizard Privileges**

---

Specify the Journal Wizard usage privileges. The following values are available to you:

**None:** You cannot use the Journal Wizard.

**Entry:** You can only enter journals in a journal worksheet.

**Entry, Upload:** You can enter journal data and upload that data to the General Ledger interface table.

**Entry, Upload, Submit:** You can enter journal data, upload that data, and submit journal import processes.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Report Wizard Privileges**

---

Specify the Report Wizard usage privileges. The following values are available to you:

**None:** You cannot use this feature.

**Define:** You can define reports but cannot submit them.

**Submit:** You can submit reports but cannot define them.

**Define, Submit:** You can define and submit reports.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

## Recent ADI Profile Options

The following ADI profile options may or may not appear in this Release of General Ledger.

Profile Option	User	System Administrator				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
ADI: Allow Sysadmin to View All Output	—	✓	✓	✓	✓	Optional	No
ADI: Use Function Security Model	—	✓	✓	✓	✓	Optional	No
GLDI: AHE Privileges	—	✓	✓	✓	✓	Optional	None
GLDI: Allow Drilldown Across Books	—	✓	✓	✓	✓	Optional	None
GLDI: Balance by Accounting Date	—	✓	✓	✓	✓	Optional	None
GLDI: Converted Entry Threshold	—	✓	✓	✓	✓	Optional	None
GLDI: Create Group ID	—	✓	✓	✓	✓	Optional	None
GLDI: Enforce Budget Wizard Segment Security	—	✓	✓	✓	✓	Optional	None
GLDI: Force Full Validation	—	✓	✓	✓	✓	Optional	None
GLDI: Journal Source	—	✓	✓	✓	✓	Optional	None
GLDI: Force Journal to Balance	—	✓	✓	✓	✓	Optional	None
GLDI: Maximum Effective Ranges for Drilldown	—	✓	✓	✓	✓	Optional	None

### ADI: Allow Sysadmin to View All Output

Specify whether the System Administrator can view all output generated by the Request Center in ADI. The following values are available to you:

**Yes:** The sysadmin can view output.

**No:** The sysadmin cannot view output.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **ADI: Use Function Security**

---

Specify whether ADI uses the function security model. The following values are available to you:

**Yes:** Function Security model is enabled.

**No:** Function Security model is not enabled.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: AHE Privileges**

---

Specify Account Hierarchy Editor usage privileges. The following values are available to you:

**Yes:** You can use the Account Hierarchy Editor.

**No:** You cannot use the Account Hierarchy Editor.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Allow Drilldown Across Books**

---

Specify drilldown privileges across sets of books. The following values are available to you:

**Yes:** You can drilldown across sets of books.

**No:** You cannot drilldown across sets of books.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Balance by Accounting Date**

---

Specifies whether journal amounts for non-average daily balance set of books must balance by accounting date before upload to General Ledger from ADI. The following values are available to you:

**Yes:** Journals from a non-average daily balance set of books must balance by accounting date before upload.

**No:** Journals for a non-average daily balance set of books do not have to balance by accounting date before upload.

**Note:** This profile option does not affect uploads from average daily balance set of books. ADI requires that journals must balance for average daily balance set of books before upload to General Ledger from ADI.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Converted Entry Threshold**

---

Specifies a threshold amount that converted currency journals must balance within before upload to General Ledger from ADI.

Any difference below the threshold amount is applied to the journal line with the largest amount.

Enter a threshold amount.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Create Group ID**

---

Automatically generates a group ID for the journal during upload to General Ledger from ADI. The following values are available to you:

**None:** Does not automatically create a group ID.

**User ID:** Acquires the ID number of the user uploading journals to the GL interface table.

**User ID + Julian Day:** Acquires the ID number of the user uploading journals to the GL interface table and attaches the appropriate julian day.

**Control Sequence:** Acquires a number from the control sequence table.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Force Full Validation**

---

Forces full validation during budget and journal uploads from ADI. If validation fails, the upload will not proceed. The following values are available to you:

**Yes:** Budget and Journals are fully validated before upload to General Ledger from ADI.

**No:** Budgets and Journals are not fully validated before upload to General Ledger from ADI.

If this profile option is set to No, you can still select to fully validate your journals or budgets in ADI before upload to General Ledger.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Journal Source**

---

Specifies a mandatory journal source. Specify the journal source to be used during journal upload from ADI to General Ledger.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Force Journal to Balance**

---

Specifies whether journal amounts must balance before upload to General Ledger from ADI. The following values are available to you:

**Yes:** Journals must balance before upload.

**No:** Journals do not have to balance before upload.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

### **GLDI: Maximum Effective Ranges for Drilldown**

---

Specifies the maximum account ranges that can be drilled on with the Analysis Wizard in ADI.

Specify a positive integer greater than zero.

You can only view this profile option at the user level. Your System Administrator must set this profile option at the site, application, responsibility, or user level.

## **See Also**

Budgetary Control and Online Funds Checking: page 2 – 80

Creating a Budgetary Control Group: page 2 – 121  
Overview of Dual Currency: page 11 – 54  
Overview of Financial Statement Generator: page 4 – 3  
Creating Journal Batches: page 1 – 6  
Journal Approval Overview: page 1 – 31  
Account Hierarchy Editor  
*(Applications Desktop Integrator)*  
Overview of Applications Desktop Integrator  
*(Oracle Applications Desktop Integrator Users' Guide)*  
Common User Profile Options  
*(Oracle Applications User's Guide)*  
Profile Options in Oracle Applications Object Library  
*(Oracle Applications System Administrator's Guide)*



# C

## Using Attachments in General Ledger

**T**his appendix describes profile options that affect the operation of your General Ledger application. We provide a brief description of each profile option that you can view and/or set, and tell you at which levels to set the profile option. In addition, we provide descriptions of the General Ledger application profile options that are available only to your System Administrator.

---

## Using Attachments in General Ledger

The Attachments feature allows users to link objects, such as images and spreadsheets, to General Ledger data. For example, you can attach spreadsheets to journal entries to support how the values for the journal entry were derived. The attachment will be linked to the journal entry, and can be referenced alongside the journal in the Enter Journals form.

---

### General Ledger Windows with the Attachments Feature

The Attachments feature in General Ledger has already been pre-seeded to be available in windows detailed in the table below. When you bring up these windows, a Paper Clip icon on the menu bar will be highlighted. Each window is assigned at least one Attachment Category. Form Level Security and Attachment Category assignments determine the ability to share attachments created in different windows via the Attachment Catalog. The Method specifies whether the attachment associated with a certain window can be changed, or if it can only be queried.

You will also have the flexibility to enable this feature in other windows where Attachments can be useful. Your System Administrator can update the seed data table to activate Attachments for additional windows.

Name of Window	Form Level Security	Attachment	Method
Set of Books	None	Setup	Change
Define Budget	Set of Books	Budget, Other, Organization Chart	Change
Enter Journals (Batch)	Set of Books	Journal, Other	Change
Enter Journals (Header)	Set of Books	Journal, Other	Change
Enter Encumbrances (Batch)	Set of Books	Journal, Other	Change
Enter Encumbrances (Header)	Set of Books	Journal, Other	Change
Define Consolidation	Set of Books	Consolidation, Other, Organization Chart	Change
Define Recurring Journals Formula (Batch)	Set of Books	Journal, Other	Change

Table C – 1 (Page 1 of 2) General Ledger Windows with Attachments

<b>Name of Window</b>	<b>Form Level Security</b>	<b>Attachment</b>	<b>Method</b>
Define Recurring Journals Formula (Header)	Set of Books	Journal, Other	Change
Define Budget Formula (Batch)	Set of Books	Budget, Other	Change
Define Budget Formula (Header)	Set of Books	Budget, Other	Change
Define Budget Organization	Set of Books	Budget, Other, Organization Chart	Change
Freeze Budget	Set of Books	Budget, Other, Organization Chart	Query
Define MassAllocations (Batch)	Set of Books	Journal, Other, Allocation	Change
Define MassAllocations (Header)	Set of Books	Journal, Other, Allocation	Change
Define MassBudgets (Batch)	Set of Books	Journal, Other, Allocation	Change
Define MassBudgets (Header)	Set of Books	Journal, Other, Allocation	Change
Define Report Set	Set of Books	Report, Other	Change
Define Financial Report	Set of Books	Report, Other	Change
Row Set	Set of Books	Report, Other	Change
Column Set	Set of Books	Report, Other	Change
Enter Budget Amounts	Budget Organization	Budget Amounts	Change
Enter Budget Journals	Budget Organization	Budget Amounts	Change

**Table C – 1 (Page 2 of 2) General Ledger Windows with Attachments**

---

## Creating an Attachment

### New Attachment

When you are working on a General Ledger window where the Attachments feature is enabled, you can choose the Paperclip icon to get to the Attachment window. Specify a document sequence number, provide a description and select an attachment type.

## **Document Catalog**

---

The Document Catalog allows you to use existing documents as attachments. Whenever you create a new attachment, the Document Catalog will be updated. When you want to use an attachment from the Catalog, a list will come up that shows documents which are classified under categories that are compatible with the General Ledger window you are using. Use the find function in the Catalog to only bring up attachments that meet criteria you specify.

You can choose to attach one document, or select several by holding the control key down and attach multiple documents. Use the Preview button to view a document before attaching it.

---

## **Deleting an Attachment**

Use the Delete button or the Edit >> Delete Record menu selection to delete an attachment. You can delete the attachment for the specific record or delete both the attachment and the associated document. Choose Cancel to close the Delete window without deleting any attachments.

---

## **Types of Attachments**

There are five different types of attachments:

**Short Text:** Text stored in the database containing less than 2000 characters. For this attachment type, you can directly type information in the attachment viewing window.

**Long Text:** Text stored in the database containing 2000 characters or more. For this attachment type, you can directly type information in the attachment viewing window.

**Image:** Images that Oracle Forms can display; includes BMP, CALS, GIF, JFIF, PCX, PICT, RAS and TIFF files. If you choose to attach an image, you can click the down arrow on the dialog box to switch from main to image source. You can then specify where the image will be coming from. You can also choose to store a copy of your image attachment directly into your application database, or to merely reference the file where the original attachment was located.

**OLE:** OLE objects that require other OLE server applications to view, such as Microsoft Excel. If you choose the OLE type of attachment, go to the attachment viewing window and click your right mouse button. You will be able to execute Object Linking and Embedding commands from the menu that comes up. Select the Insert Object option to attach an OLE document.

**Web Page:** A specified address (i.e., URL) used to refer to a document stored on a web page. Use the Web Browser profile option setting to specify the path and filename for the browser program you want to use for viewing web pages.

---

## Attachment Security

Access to attachments is controlled by three types of security. These are security enabled at the window level, security based on category assignments and security based on the status of the record. In order for any attachment to be shared among the different windows, both conditions for window-based security and category-based security have to be passed. Record status security controls attachments update limitations for journals which have been posted and budgets which have been frozen.

### Security enabled at window level

---

For a window to have access to attachments created in other windows, it needs to have the same security enabled.

Most the windows where the Attachments feature is enabled has security that is based on set of books. The exceptions are the Enter

Budget Amounts and Enter Budget Journals windows, which security is based on budget organization, and the Set of Books window, which has no security.

Set of books security is based on a singular value. All windows enabled with this security will be assigned the set of books that is associated with the record in which the attachment was created. All windows that share this set of books can access these attachments in the Document Catalog.

A budget organization is associated with each record in the Enter Budget Amount or Enter Budget Journal window. Budget organization security is based on this. Attachments that are created in these windows can be accessed in other Enter Budget Amount or Enter Budget Journal records with the same budget organization.

The Set of Books window has no security enabled. It only has access to attachments created in the Set of Books window as it does not share a common security parameter with the other windows.

### **Security based on Categories**

---

If a window has been assigned a certain Category, it can access attachments classified with that same category. All windows have one or more categories assigned to it. Different windows can use the same Category assignment.

To illustrate, attachments that are classified with the Category of Organization Chart can be accessed in the Document Catalog of the Define Budget, Define Consolidation, and Define Budget Organization windows.

All attachments are classified with a Category the creator selects. When you work with a new attachment with a particular window, your choices for Categories to classify your attachments are the ones that have been assigned to that window. For example, if you create an attachment in the Enter Journals window, you can classify your record with the Category of Journal or Other. You can use this classification to determine in what other windows your attachment can be accessed.

The seeded Category assignments for windows generally coincides with the window's context, such as that of working with budgets, journals or reports. Your System Administrator can revise these Category assignments for you to tailor to your environment. New categories can also be created for you.

A Category called Other has been assigned to all windows whose security is based on set of books. This broad Category enables sharing

attachments among windows based on this type of security, regardless of their functional context.

### **Security for posted journals and frozen budgets**

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When a journal has been posted or a budget has been frozen, that item is only available for viewing and updates to that record is not allowed. This same constraint applies to attachments that are associated with that journal or budget.

If you select either a posted journal or a frozen budget, you cannot add attachments to that record either through creating new ones or copying one from the Document Catalog. You also cannot delete any attachments. Additionally, for attachments of type Short Text or Long Text, the document itself is protected against changes.

### **See Also**

General Ledger Windows with the Attachments Feature: page C – 2

Creating an Attachment: page C – 3

Deleting an Attachment: page C – 4

Types of Attachments: page C – 4



# D

## Improving General Ledger Performance

This appendix describes profile options that affect the operation of your General Ledger application. We provide a brief description of each profile option that you can view and/or set, and tell you at which levels to set the profile option. In addition, we provide descriptions of the General Ledger application profile options that are available only to your System Administrator.

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## Improving General Ledger Performance

There are two programs you can run to improve General Ledger's performance:

**Maintain Summary Templates Program:** updates summary account information in the current set of books.

**Optimizer Program:** create or drop indexes for those segments in your chart of accounts that you have marked for indexing.

### See Also

Running the Maintain Summary Templates Program: page D – 3

Running the Optimizer Program: page D – 4

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## Running the Maintain Summary Templates Program

Run the Maintain Summary Templates program to update summary account information in the current set of books. This program ensures that your summary account templates reflect any new detail accounts you may have added.

Although General Ledger maintains summary templates automatically during the posting process, running the Maintain Summary Templates program before posting can improve the performance of the posting program. This is especially useful if you have added several new detail accounts since your last posting operation.

### Prerequisites

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- Define summary account templates. See: Defining Summary Accounts: page 9 – 107

► **To run the Maintain Summary Templates program:**

1. Navigate to the Submit Request window.
2. Select the Maintain Summary Templates program.
3. Submit the report.

**Note:** This program has no user parameters.

### See Also

Submitting a Request (*Oracle Applications User's Guide*)

Defining Key Flexfields (*Oracle Applications Flexfields Guide*)

Defining Segment Values (*Oracle Applications Flexfields Guide*)

Defining Summary Accounts: page 9 – 107

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## Running the Optimizer Program

Run the General Ledger Optimizer program to create or drop indexes for those segments in your chart of accounts that you have marked for indexing.

You can also update statistical information about your data, such as the size of your balances and combinations tables, the number of accounts with a particular segment value, and the number of account balances associated with each accounting period. This information improves the performance of your journal entry posting and financial reporting process.

To keep these statistics current, you should run the Optimizer at least once a period, or any time you add several segment values, define a new chart of accounts, or add or delete summary templates.

### Prerequisites

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- Define your account segments.
- Specify whether you want to index a particular segment in your chart of accounts using the Key Flexfield Segments window.
- Define your account segment values.
- Define summary templates.

► **To create and drop indexes for your chart of accounts:**

1. Freeze your account structure.
1. Navigate to the Submit Request window.
2. Select the Optimizer program.
3. Enter Yes for Maintain Indexes to create or drop the indexes for your chart of accounts.

The Optimizer creates an index on a segment if one does not yet exist, and drops an index on a segment if you no longer index the segment. This is useful when you define a new chart of accounts for which you want to index particular segments or when you want to add or drop an index for an existing segment in your chart of accounts.

► **To update statistical information about your data:**

1. Navigate to the Submit Request window.

2. Select the Optimizer program.
3. Enter Yes for Gather Statistics. The Optimizer program gathers and updates statistical information about the size of your balances and combinations table, the number of account combinations with a particular segment value, and the number of account balances associated with each accounting period.

## See Also

Submitting a Request (*Oracle Applications User's Guide*)

Defining Key Flexfields (*Oracle Applications Flexfields Guide*)

Defining Segment Values (*Oracle Applications Flexfields Guide*)

Defining Summary Accounts: page 9 – 107



# *E*

## Function Security

**T**his appendix describes profile options that affect the operation of your General Ledger application. We provide a brief description of each profile option that you can view and/or set, and tell you at which levels to set the profile option. In addition, we provide descriptions of the General Ledger application profile options that are available only to your System Administrator.

## Function Security in General Ledger

Use function security to control user access to General Ledger functions. By default, access to General Ledger functionality is NOT restricted; you must ask your system administrator to customize your responsibilities to restrict access. Your system administrator customizes each responsibility at your site by including or excluding registered functions and menus of functions for a responsibility in the Responsibilities window.

The following are common results that may occur when function security is enforced:

- Window or menu does not appear in the Navigator window
- Button is hidden
- Field cannot be updated
- Alternative region is hidden

Use function security to control any of the following General Ledger functions:

User Function Name	Restrictions
<b><i>Journal Batches and Journal Entries:</i></b>	
AutoPost Criteria	Entering or changing AutoPost criteria sets.
Define Recurring Journal Formula	Defining recurring journal entry formulas.
Enter Encumbrances	Entering and updating encumbrance entries.
Enter Journals	Creating, entering, and changing journal entries and journal batches.
Enter Journals: Post	Posting journal entries and journal batches from the Enter Journals window.
Enter Journals Query	Query journals and journal batches
Enter Journals: Reverse	Reversing journal entries and journal batches from the Enter Journals window.
Generate MassAllocation Journals	Generating MassAllocation journal entries and journal batches based on a MassAllocation definition.
Generate Recurring Journals	Generating recurring journal entries and journal batches from a recurring journal definition.

Table E – 2 (Page 1 of 6) Function Security

<b>User Function Name</b>	<b>Restrictions</b>
Post Journals	Posting journal entries and journal batches.
Reverse Journals	Reversing journal entries and journal batches.
<b><i>Journal Import:</i></b>	
Correct Journal Import Data	Making corrections to journal entries and journal batches after Journal Import errors occur.
Delete Journal Import Data	Deleting journal entries and journal batches after Journal Import errors occur.
Import Journals	Importing journal entries and journal batches.
<b><i>Budgets:</i></b>	
Budget Transfer	Transferring budget amounts from one account to another.
Calculate Budget Amounts	Calculating budget amounts.
Define Budget	Defining or modifying budgets.
Define Budget Formula	Defining budget formulas.
Define Budget Organization	Defining or modifying budget organizations.
Enter Budget Amounts	Entering or changing budget amounts.
Enter Budget Journals	Entering or changing budget journals.
Freeze Budgets	Freezing and unfreezing budgets.
Generate MassBudget Journals	Generating MassBudget journal entries and journal batches based on a MassBudget definition.
Upload Budgets	Uploading budget amounts to the budget interface table.
<b><i>Budgetary Control:</i></b>	
Budgetary Control Transactions	Entering budgetary control transactions.
Budgetary Control Group	Creating or modifying budgetary control groups.
<b><i>Consolidations:</i></b>	
Consolidation Mappings	Creating or changing consolidation mappings.
Consolidation Mappings: Allow Any Mapping	Creating or changing consolidation mappings for any subsidiary.

**Table E – 2 (Page 2 of 6) Function Security**

<b>User Function Name</b>	<b>Restrictions</b>
Consolidation Mapping Sets	Creating or changing consolidation mapping sets.
Consolidation Mapping Sets: Allow Any Mapping Set	Creating or changing consolidation mapping sets for any subsidiary.
Consolidation Workbench	Accessing and using the Consolidation Workbench functions.
Consolidation Workbench: Post	Posting consolidation journals.
Consolidation Workbench: Translate	Updating subsidiary translations from the Consolidation Workbench.
Consolidation Workbench: Translate for Subsidiaries	Parent updating translations for its subsidiaries.
Purge Consolidation Audit Data	Purging consolidation audit data.
Transfer Consolidation Data Set	Transferring subsidiary data to the parent via a transfer set.
Transfer Consolidation Data	Transferring subsidiary data to the parent.
<b><i>Global Intercompany System (GIS):</i></b>	
AutoAccounting Rules	Define AutoAccounting Rules for intercompany transactions.
Enter Intercompany Transactions	Entering or changing intercompany transactions.
Generate Intercompany Transactions	Generating recurring intercompany transactions.
Intercompany Clearing Accounts	Creating intercompany clearing accounts.
Intercompany Transaction Types	Defining intercompany transaction types.
Recurring Intercompany Transactions	Creating definitions for recurring intercompany transactions.
Subsidiaries	Defining subsidiaries.
<b><i>Multiple Currencies:</i></b>	
Conversion Rate Types	Creating or changing conversion rate types.

**Table E – 2 (Page 3 of 6) Function Security**

<b>User Function Name</b>	<b>Restrictions</b>
Daily Rates	Entering or changing daily exchange rates.
Historical Rates	Entering or changing historical exchange rates.
Period Rates	Entering or changing period exchange rates.
Revalue Balances	Revaluing account balances.
Translate Balances	Translating account balances.
<b><i>Online Inquiry and Reporting:</i></b>	
Account Inquiry	Performing account balance inquiries.
Account Inquiry: Consolidation Drilldown	Drilling down to subsidiary data during an account inquiry.
Account Inquiry: Move/Merge Source Drilldown	Drilling down on Move/Merge sources during an account inquiry.
Account Inquiry: Subledger Drilldown	Drilling down to subledger details during an account inquiry.
Average Balance Inquiry	Performing average balance inquiries.
Budget Inquiry	Performing budget inquiries.
Funds Available Inquiry	Performing a funds availability inquiry.
Run Requests	Running standard programs and reports, and scheduling FSG reports.
<b><i>Setting Up General Ledger:</i></b>	
Assign Reporting Sets of Books	Assigning reporting sets of books to a primary set of books for Multiple Reporting Currencies.
Calendars	Creating, modifying, or updating accounting calendars.
Concurrent Program Controls	Setting or changing the concurrent program controls that affect the performance of various General Ledger features.
Encumbrance Types	Defining or changing encumbrance types.
GL Accounts	Creating or changing accounts.
GL Enter Employees	Entering, changing, or deleting employees that make up the Journal Approval hierarchy.
Intercompany Accounts	Defining or changing intercompany accounts.

**Table E – 2 (Page 4 of 6) Function Security**

<b>User Function Name</b>	<b>Restrictions</b>
Journal Authorization Limits	Defining or changing an employee's authorization limit for approving journal batches.
Journal Categories	Defining or changing journal categories.
Journal Sources	Defining or changing journal sources.
Period Types	Defining or changing period types.
Sets of Books	Defining or modifying a set of books definition.
Statistical Units of Measure	Defining or changing statistical units of measure used to enter non-monetary data in journal entries and journal batches.
Storage Parameters	Changing the storage parameters of interim tables and indexes used by General Ledger.
Summary Accounts	Defining or modifying summary accounts.
Suspense Accounts	Defining or changing suspense accounts.
Tax Options	Defining or changing the options for automatic tax calculation.
Transaction Calendars	Defining or changing transaction calendars used for average balance processing.
<b><i>Maintaining General Ledger:</i></b>	
Archive and Purge	Archiving and purging actual, translated, budget, and encumbrance account balances, and journal batches, entries, lines, and associated journal references.
Open and Close Periods	Opening and closing accounting periods.
Year-End Carry Forward	Carrying forward year-end encumbrances, encumbered budgets, and funds available into the following year.
<b><i>Mass Maintenance Workbench:</i></b>	
Mass Maintenance Workbench	Accessing and using Mass Maintenance Workbench features.
Mass Maintenance Workbench: Purge	Purging Move/Merge tables.
Mass Maintenance Workbench: Reverse	Reversing a Move/Merge operation.

**Table E – 2 (Page 5 of 6) Function Security**

User Function Name	Restrictions
Mass Maintenance Workbench: Submit	Submitting a Move/Merge or Mass Creation operation.
Mass Maintenance Workbench: Validate	Prevalidating Move/Merge accounts.

**Table E – 2 (Page 6 of 6) Function Security**

## See Also

Overview of Function Security  
 How Function Security Works  
 Implementing Function Security  
 Defining a New Menu Structure  
*(Oracle Applications System Administrator's Guide)*



# Glossary

**Note:** Some terms appear more than once because they are shared by more than one Oracle Financial Applications product. These alternate definitions are provided so you can see how the same term or feature name is used in other applications.

**account hierarchy** An Oracle Financials feature you use to perform summary level funds checking. An account hierarchy lets Oracle Purchasing and General Ledger quickly determine the summary accounts into which your detail accounts roll up.

**Account segment** One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as -, /, or \). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account.

**Account segment value** A series of characters and a description that define a unique value for a particular value set.

**account structure** See *Accounting Flexfield structure*.

**accounting calendar** The calendar that defines your accounting periods and fiscal years in Oracle General Ledger. You define accounting calendars using the Accounting Calendar window. Oracle Financial Analyzer will automatically create a Time dimension using your accounting calendar.

**Accounting Flexfield** The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

**Accounting Flexfield structure** The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

**Accounting Flexfield value set** A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.

**ad hoc** Concerned with or formed for a particular purpose. For example, ad hoc tax codes or an ad hoc database query.

**aggregate balance** The sum of the end-of-day balances for a range of days. There are three types of aggregate balances: period-to-date (PTD), quarter-to-date (QTD), and year-to-date (YTD). All three are stored in the General Ledger database for every calendar day.

**allocation entry** A recurring journal entry you use to allocate revenues or costs.

**archive table** General Ledger copies your account balances from the Balances Table (GL\_BALANCES) to your Archive Table (GL\_ARCHIVE\_BALANCES). General Ledger copies your journal details from the Journal Entry tables (GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES) to your archive tables (GL\_ARCHIVE\_BATCHES, GL\_ARCHIVE\_HEADERS, and GL\_ARCHIVE\_LINES).

**archive table** Oracle Assets copies depreciation expense and adjustment transaction data for a fiscal year to temporary tables called archive tables.

**archive tablespace** The tablespace where your archive table is stored. A tablespace is the area in which an Oracle database is divided to hold tables.

**attribute** An Oracle Financial Analyzer database object that links or relates the values of two dimensions. For example, you might define an attribute that relates the Sales District dimension to the Region dimension so that you can select data for sales districts according to region.

**AutoCopy – budget organizations** A feature that automatically creates a new budget organization by copying account assignments from an existing budget organization.

**AutoCopy – budgets** A feature that automatically creates a new budget by copying all of the data from an existing budget. Budget AutoCopy copies budget amounts only from open budget years.

**AutoOffset** A feature that automatically determines the offset (or credit) entry for your allocation entry. AutoOffset automatically calculates the net of all previous journal lines in your allocation entry, reverses the sign, and generates the contra amount.

**AutoReduction** An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

**AutoSelection** A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

**AutoSkip** A feature specific to flexfields where Oracle Applications automatically moves your cursor to the next segment as soon as you enter a valid value into a current flexfield segment. You can turn this feature on or off with the user profile option Flexfields:AutoSkip.

**average balance** The amount computed by dividing an aggregate balance by the number of calendar days in the related range.

**average exchange rate** An exchange rate that is the average rate for an entire accounting period. General Ledger automatically translates revenue and expense account balances using period-average rates in accordance with FASB 52 (U.S.). And, for companies in highly inflationary economies, General Ledger uses average exchange rates to translate your non-historical revenue and expense accounts in accordance with FASB 8 (U.S.). Also known as **period-average exchange rate**.

**back-value transactions** Transactions whose effective date is prior to the current accounting date. Also known as *value-dated transactions*.

**balances table** A General Ledger database table that stores your account balances, called GL\_BALANCES.

**balancing segment** An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that, within every journal entry, the total debits to company 01 equal the total credits to company 01.

**bank statement** A report sent from a bank to a customer showing all transaction activity for a bank account for a specific period of time. Bank statements report beginning balance, deposits made, checks cleared, bank charges, credits, and ending balance. Enclosed with the bank statement are cancelled checks, debit memos, and credit memos. Large institutional banking customers usually receive electronic bank statements as well as the paper versions.

**budget** Estimated cost, revenue, labor hours or other quantities for a project or task. Each budget may optionally be categorized by resource. Different budget types may be set up to classify budgets for different purposes. In addition, different versions can exist for each user-defined budget type: current, original, revised original, and historical versions. The current version of a budget is the most recently baselined version. .

**budget formula** A mathematical expression used to calculate budget amounts based on actual results, other budget amounts and statistics. With budget formulas, you can automatically create budgets using complex equations, calculations and allocations.

**budget hierarchy** A group of budgets linked at different levels such that the budgeting authority of a lower-level budget is controlled by an upper-level budget.

**budget interface table** In Oracle General Ledger, a database table that stores information needed for budget upload.

**budget interface table** In Oracle Assets, the interface table from which Assets uploads budget information.

**budget organization** An entity (department, cost center, division or other group) responsible for entering and maintaining budget data. You define budget organizations for your company, then assign the appropriate accounts to each budget organization.

**budget rules** A variety of shorthand techniques you can use to speed manual budget entry. With budget rules you can divide a total amount evenly among budget periods, repeat a given amount in each budget period or enter budget amounts derived from your account balances.

**budget upload** In Oracle General Ledger, the ability to transfer budget information from a spreadsheet to General Ledger. For example, with the spreadsheet interface you can upload budget information from your spreadsheet to General Ledger.

**budget upload** In Oracle Assets, the process by which Assets loads budget information from the Budget Interface table into the Budget worksheet. You can use the Budget Upload process to transfer budget information from a feeder system, such as a spreadsheet, to Oracle Assets.

**budgetary account** An account segment value (such as 6110) that is assigned one of the two budgetary account types. You use budgetary accounts to record the movement of funds through the budget process from appropriation to expended appropriation.

**Budgetary Account** An account that contains a budgetary account.

**budgetary account type** Either of the two account types Budgetary DR and Budgetary CR.

**budgetary control** An Oracle Financials feature you use to control actual and anticipated expenditures against a budget. When budgetary control is enabled, you can check funds online for transactions, and you can reserve funds for transactions by creating encumbrances. Oracle Financials automatically calculates funds available (budget less encumbrances less actual expenditures) when you attempt to reserve funds for a transaction. Oracle Financials notifies you online if funds available are insufficient for your transaction.

**business day** Days on which financial institutions conduct business. In General Ledger, you choose which days of the calendar year are defined as business days. You can include or exclude weekends and holidays as needed.

**business group** The highest level of organization and the largest grouping of employees across which a company can report. A business group can correspond to an entire company, or to a specific division within the company.

**child segment value** A detail-level segment value that is part of a parent segment value. See also *parent segment value*.

**chart of accounts** The account structure your organization uses to record transactions and maintain account balances.

**chart of accounts structure** A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

**column set** A Financial Statement Generator report component you build within General Ledger by defining all of the columns in a report. You control the format and content of each column, including column headings, spacing and size, calculations, units of measure, and precision. A typical column set includes a header column for headings and subheadings, currency assignments, amount types, and calculation columns totals. You can also define a column set with each column representing a different company to enhance consolidation reporting.

**commitment**

**commitment** In Oracle General Ledger, an encumbrance you record when you complete a purchase requisition.

**concurrent manager** A unique facility that manages many time-consuming, non-interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

**concurrent process** A non-interactive task that you request Oracle Applications to complete. Each time you submit a non-interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

**concurrent queue** A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

**concurrent request** A request to Oracle Applications to complete a non-interactive task for you. You issue a request whenever you submit a non-interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.

**consolidation** A General Ledger feature that allows you to combine the results of multiple companies, even if they are in different sets of books with different currencies, calendars, and charts of account. The Consolidated Billing Invoice program lets you print a single, monthly invoice that includes all of your customer's transactions for the period. This lets you send one consolidated billing invoice instead of a separate invoice for each transaction.

**consolidation set of books** A set of books that has average balance processing enabled and that is defined as a consolidation set of books. A consolidation set of books must be used to consolidate average balances using the balances consolidation method.

**consumption tax** An indirect tax imposed on transfer of goods and services at each stage of their supply. The difference between output tax (tax collected for revenue earned from the transfer) and the input tax (tax paid on expense paid on the transfer) will be the tax liability to the government. This tax is, in concept, value added tax (VAT).

**content set** A report component you build within General Ledger that defines the information in each report and the printing sequence of your reports. For example, you can define a departmental content set that prints one report for each department.

**context field prompt** A question or prompt to which a user enters a response, called a context field value. When Oracle Applications displays a descriptive flexfield pop-up window, it displays your context field prompt after it displays any global segments you have defined. Each descriptive flexfield can have up to one context prompt.

**context field value** A response to your context field prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your context prompt, such as 1500, Journal Batch ID, or 2000, Budget Formula Batch ID. The context field value determines which additional descriptive flexfield segments appear.

**context response** See *context field value*.

**context segment value** A response to your context-sensitive segment. The response is composed of a series of characters and a description. The response and description together provide a unique value for your context-sensitive segment, such as Redwood Shores, Oracle Corporation Headquarters, or Minneapolis, Merrill Aviation's Hub.

**context-sensitive segment** A descriptive flexfield segment that appears in a second pop-up window when you enter a response to your context field prompt. For each context response, you can define multiple context segments, and you control the sequence of the context segments in the second pop-up window. Each context-sensitive segment typically prompts you for one item of information related to your context response.

**conversion** A process that converts foreign currency transactions to your functional currency. See also *foreign currency conversion*.

**corporate exchange rate** An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization. You define this rate in Oracle General Ledger.

**cross-validation rules** In Oracle General Ledger, rules that define valid combinations of segment values a user can enter in an account. Cross-validation rules restrict users from entering invalid combinations of account segment values.

**cross-validation rules** In Oracle Assets, rules that define valid combinations of segment values that a user can enter in a key flexfield. Cross-validation rules restrict users from entering invalid combinations of key flexfield segment values.

**Cumulative Translation Adjustment** A balance sheet account included in stockholder's equity in which General Ledger records net translation adjustments in accordance with FASB 52 (U.S.). You specify the account you want to use for Cumulative Translation Adjustment when you define each set of books in the Set of Books window.

**current dimension** The Oracle Financial Analyzer dimension from which you are selecting values. The current dimension is the one you specified in the Dimension box of the Selector window. Choices you make and actions you take in lower-level windows ultimately affect this dimension by selecting values from it to include in a report, graph, or worksheet.

**current object** The Oracle Financial Analyzer object upon which the next specified action takes place. Generally, the current object is the one most recently selected. However, if you use a highlight a group of objects, such as data cells in a column, the first object in the group is the current object.

**DBA library** If an Oracle Financial Analyzer database object belongs to a DBA library, it means that the object was created by an administrator and cannot be modified by a user.

**database table** A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you.

**dependent segment** An account segment in which the available values depend on values entered in a previous segment, called the independent segment. For example, the dependent segment Sub-Account 0001 might mean Bank of Alaska when combined with the independent segment Account 1100, Cash, but the same Sub-Account 0001 might mean Building #3 when combined with Account 1700, Fixed Assets.

**descriptive flexfield** A field that your organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information unique to your business.

**detail budget** A budget whose authority is controlled by another budget.

**dimension** An Oracle Financial Analyzer database object used to organize and index the data stored in a variable. Dimensions answer the following questions about data: "What?" "When?" and "Where?" For example, a variable called Units Sold might be associated with the dimensions Product, Month, and District. In this case, Units Sold describes the number of products sold during specific months within specific districts.

**dimension label** A text label that displays the name of the Oracle Financial Analyzer dimension associated with an element of a report, graph, or worksheet. For example, the data markers in a graph's legend contain dimension labels that show what data each data marker represents. Dimension labels can be short, meaning they display the object name of a dimension, or user-specified, meaning they display a label that you typed using the Dimension Labels option on the Graph, Report, or Worksheet menus.

**dimension values** Elements that make up an Oracle Financial Analyzer dimension. For example, the dimension values of the Product dimension might include Tents, Canoes, Racquets, and Sportswear.

**display group** A range of rows or columns in your row set or column set for which you want to control the display in your report. You assign a display group to a display set where you specify whether you want to display or hide your rows or columns.

**display set** A Financial Statement Generator report component you build within General Ledger to control the display of ranges of rows and columns in a report, without reformatting the report or losing header information. You can define a display set that works for reports with specific row and column sets. Alternatively, you can define a generic display set that works for any report.

**document sequence number** A number that is manually or automatically assigned to your documents to provide an audit trail. For example, you can choose to sequentially number invoices in Oracle Receivables or journal entries in General Ledger. See also *voucher number*.

**dynamic insertion** An Accounting Flexfields feature that allows you to enter and define new combinations of segment values directly in a flexfield pop-up window in Oracle Payables and Oracle General Ledger. The new combination must satisfy any cross-validation rules before it is accepted. Your organization can decide if an Accounting Flexfield supports dynamic insertion. If an account does not support dynamic insertion, you can only enter new combinations of segment values using the Define Accounts window

**dynamic insertion** In Oracle Projects, a feature specific to key flexfields that allows you to enter and define new combinations of segment values directly into a flexfield pop-up window. The new combination must satisfy any cross-validation rules, before your flexfield accepts the new combination. Your organization can decide if a key flexfield supports dynamic insertion. If a flexfield does not support dynamic insertion, you can only enter new combinations of segment values using a combinations form (a form specifically used for creating and maintaining code combinations).

**dynamic insertion** In Oracle Receivables, an Oracle Applications feature you use to automatically create new key flexfield combinations when you enter transactions or customers. If you do not use dynamic insertion, you can only create new key flexfield combinations using the various flexfield setup forms.

**effective date** The date a transaction affects the balances in the general ledger. This does not have to be the same as the posting date. Also known as the *value date*.

**encumbrance** See *encumbrance journal entry*.

**encumbrance accounting** An Oracle Financials feature you use to create encumbrances automatically for requisitions, purchase orders, and invoices. The budgetary control feature uses encumbrance accounting to reserve funds for budgets. If you enable encumbrance accounting only, you can create encumbrances automatically or manually; however, you cannot check funds online and Oracle Financials does not verify available funds for your transaction. See also *budgetary control*.

**encumbrance journal entry** In Oracle Payables, a journal entry that increases or relieves encumbrances. Encumbrance entries can include encumbrances of any type.

If you have enabled encumbrance accounting, when you successfully approve an invoice matched to an encumbered purchase order, General Ledger automatically creates encumbrance journal entries that relieve the original encumbrance journal entries. General Ledger also creates new encumbrance journal entries for any quantity or price variance between an invoice and the matched purchase order.

General Ledger automatically creates encumbrance journal entries for an unmatched invoice when you approve the invoice.

**encumbrance type** In Oracle General Ledger, an encumbrance category that allows you to track your anticipated expenditures according to your purchase approval process and to more accurately control your planned expenditures. Examples of encumbrance types are commitments (requisition encumbrances) and obligations (purchase order encumbrances).

**end-of-day balance** The actual balance of a general ledger account at the end of a day. This balance includes all transactions whose effective date precedes or is the same as the calendar day.

**exchange rate** In Oracle Cash Management and Oracle General Ledger, a rate that represents the amount of one currency that you can exchange for another at a particular point in time. Oracle Applications use the daily, periodic, and historical exchange rates you maintain to perform foreign currency conversion, revaluation, and translation.

**exchange rate** In Oracle Receivables and Oracle Payables, a rate that represents the amount in one currency that you can exchange for another at a particular point in time. You can enter and maintain daily exchange rates for General Ledger to use to perform foreign currency conversion. General Ledger multiplies the exchange rate by the foreign currency to calculate the functional currency.

**exchange rate type** A specification of the source of an exchange rate. For example, a user exchange rate or a corporate exchange rate. See also *corporate exchange rate*, *spot exchange rate*.

**export** A utility that enables you to copy data from an Oracle8 table to a file in your current directory. The export utility is part of the Oracle8 Relational Database Management System.

**export file** The file the export utility creates in your directory. Export files must have the extension .dmp. It is wise to name the export file so it identifies the data in the table. For example, if you are saving fiscal year 1994 for your Fremont set of books, you might call your export file FY94FR.dmp.

**factor** In Oracle General Ledger, data upon which you perform some mathematical operation. Fixed amounts, statistical account balances, account balances, and report rows and columns are all data types you can use in formulas.

**factor** In Oracle Payables, the payee of an invoice when the payee differs from the supplier on the invoice. For example, a supplier may have sold their receivables to a factor.

**FASB 52 (U.S.)** See *SFAS 52*.

**feeder program** A custom program you write to transfer your transaction information from an original system into Oracle Application interface tables. The type of feeder program you write depends on the environment from which you are importing data.

**financial data item** An Oracle Financial Analyzer database object that is made up of either a variable, or a variable and a formula. For example, a financial data item called "Actuals" would be a variable, while a financial data item called "Actuals Variance" would be made up of a variable (Actuals) and a formula that calculates a variance.

**Financial Statement Generator** A powerful and flexible tool you can use to build your own custom reports without programming. You can define reports online with complete control over the rows, columns and contents of your report.

**fiscal year** Any yearly accounting period without regard to its relationship to a calendar year.

**fixed rate currencies** Currencies with fixed exchange rates. For example, the euro and currencies of countries in the Economic Monetary Union (EMU).

**FlexBudgeting** A feature that uses budget formulas and statistics to create a flexible budget. For example, a manufacturing organization may want to maintain a flexible budget based on actual units of production to eliminate volume variances during an analysis of actual versus budgeted operating results.

**flexfield** An Oracle Applications field made up of segments. Each segment has an assigned name and a set of valid values. Oracle Applications uses flexfields to capture information about your organization. There are two types of flexfields: key flexfields and descriptive flexfields.

**folder** A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

**foreign currency** In Oracle Cash Management, Payables, Receivables, Projects currency that you define for your set of books for recording and conducting accounting transactions in a currency other than your functional currency. See also *exchange rate*, *functional currency*.

**foreign currency** In Oracle Assets, a currency that you define for your set of books to record and conduct accounting transactions in a currency other than your functional currency.

**foreign currency conversion** In Oracle Cash Management and Oracle General Ledger, a process that converts a foreign currency journal entry into your functional currency. General Ledger automatically converts the currency whenever you enter a journal entry in a currency other than your functional currency. General Ledger multiplies the daily exchange rate you define or the exchange rate you enter to convert amounts for your functional currency. You can view the results of foreign currency conversion in the Enter Journals window.

**foreign currency conversion** In Oracle Receivables and Oracle Payables, the conversion of a foreign currency transaction, such as an invoice or a payment, into your functional currency. General Ledger automatically performs this conversion whenever you enter an invoice or make a payment in a currency other than your functional currency. See also *foreign currency exchange gain or loss*

**foreign currency conversion** In Oracle Projects, a process that converts a foreign currency transaction to your functional currency.

**foreign currency exchange gain or loss** The difference in your functional currency between the invoiced amount and the payment amount when applying a receipt to an invoice. A realized gain exists if the receipt amount in your functional currency exceeds the invoice amount; a loss exists if the invoice amount in your functional currency exceeds the amount of the payment. Such gains and losses arise from fluctuations in exchange rates of the receipt currency between the invoice date and the payment date. See also *realized gain or loss, unrealized gain or loss*.

**foreign currency journal entry** A journal entry in which you record transactions in a foreign currency. General Ledger automatically converts foreign currency amounts into your functional currency using an exchange rate you specify. See also *foreign currency, functional currency*.

**foreign currency revaluation** A process that allows you to revalue assets and liabilities denominated in a foreign currency using a period-end (usually a balance sheet date) exchange rate. General Ledger automatically revalues your foreign assets and liabilities using the period-end exchange rate you specify. Revaluation gains and losses result from fluctuations in an exchange rate between a transaction date and a balance sheet date. General Ledger automatically creates a journal entry in accordance with FASB 52 (U.S.) to adjust your unrealized gain/loss account when you run revaluation.

**foreign currency translation** A process that allows you to restate your functional currency account balances into a reporting currency. General Ledger multiplies the average, periodic, or historical rate you define by your functional currency account balances to perform foreign currency translation. General Ledger translates foreign currency in accordance with FASB 52 (U.S.). General Ledger also remeasures foreign currencies for companies in highly inflationary economies, in accordance with FASB 8 (U.S.).

**formula entry** A recurring journal entry that uses formulas to calculate journal entry lines. Instead of specifying amounts, as you would for a standard entry, you use formulas, and General Ledger calculates the amounts for you. For example, you might use recurring journal entries to do complex allocations or accruals that are computed using statistics or multiple accounts.

**function security** An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

**functional currency** In Oracle Assets, General Ledger, and Cash Management, the principal currency you use to record transactions and maintain accounting data within General Ledger. The functional currency is usually the currency in which you perform most of your business transactions. You specify the functional currency for each set of books in the Set of Books window.

**functional currency** In Oracle Payables and Receivables, the principal currency you use to record transactions and maintain your accounting data for your set of books. You define the functional currency for each set of books within your organization. When you enter and pay an invoice in a foreign currency, General Ledger automatically converts the foreign currency into your functional currency based on the exchange rate you define. General Ledger creates journal entries for your multiple currency invoices and payments in both your foreign and functional currencies.

**functional currency** In Oracle Projects, the principal currency you use to maintain accounting data in your General Ledger.

**funding budget** A budget against which accounting transactions are checked for available funds when budgetary control is enabled for your set of books.

**funds available** In Oracle Public Sector Payables and Public Sector General Ledger, the difference between budgeted amounts and all actual and anticipated expenditures. Oracle Public Sector Financials lets you check funds available online for requisitions, purchase orders, and invoices.

**funds available** In Oracle Payables, the difference between the amount you are authorized to spend and all actual and anticipated expenditures. In other words, funds available is the amount budgeted less actual expenses and encumbrances of all types. Oracle Financials lets you check funds available online for requisitions, purchase orders, and invoices.

Funds Available = Budget – (Actual Expenses + Encumbrances)

**funds available** In Oracle General Ledger, the difference between the amount you are authorized to spend and the amount of your expenditures plus commitments. You can track funds availability at different authority levels using the Online Funds Available inquiry window, or you can create custom reports with the General Ledger Financial Statement Generator.

**funds checking** The process of certifying funds available. You can check funds when you enter actual, budget, or encumbrance journals. When you check funds, Oracle Financials compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction. Oracle Financials does not reserve funds for your transaction when you check funds.

**funds reservation** In Oracle Payables, the creation of requisition, purchase order, or invoice encumbrance journal entries. reserves funds for your invoice when you approve the invoice. Approval creates encumbrance journal entries for an unmatched invoice or for price and quantity variances between an invoice and the purchase order to which you match the invoice. immediately updates your funds available balances and creates an encumbrance journal entry that you can post in your general ledger.

**funds reservation** In Oracle General Ledger, the process of reserving funds available. You can reserve funds when you enter actual, budget, or encumbrance journals. When you reserve funds, Oracle Financials compares the amount of your transaction against your funds available and notifies you online whether funds are available for your transaction.

**historical exchange rate** A weighted–average rate for transactions that occur at different times. General Ledger uses historical rates to translate owner’s equity accounts in accordance with FASB 52 (U.S.). For companies in highly inflationary economies, General Ledger uses historical rates to remeasure specific historical account balances, according to FASB 8.

**HP Notation** Mathematical logic upon which EasyCalc is based. HP Notation is used by Hewlett–Packard calculators. HP Notation emphasizes straightforward, logical entry of data, and de–emphasizes complicated parenthetical arrangements of data.

**import** A utility that enables you to bring data from an export file into an Oracle8 table. The import utility is part of the Oracle8 Relational Database Management System. This utility is used to restore archived data.

**import journal entry** A journal entry from a non-Oracle application, such as accounts payable, accounts receivable, and fixed assets. You use Journal Import to import these journal entries from your feeder systems.

**integer data type** Any Oracle Financial Analyzer variables with an integer data type containing whole numbers with values between -2.14 billion and +2.14 billion.

**inflation start date** The inflation start date for an asset specifies when inflation begins to impact an asset. The asset is adjusted for inflation from this date onward. The inflation start date is generally the same date as the date placed in service. You can, however, define an inflation start date that is different than the date placed in service. For example, if you enter an asset that is already in service and that has already been adjusted for inflation, you can set the inflation start date to an appropriate date to begin calculating new inflation adjustments in Oracle Assets.

**intercompany journal entry** A journal entry that records transactions between affiliates. General Ledger keeps your accounting records in balance for each company by automatically creating offsetting entries to an intercompany account you define.

**Item Validation Organization** The organization that contains your master list of items. You define this organization by setting the OE: Item Validation Organization profile option. See also *organization*.

**journal details tables** Journal details are stored in the database tables GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

**journal entry** A debit or credit to a general ledger account. See also *manual journal entry*.

**journal entry category** In Oracle Assets and Oracle Projects, a category used to indicate the purpose or nature of your journal entry. General Ledger associates each of your journal entry headers with a journal entry category. Journal entry categories specify what kind of transaction the journal entry represents.

**journal entry category** In Oracle Payables, a category used to indicate the purpose or nature of your journal entry. General Ledger associates each of your journal entry headers with a journal entry category. There are three journal entry categories in General Ledger if you use the accrual basis accounting method: Invoices, Payments, and All (both Invoices and Payments). If you use the cash basis accounting method, General Ledger only assigns the Payment journal entry category to your journal entries.

**journal entry category** In Oracle General Ledger, a category in which General Ledger describes the purpose or type of journal entry. Standard journal entry categories include accruals, payments, and vouchers.

**journal entry source** In Oracle Assets, Oracle Payables, and Oracle Projects, an indicator from which feeder system your journal entries originate, such as General Ledger. General Ledger associates each of your journal entries with one journal entry source. This allows you to group related journal entry transactions for reporting and analysis in your general ledger.

**journal entry source** In Oracle General Ledger, the source by which General Ledger identifies and differentiates the origin of journal entries. Standard journal entry sources include payables, payroll, personnel, and receivables.

**Journal Import** A General Ledger program that creates journal entries from transaction data stored in the General Ledger GL\_INTERFACE table. Journal entries are created and stored in GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

**jurisdiction code** An abbreviated address that is specific to a Tax Supplier and more accurate than a simple five digit zip code.

**key flexfield** In Oracle General Ledger, an Oracle Applications feature you use to build custom fields in which you can enter and display information relating to your business. The General Ledger Accounting Flexfield is a key flexfield.

**key flexfield** In Oracle Projects, an intelligent key that uniquely identifies an application entity. Each key flexfield segment has a name you assign, and a set of valid values you specify. Each value has a meaning you also specify. You use this Oracle Applications feature to build custom fields used for entering and displaying information relating to your business. The Accounting Flexfield in your Oracle General Ledger application is an example of a key flexfield used to uniquely identify a general ledger account. An Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. General Ledger uses the following key flexfields:

- Accounting Flexfield
- Category Flexfield
- Location Flexfield
- Asset Key Flexfield

**key flexfield** In Oracle Payables, an Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. General Ledger uses the following key flexfields:

- Accounting Flexfield
- System Items Flexfield

**key flexfield** In Oracle Receivables, an Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. General Ledger uses the following key flexfields:

- Accounting Flexfield
- Sales Tax Location Flexfield
- System Items Flexfield
- Territory Flexfield

**lamp** A one-word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field.

**manual journal entry** A journal entry you enter at a computer terminal. Manual journal entries can include regular, statistical, intercompany and foreign currency entries.

**Many-to-Many attribute** In Oracle Financial Analyzer, a relationship between one or more values of one base dimension with one or more values of a second base dimension. For example, if you have a Many-to-Many attribute definition where the first base dimension is Organization and the second base dimension is Line Item, then a single organization can be related to several line items, and a single line item can be related to several organizations.

**MassAllocations** A single journal entry formula that allocates revenues and expenses across a group of cost centers, departments, divisions, and so on. For example, you might want to allocate your employee benefit costs to each of your departments based on headcount in each department.

**MassBudgeting** A feature that allows you to build a complete budget using simple formulas based on actual results, other budget amounts, and statistics. For example, you may want to draft next year's budget using last year's actual results plus 10 percent or some other growth factor. With MassBudgeting, you can apply one rule to a range of accounts.

**master budget** A budget that controls the authority of other budgets.

**message distribution** A line at the bottom of the toolbar that displays helpful hints, warning messages, and basic data entry errors.

**message line** A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

**meta data** Data you enter in Oracle General Ledger to represent structures in Oracle Financial Analyzer. Meta data consists of the dimensions, segment range sets, hierarchies, financial data items, and financial data sets you define in Oracle General Ledger. When you load financial data from Oracle General Ledger, Oracle Financial Analyzer creates dimensions, dimension values, hierarchies, and variables based on the meta data.

**model** A set of interrelated equations for calculating data in Oracle Financial Analyzer.

**multi-org** See *multiple organizations*.

**multiple organizations** The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

**Multiple Reporting Currencies** An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

**natural account segment** In Oracle General Ledger, the segment that determines whether an account is an asset, liability, owners' equity, revenue, or expense account. When you define your chart of accounts, you must define one segment as the natural account segment. Each value for this segment is assigned one of the five account types.

**nesting** The act of grouping calculations to express the sequence of routines in a formula. Traditional mathematical nesting uses parenthesis and brackets. General Ledger EasyCalc uses a straightforward and logical nesting method that eliminates the need for parenthetical expressions.

**net allocation** Allocation in which you post the net of all allocations to an allocated-out account.

**obligation** An encumbrance you record when you turn a requisition into a purchase order.

**One-to-Many attribute** A relationship in Oracle Financial Analyzer where one or more values of a base dimension are related to a single value of an aggregate dimension. For example, if you have a One-to-Many attribute definition where the base dimension is Organization and the aggregate dimension is Level, each organization can be related to only a single level.

**operator** A mathematical symbol you use to indicate the mathematical operation in your calculation.

**organization** A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company. Typically, you define an organization or a similar term as part of your account when you implement Oracle Financials. See also *business group*.

**parameter** See *report parameter*.

**parent segment value** An account segment value that references a number of other segment values, called child segment values. General Ledger uses parent segment values for creating summary accounts, for reporting on summary balances, and in MassAllocations and MassBudgeting. You can create parent segment values for independent segments, but not for dependent segments. Oracle Financial Analyzer uses parent and child segment values to create hierarchies. See also *child segment value*.

**period type** In Oracle Assets, you use the general ledger accounting period types to define your general ledger calendar.

**period type** In Oracle General Ledger, you use accounting period types to define your accounting calendar.

**period-average exchange rate** See *average exchange rate*.

**period average-to-date** The average of the end-of-day balances for a related range of days within a period.

**period-end exchange rate** The daily exchange rate on the last day of an accounting period. The system automatically translates monetary asset and liability account balances using period-end rates. When you run revaluation for a period, the system uses period-end rates to revalue the functional currency equivalent balance associated with foreign currency-denominated account balances.

**personal library** If an Oracle Financial Analyzer database object belongs to a personal library, it means that the object was created by the workstation user and can be modified.

**planned purchase order** A type of purchase order you issue before you order delivery of goods and services for specific dates and locations. You usually enter a planned purchase order to specify items you want to order and when you want the items delivered. You later enter a shipment release against the planned purchase order to order the items.

**pop-up window** An additional window that appears on an Oracle Applications form when your cursor enters a particular field.

**posting date** The date a journal transaction is actually posted to the general ledger.

**profile option** A set of changeable options that affect the way your applications run. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user. Refer to the Profile Option appendix in the *Oracle General Ledger User's Guide* for more information.

**project segment** To set up your account, you define the individual segments of your general ledger account code. You can define a project segment to enter your project identifier. You define all key attributes of the segment, including field length, position of the segment within your account, prompt, type of characters (numeric or alphanumeric), and default value (optional).

**project segment value** The identifier (project name, number, or code) you use to designate each project. After you define a project segment in your account, you set up a project in General Ledger by simply defining a project segment value. For example, you could define a project name (ALPHA), a project number (583), or a project code (D890).

**proprietary account** An account segment value (such as 3500) assigned one of the five proprietary account types. The five types include Asset, Liability, Owner's Equity, Revenue, and Expense.

**Proprietary account** An account that contains a proprietary account.

**proprietary account type** Any of the five account types: Asset, Liability, Owner's Equity, Revenue, and Expense.

**proprietary funds** A fund type that uses accounting and reporting techniques similar to commercial enterprises. Examples of proprietary funds include internal service funds, such as a central motor pool or central public works facility, and enterprise funds.

**purchase order (PO)** In Oracle General Ledger and Oracle Projects, a document used to buy and request delivery of goods or services from a supplier.

**purchase order (PO)** In Oracle Assets, the order on which the purchasing department approved a purchase.

**purchase order encumbrance** A transaction representing a legally binding purchase. Oracle Purchasing subtracts purchase order encumbrances from funds available when you approve a purchase order. If you cancel a purchase order, Oracle Purchasing creates appropriate reversing encumbrances entries in your general ledger. Also known as **obligation, encumbrance** or **lien**.

**quarter average-to-date** The average of the end-of-day balances for a related range of days within a quarter.

**query** A search for applications information that you initiate using an Oracle Applications window.

**realized gain or loss** The actual gain or loss in value that results from holding an asset or liability over time. Realized gains and losses are shown separately on the Income Statement. See also *unrealized gain or loss, foreign currency exchange gain or loss*.

**recumbrance journal entry** In Oracle General Ledger, a journal entry you create online that increases or relieves your encumbrances. Encumbrance entries can include encumbrances of any type. You can enter manual encumbrance entries, define encumbrance allocations, or use Journal Import to import encumbrance entries from other financial systems.

**recumbrance type** In Oracle Payables, an encumbrance category that allows you to track your anticipated expenditures according to your purchase approval process and better control your planned expenditures. You can also attach an encumbrance type to your invoices for reporting purposes. Examples of encumbrance types are commitments (requisition encumbrances) and obligations (purchase order encumbrances).

**recurring formula** See *recurring journal entry*.

**recurring journal entry** A journal entry you define once; then, at your request, General Ledger repeats the journal entry for you each accounting period. You use recurring journal entries to define automatic consolidating and eliminating entries. Also known as **recurring formula**.

**report** In Oracle Assets, Oracle Payables, Oracle Receivables, and Oracle Projects, an organized display of Oracle Applications information. A report can be viewed online or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

**report** In Oracle General Ledger, a combination of at least a row set and column set, and optionally a content set, display group, row order, and runtime options, such as currency and override segment name, that you can define and name. When you request financial statements, you can enter this name, and General Ledger automatically enters the report components and runtime options for you. You simply specify the accounting period. General Ledger automatically enters the rest.

**report component** An element of a Financial Statement Generator report that defines the format and content of your report. Report components include row sets, column sets, content sets, row orders, and display sets. You can group report components together in different ways to create custom reports.

**report headings** In Oracle Assets, Oracle Payables, Oracle Receivables, and Oracle General Ledger, a descriptive section found at the top of each report giving general information about the contents of the report.

**report headings** In Oracle Payables, report headings also provide you with the name of the Set of Books selected for all General Ledger transactions and reports. General Ledger prints the name of your Set of Books in the heading of most reports.

**report option** See *report parameter*.

**report parameter** In Oracle Assets, Oracle General Ledger, and Oracle Receivables, options that let you sort, format, select, and summarize the information in your reports.

**report parameter** In Oracle Payables, a variable you use to restrict information in a report, or determine the format of the report. For example, you may want to limit your report to the current month, or display information by supplier number instead of supplier name. Most standard reports in General Ledger that you can submit manually have a set of report parameters.

**report set** A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month-end management reports.

**reporting currency** The currency you use for financial reporting. If your reporting currency is not the same as your functional currency, you can use foreign currency translation to restate your account balances in your reporting currency.

**reporting hierarchies** Summary relationships within an account segment that let you group detailed values of that segment to prepare summary reports. You define summary (parent) values that reference the detailed (children) values of that segment.

**requisition encumbrance** A transaction representing an intent to purchase goods and services as indicated by the completion and approval of a requisition. Oracle Purchasing subtracts requisition encumbrances from funds available when you reserve funds for a requisition. If you cancel a requisition, Oracle Purchasing creates appropriate reversing entries in your general ledger. Also known as **commitment**, **pre-encumbrance** or **pre-lien**.

**Reserve for Encumbrance** A portion of fund balance you use to record anticipated expenditures. In Oracle Financials, you define your Reserve for Encumbrance account when you define your set of books. Oracle Financials uses your Reserve for Encumbrance account to create offsets for unbalanced encumbrance entries you create in Oracle Purchasing, Oracle Payables, and General Ledger.

**Reserve for Encumbrance account** The account you use to record your encumbrance liability. You define a Reserve for Encumbrance account when you define your set of books. When you create encumbrances automatically in Oracle Purchasing or General Ledger, General Ledger automatically creates a balancing entry to your Reserve for Encumbrance account as you post your encumbrance journal entries. General Ledger overwrites the balancing segment for your Reserve for Encumbrance account, so you automatically create the reserve for encumbrance journal entry to the correct company.

**responsibility** In Oracle Projects, Oracle Payables, and Oracle Receivables, a level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications windows, menus, reports, and data to fulfill your role in an organization. Several users can share the same responsibility, and a single user can have multiple responsibilities.

**responsibility** In Oracle Assets and Oracle General Ledger, a level of authority within General Ledger. Each responsibility provides a user with access to a menu and a set of books. You can assign one or more responsibilities to each user. Responsibilities let you control security in General Ledger.

**responsibility report** A financial statement containing information organized by management responsibility. For example, a responsibility report for a cost center contains information for that specific cost center, a responsibility report for a division manager contains information for all organizational units within that division, and so on. A manager typically receives reports for the organizational unit(s) (such as cost center, department, division, group, and so on) for which he or she is responsible.

**revaluation** See *foreign currency revaluation*. In Oracle Assets, a feature that allows you to adjust the cost of your assets by a revaluation rate. The cost adjustment is necessary due to inflation or deflation. You can define revaluation rules for accumulated depreciation, for amortization of revaluation reserve, and for revaluation ceilings.

**revaluation** In Oracle Receivables, a restatement of assets or liabilities denominated in a foreign currency using exchange rates that you enter. Fluctuations in exchange rates between the transaction and revaluation dates result in revaluation gains or losses.

**revaluation gain/loss account** An income statement account you define that records net gains and losses associated with the revaluation of foreign currency-denominated accounts, in functional currency units. You select the appropriate gain/loss account in the Revalue Balances window.

**revaluation journal entry** A journal entry that is automatically created when you revalue foreign currency-denominated accounts. The revaluation process creates a batch of revaluation journal entries reflecting changes in market rates for each revalued currency and directs the gain or loss amount to the gain/loss account that you specify.

**revaluation status report** A report that summarizes the results of your revaluation. General Ledger automatically generates this report whenever you revalue foreign asset and liability account balances for an accounting period in your calendar. You can review this report to identify accounts that were revalued in General Ledger and journal batches and entries that were created because of the revaluation.

**reversing journal entry** A journal entry General Ledger creates by reversing an existing journal entry. You can reverse any journal entry and post it to any open accounting period.

**rollup group** A collection of parent segment values for a given segment. You use rollup groups to define summary accounts based on parents in the group. You can use letters as well as numbers to name your rollup groups.

**root node** A parent segment value in Oracle General Ledger that is the topmost node of a hierarchy. When you define a hierarchy using the Hierarchy window, you specify a root node for each segment. Oracle Financial Analyzer creates a hierarchy by starting at the root node and drilling down through all of the parent and child segment values. See also *parent segment value*.

**row order** A report component that you use to modify the order of detail rows and account segments in your report. You can rank your rows in ascending or descending order based on the amounts in a particular column and/or by sorting your account segments either by segment value or segment value description. You also specify display options, depending on the row ranking method you choose. For example, if you want to review Total Sales in descending order by product, you can rank your rows in descending order by the Total Sales column and rearrange your segments so that product appears first on your report.

**row set** A Financial Statement Generator report component that you build within General Ledger by defining all of the lines in your report. For each row, you control the format and content, including line descriptions, indentations, spacing, page breaks, calculations, units of measure, precision and so on. A typical row set includes row labels, accounts and calculation rows for totals. For example, you might define a standard income statement row set or a standard balance sheet row set.

**rule numbers** A sequential step in a calculation. You use rule numbers to specify the order in which you want General Ledger to process the factors you use in your budget and actual formulas.

**sales tax** A tax collected by a tax authority on purchases of goods and services. The supplier of the good or service collects sales taxes from its customers (tax is usually included in the invoice amount) and remits them to a tax authority. Tax is usually charged as a percentage of the price of the good or service. The percentage rate usually varies by authority and sometimes by category of product. Sales taxes are expenses to the buyer of goods and services.

**sales tax structure** The collection of taxing bodies that you will use to determine your tax authority. 'State.County.City' is an example of a Sales Tax Structure. General Ledger adds together the tax rates for all of these components to determine a customer's total tax liability for a transaction.

**segments** The building blocks of your chart of accounts in Oracle General Ledger. Each account is comprised of multiple segments. Users choose which segments will make up their accounts; commonly-used segments include company, cost center, and product.

**segment values** The possible values for each segment of the account. For example, the Cost Center segment could have the values 100, which might represent Finance, and 200, which might represent Marketing.

**selection tools** A set of tools in Oracle Financial Analyzer that provide shortcut methods for selecting the values that you want to work with in a report, graph, or worksheet.

**set of books** A financial reporting entity that uses a particular chart of accounts, functional currency and accounting calendar. You must define at least one set of books for each business location.

**SFAS 52 (U.S.)** Statement of Financial Accounting Standards number 52, issued by the Financial Accounting Standards Board (FASB), which prescribes U.S. national accounting standards for the translation, revaluation, and reporting of foreign currency–denominated amounts. General Ledger conforms to SFAS 52 (U.S.) standards. SFAS 52 (U.S.) guidelines require the use of period–end exchange rates to translate monetary asset and liability accounts and weighted–average exchange rates to translate revenue and expense accounts. Historic rates are used to translate non–monetary asset and liability accounts and equity accounts. Foreign currency–denominated accounts are revalued using period–end rates.

**shortdecimal data type** Oracle Financial Analyzer variables with a shortdecimal data type contain decimal numbers with up to 7 significant digits.

**shortinteger data type** Oracle Financial Analyzer variables with a shortinteger data type contain whole numbers with values between –32768 and +32768.

**shorthand flexfield entry** A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

**skeleton entry** A recurring journal entry the amounts of which change each accounting period. You simply define a recurring journal entry without amounts, then enter the appropriate amounts each accounting period. For example, you might define a skeleton entry to record depreciation in the same accounts every month, but with different amounts due to additions and retirements.

**spot exchange rate** A daily exchange rate you use to perform foreign currency conversions. The spot exchange rate is usually a quoted market rate that applies to the immediate delivery of one currency for another.

**spreadsheet interface** A program that uploads your actual or budget data from a spreadsheet into General Ledger.

**standard balance** The usual and customary period–to–date, quarter–to–date, or year–to–date balance for an account. The standard balance is the sum of an account’s opening balance, plus all activity for a specified period, quarter, or year. Unlike an average balance, no additional computations are needed to arrive at the standard balance.

**standard entry** A recurring journal entry whose amount is the same each accounting period. For example, you might define a standard entry for fixed accruals, such as rent, interest, and audit fees.

**Standard Request Submission** A standard interface in Oracle Applications in which you run and monitor your application's reports and other processes.

**STAT** The statistical currency Oracle General Ledger uses for maintaining statistical balances. If you enter a statistical transaction using the STAT currency, Oracle General Ledger will not convert your transaction amounts.

**statistical journal entry** A journal entry in which you enter nonfinancial information such as headcount, production units, and sales units.

**statistics** Accounting information (other than currency amounts) you use to manage your business operations. With General Ledger, you can maintain budget and actual statistics and use these statistics with budget rules and formulas.

**status line** A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: ^ or v symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the <Insert> indicator or *lamp* informs you that the current window is in insert character mode; and the <List> lamp appears when a list of values is available for the current field.

**step-down allocation** In Oracle General Ledger, an allocation upon which you run another allocation. For example, you might allocate parent company overhead to operating companies based on revenues. You can then use a step-down allocation to allocate overhead to cost centers within the operating companies based on headcount.

**summary account** An account whose balance represents the sum of other account balances. You can use summary accounts for faster reporting and inquiry as well as in formulas and allocations.

**tablespace** The area in which an Oracle database is divided to hold tables.

**tax authority** A governmental entity that collects taxes on goods and services purchased by a customer from a supplier. In some countries, there are many authorities (e.g. state, local and federal governments in the US), while in others there may be only one. Each authority may charge a different tax rate. Within General Ledger, tax authority consists of all components of your tax structure. For example: California.San Mateo.Redwood Shores for State.County.City. General Ledger adds together the tax rates for all of these locations to determine a customer's total tax liability for an invoice.

**tax codes** Codes to which you assign sales tax or value-added tax rates. Oracle Receivables lets you choose state codes as the tax code when you define sales tax rates for the United States. (Receivables Lookup)

**tax engine** A collection of programs, user defined system parameters, and hierarchical flows used by General Ledger to calculate tax.

**tax exempt** A customer, business purpose, or item to which tax charges do not apply.

**Tax Identification Number** In the United States, the number used to identify 1099 suppliers. If a 1099 supplier is an individual, the Tax Identification Number is the supplier's social security number. If a 1099 supplier is a corporation, the Tax Identification Number is also known as the Federal Identification Number.

**tax location** A specific tax location within your tax authority. For example 'Redwood Shores' is a tax location in the Tax Authority California.San Mateo.Redwood Shores.

**tax type** A feature you use to indicate the type of tax charged by a tax authority when you define a tax name. General Ledger uses the tax type during invoice entry to determine the financial impact of the tax. When you enter a tax of type Sales, General Ledger creates a separate invoice distribution line for the tax amount. When you enter a tax of type Use, General Ledger does not create the invoice distribution line.

**template** A pattern that General Ledger uses to create and maintain summary accounts. For each template you specify, General Ledger automatically creates the appropriate summary accounts.

**Time dimension** An Oracle Financial Analyzer dimension whose values represent time periods. A time period can be a month, quarter, or year. The length of the Time dimension's values is determined by the Width option on the Maintain Dimension window.

**translation** See *revaluation. foreign currency translation*.

**unrealized gain or loss** The change in value, in functional currency units, of a foreign currency-denominated account, measured over an accounting period. See also *realized gain or loss*.

**use tax** A tax that you pay directly to a tax authority instead of to the supplier. Suppliers do not include use tax on their invoices. You sometimes owe use tax for goods or services you purchased outside of, but consumed (used) within the territory of a tax authority. Use taxes are liabilities to the buyer of goods and services. You can define a tax name for use taxes. When you enter a use tax name on an invoice, General Ledger does not create an invoice distribution or general ledger journal entry for the tax.

**user profile** See *profile option*.

**value** Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

**value set** A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

**value added tax (VAT)** A tax on the supply of goods and services paid for by the consumer, but collected at each stage of the production and distribution chain. The collection and payment of value added tax amounts is usually reported to tax authorities on a quarterly basis and is not included in the revenue or expense of a company. With General Ledger, you control the tax names on which you report and the reference information you want to record. You can also request period-to-date value added tax reports.

**variable** An Oracle Financial Analyzer database object that holds raw data. Data can be numerical, such as sales or expense data, or textual, such as descriptive labels for products.

**variable text** Variable text is used when dialog boxes or their components are unlabeled or have labels that change dynamically based on their current context. The wording of variable text does not exactly match what you see on your screen.

**voucher number** A number used as a record of a business transaction. A voucher number may be used to review invoice information, in which case it serves as a unique reference to a single invoice.

**weighted-average exchange rate** An exchange rate that General Ledger automatically calculates by multiplying journal amounts for an account by the translation rate that applies to each journal amount. You choose whether the rate that applies to each journal amount is based on the inverse of the daily conversation rate or on an exception rate you enter manually. General Ledger uses the weighted-average rate, instead of the period-end, average, or historical rates, to translate balances for accounts assigned a weighted-average rate type.

**year average-to-date** The average of the end-of-day balances for a related range of days within a year.

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